

Dear Event Organiser

Thank you for your interest in holding an event in the Rotorua District.

The following pages provide an Event Application Form which will help us identify what consents or licenses may be required for your event. Please complete and return the form well in advance, we will then provide you with the necessary information to help you through the process.

Events & Venues are part of Rotorua District Council. The major and community events team within Events & Venues are there to support events happening in Rotorua. We can provide help in a number of areas including marketing, equipment and volunteers. If you want help or advice on running an event in Rotorua, do not hesitate to contact any of the events team below.

www.rotoruaNZ.com/events is a free event listing website that we encourage you to submit your event onto. This site receives many thousands of hits each month and is used to promote Rotorua as a great visitor destination. Your event will be sent to all local media including TV, radio and print. If submitted early enough, it may also be included on the Events & Venues bi-monthly flyer which is distributed to various locations within the CBD each week. To get your event promoted for free, go to: www.rotoruanz.com/events and click 'submit your event'.

The major and community events team hire out event equipment to both community and professional event organisers at a very competitive rate. For a full list of what is available please contact Kylie Lang.

Volunteers are often the first people to come into contact with participants at an event, it is therefore very important to have good volunteers. Events and Venues manage a volunteer database which includes individuals and groups with a variety of skills and experience. If you require any volunteers to help with your event or would like to become a volunteer, please contact Amanda Hohneck.

If you have any further questions, please feel free to contact us.

The Major and Community Events Team

Martin Croft	Amanda Hohneck	Kylie Lang
Events Manager martin.croft@rdc.govt.nz Direct: 07 351 8654 Cell: 0272 498 670	Events Co-ordinator amanda.hohneck@rdc.govt.nz Direct: 07 351 8694 Cell: 0272 498 675	Community Programme & Events Co-ordinator kylie.lang@rdc.govt.nz Direct: 07 351 8685 Cell: 0272 498 020

SECTION 1: EVENT INTEREST FORM	
Name of Event	
Type of Event/Activity	<input type="checkbox"/> Fundraiser <input type="checkbox"/> Public display <input type="checkbox"/> Sporting <input type="checkbox"/> Concert/ Music <input type="checkbox"/> Dance <input type="checkbox"/> Festival <input type="checkbox"/> Sport & Recreation <input type="checkbox"/> Markets, Fairs & Expos <input type="checkbox"/> Other (please specify)
Is there a cost to participate / attend your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, please identify costs	
Event Description	
Is this an annual or one off event	Annual <input type="checkbox"/> One-off <input type="checkbox"/>
Estimated number of participants	
Estimated number of supporters/spectators	
Event Website	
Event Dates	
Event Start and Finish Time(s)	

SECTION 2: APPLICATION INFORMATION			
Organisation			
Address			
City/State/Country			
Phone		Cell	
Fax		E-mail	
Event Contact Person			
Title			
Address			
City/State/Country			
Phone		Cell	
Fax		E-Mail	

SECTION 3: LOCATION / VENUE	
Where will your event be held? (Please be specific)	
Lake (please go to section 6)	
Reserve / Park (please go to section 4)	
Events & Venues Facility (please tick)	<input type="checkbox"/> International Stadium <input type="checkbox"/> Energy Events Centre <input type="checkbox"/> Te Runanga Tea House <input type="checkbox"/> Rotorua Convention Centre <input type="checkbox"/> Band Rotunda <input type="checkbox"/> Civic Theatre <input type="checkbox"/> Rotorua Soundshell
Forest (please go to section 5)	
CBD	
Private	
Roads (please go to section 8)	

SECTION 4: PARKS AND RESERVES

This application must be submitted no later than 60 days prior to the event

Name of Park/Reserve?			
What will you be doing on the reserve? (Detail all your activities)			
Will marquees be erected?	<input type="checkbox"/> Yes - If the marquee is over 100m2 (please refer to section 7) <input type="checkbox"/> No		
Is power / water required?	Power <input type="checkbox"/>	Water <input type="checkbox"/>	
Will animals or amusements be present?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Will food be available for the public? (If yes, refer to section 10)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Will there be any types of entertainment? (Bands, bouncy castles etc)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Will alcohol be available – either for sale or given away? (If yes, refer to section 9)	For Sale <input type="checkbox"/> Yes	Given away <input type="checkbox"/> No	
Will you use the reserve for public parking?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are you charging people to enter the reserve?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Set Up Date(s)		Start Time	
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Clean Up Date(s)		Finish Time	
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SECTION 5: WHAKAREWAREWA FOREST

To hold an event in the Tokorangi (Redwoods) and Whakarewarewa Forest, applications must be lodged to the Rotorua District Council Forest Manager by the dates shown below. For more information on the Whakarewarewa Forest Application process refer to Appendix A

Events taking place between	Applications due	Decision notified
January – June	1 September	November
July – December	1 February	April

Activity type (e.g. Run component)			
Start Time		End Time	

Impact of the event on the forest and forest use

(Note: applications can be made more than 6 months ahead of anticipated date)

If your event intends to use the forest as part of a larger (e.g. the run component of a run/ swim/ road bike) event please indicate the times that the event will take place within the forest.

Documentation to be attached/covered;

- Map of the course/s and site layout including where marshals and first aid and main contact station are positioned
- Copy of event entry form
- Fire Safety plan
- Safety Operations Procedures (of participants, spectators, public, marshals, communications, 1st Aid)
- Forest Road Safety Plan
- Vehicle Management Plan
- Waste Management Plan

SECTION 6: LAKES

Applications must be submitted no later than 20 working days before the event

Rotorua Lakes

If you want to hold an event at any of the lakes in Rotorua, you will need to contact the Lakes Maritime Team at the Bay of Plenty Regional Council.

If you require a lake closure you will also need to fill out an Aquatic Event Application form which you find via the following link: www.envbop.govt.nz/environment/water/rotorua-lakes/lake-closures.aspx at the same link, you will find base maps for all Rotorua lakes and a list of lake bookings both provisional and confirmed.

For more information contact the Lakes Maritime Team at the Bay of Plenty Regional Council.

Contact: 0800884880 Email: info@boprc.govt.nz

Additional documentation: Safety Operations Procedure (checklist available on [above](#) website)

SECTION 7: BUILDING CONSENT	
A building consent is required for marquees over 100m ² and staging or structures exceeding 1.5m high	
Will you be erecting a marquee over 100m ² ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Size of marquee/s	
Number of marquee/s	
Will you be erecting platforms or staging over 1.5m high?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Size of structure	
Number of structure	

For the consent form, checklist and more information on outdoor structures, marquees and stages please refer to Rotorua District Council Building department's webpage:
<http://www.rdc.govt.nz/Services/Building.aspx>

SECTION 8: EVENTS ON PUBLIC ROADS
The deadlines for the applicant to use roads without closure is 60 working and 90 working days for a road closure.
Do you require a road closure for your event or will your event be using a public road or street?
Name of Road/s required for your event
<ul style="list-style-type: none"> Please identify start & finish points of closure by landmark, e.g. intersection with another road, particular building etc
Proposed route for your event
<ul style="list-style-type: none"> A plan showing the roads to be used, the route to be taken and the placement of the barriers and marshals must accompany this application.

NOTE: (If you intend to use a road for your event, please refer to Appendix C for terms and conditions)

Applying for a road closure will require consultation of all residents or businesses that are affected by the closure. In addition, the closure will have to be publicly advertised and a period of time allowed for the public to submit objections.

Any event which will impact the normal traffic flow will require a traffic management plan (TMP) produced by an authorised STMS agent.

Any event that requires use of the road must also provide proof of Public Liability Insurance to the value of \$2 million dollars.

For help with Traffic Management please contact the Events & Venues team (refer to section E)

SECTION 9: ALCOHOL	
Application required 20 working days before event date (please refer to Appendix D)	
Will alcohol be sold or consumed at this event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Status of applicant (please tick one)	<input type="checkbox"/> Natural Person <input type="checkbox"/> Private Company <input type="checkbox"/> Public Company <input type="checkbox"/> Organisation <input type="checkbox"/> Trust <input type="checkbox"/> Local Authority
Where will you be holding your function?	
Does the applicant own the premises?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of Premises Owner	
Address of Premises Owner	
Date and time of liquor licence	
Number of people attending your function?	
Will you be buying, selling or BYO liquor under the licence?	

SECTION 10: REGULATORY	
The organiser is responsible for obtaining all appropriate licences before approval for your event can be given.	
Sale of Food, Market Stall or Mobile Shop	
Will food be for sale or given away?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes please list: (Please note that all food vendors require a current license obtained from Rotorua District Council, if the license is not current or the vendor is from outside of Rotorua a license will need to be obtained). For further information please contact Leonie Chikumbo Appendix E.	

SECTION 11: TOILETS & WASTE	
Will you be providing extra toilets? (Note: there is a minimum number of toilets required for an event dependant on the people in attendance: Refer to RDC General Bylaw 2011: Page 7 & 8 NZS 2.3 305A Sanitary Fixtures in Places of Public Resort www.rdc.govt.nz/YourCouncil/CouncilDocuments/Bylaws.aspx	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you intend to recycle (Note: bins can be provided by the council; please contact Sarah Pauli Appendix E).	<input type="checkbox"/> Yes <input type="checkbox"/> No
What is the waste disposal and clean up plan?	

SECTION 12: SIGNAGE	
Are you putting up signage relating to the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so where?	

Rotorua's District Plan permits the use of signage on private land up to 3m² one month out from the event. For information on what signage can be displayed prior to and during an event, please contact City Focus Manager, Dennis Olliver.

SECTION 13: NOISE	
Will there be amplified sounds and/or special effects (band/fireworks)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so where?	

For information on noise level limits in Rotorua please contact Regulatory Services

GENERAL	
Charges	
The organiser will incur costs such as facility fees and other Rotorua District Council charges. The organiser will be responsible for signage, cones, equipment and any other items that the event requires. The organiser may be asked to provide a bond.	
Public Liability Insurance	
Public Liability Insurance is required of the organiser if there is a road closure and or to protect the client and council if there is any damage(s) caused by the event. The insurance cover must be at a minimum amount of 2 million dollars. For further information please contact Isabel Brell (Appendix E)	
Do you have public liability insurance	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answer yes, please provide a copy of the certificate with the application.	
Resource Consent	
Resource consent may be required depending on the land zoning and/or the nature /effect of the event or activity. For more information on Resource Consent, please contact Planning Services.	
Risk Management Plan	
Rotorua District Council want to insure your event is safe for all involved. To ensure you have thought about the risks associated with your event, you may be asked to provide a risk management plan.	
Do you have a risk management plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Would you like information on how to create a risk management plan.	<input type="checkbox"/> Yes <input type="checkbox"/> No

TERMS & CONDITIONS

The general Terms & Conditions outlined in the following pages relate to the use of public spaces for events within the Rotorua region.

Please ensure you have read and fully understand the Terms & Conditions as they are outlined below. Should you have any questions, please contact the Events & Venues Major Events team or refer to the list of Rotorua District Council contacts.

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Events on Public Roads and Streets Usage Conditions	C
Rotorua District Licensing Agency	D
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APPENDIX A: WHAKAREWAREWA FOREST EVENT APPLICATION PROCESS

The Tokorangi (Redwoods) and Whakarewarewa Forests are managed by the Central North Island Iwi Holdings Ltd, in particular Tuhourangi Ngati Wahiao and Ngati Whakaue, and forest managers; Timberlands Ltd and Rotorua District Council.

Rotorua District Council manage the entire event process for Tokorangi Forest and also for Whakarewarewa Forest on behalf of Timberlands Ltd. This will continue, however all parties involved have now formed a Whakarewarewa Forests Event Appraisal Group who will consider all event applications.

Two meetings held annually to consider applications. At this time the event will either be pre-approved or declined, additional conditions may be decided upon and the fee approved.

January - June

For events held in the first 6 months of the year (January to June) applications must be lodged by 1 September to The Rotorua District Council who will disseminate the information to the Appraisal Group. The group will meet in October and notifications sent out in November.

July – December

For events held in the second half of the year (July to December) applications must be lodged by 1 February. The meeting will take place in March and notifications sent out in April.

Once an application has been pre-approved further information will be sought regarding details of management of the event, then final approval will be given.

Community Events

Events such as school/club only or free/by donation community events run by non-professional organisations will not be included in this process; however will still have to supply the relevant event information.

Fees

Event fee charges will remain the same. This will be revised and notification will be made in July 2011.

APPENDIX B: USE OF MARQUEES AS TEMPORARY STRUCTURES

Under Schedule 1 of the Building Act 2004, and effective from 23 December 2010, the following marquees will be exempt from requiring a building consent:

- Marquees for public or private use up to 100m²
- Marquees over 100m² require a building consent.

Please contact the Council with a minimum of 20 working days prior to your event to allow the processing of your building consent. The following must be supplied in support of the building consent application: Site location will need to be approved by the owner of the land and a copy or written approval submitted with your application.

Site Plan must show: The size of the marquee. All measurements from boundaries and existing Buildings. Entranceways for fire trucks etc. Where the nearest fire hydrant or water source is located in metres away from the marquee (no greater than 75m unless the marquee is less than 100m²).

Floor Plan must show:

Fire exits: Location of fire extinguishers, emergency lighting (when used at night) alarm and exit signs
Table and seating layout.

Proposed Use must detail: Total occupancy numbers

Exit door(s) size to take the number of people. Total exit width is occupancy number x 7mm per person or no less than 1m wide with two exits; or One side of the marquee completely open. Detail emergency warning (for occupancy of over 50 people). Up to 100 people – no alarm required 100–250 = manual alarm at all exits >250 = fire design report required, exits to be a maximum of 30m apart.

Fire design for large scale events where occupancy exceeds 250 or involves people sleeping in marquees. An evacuation scheme will be required under the Fire Services Act 1975 for marquees with occupancy of 100 people or used for sleeping, and you will need to contact your local Fire Services.

Detail **Heating Units** and show how and where heating is safe to people around the units. Detail who will be supervising the erection of the marquee and their contact number. A specification is required for use of materials specifying surface spread of flame – smoke indices A design producer statement is required for structural stability and tie-down detail for the applicable wind zone Resource consent may be required.

If the event is selling and supplying liquor an RDC liquor license will be required.

Detail who the Safety Officers are and what the Evacuation Scheme is – Safety Officers need to have some form of identification. The evacuation procedure will need to be displayed at all times. If the marquee is to be used after sunset some form of emergency light is required

- A Form 15 – Certificate of Public Use – is required
- A Form 6 – Code Compliance Certificate – will need to be completed at time of Building Consent Application.

Please stipulate when a marquee will be erected and when it will be ready for an inspection. You will need time for booking an inspection. Please contact Council to lodge your application where, if the documentation is complete, approval will be given in a timely manner; however, insufficient information may result in a suspension while awaiting further details resulting in an extended time frame.

APPENDIX C: EVENTS ON PUBLIC ROADS AND STREETS (NO ROAD CLOSURE/ROAD CLOSURE)

USAGE CONDITIONS

CONDITIONS: All applications are subject to the following conditions; further conditions may be added on processing of the application -

- 1) All application is administered by the Corporate Administration section of the Rotorua District Council, Ph (07) 348-4199, Private Bag 3029, Rotorua Mail Centre, Rotorua 3046.
- 2) Applications involving road closures are to be lodged 3 months prior to the event; all other events require 6 weeks notice. This is to allow processing by the Council prior to the statutory advertising period.
- 3) All applications must be accompanied by a detailed plan showing the roads to be closed, the routes to be followed and the traffic control measures to be taken.
- 4) Applications for road closures are considered under the Transport (Vehicular Traffic Road Closure) Regulations 1965, which states:
 - *At least 42 days before the proposed period of closure of any road, the controlling authority shall give public notice ...in at least one newspaper circulating in the locality in which the road is situated of its intention to close the road to ordinary vehicular traffic, with details of the purpose of the closure, the period or periods of closure, and the provision made for vehicular traffic which would otherwise be using the road, and shall therein call upon persons affected to lodge with the controlling authority any objections thereto.*
 - *Any person affected by the closure of any road may lodge an objection thereto not later than 28 clear days before the proposed period of closure of the road.*
- 5) The period for objections to road closures closes 28 days prior to the date of the proposed event; if objections to a closure are received these will be considered by a Committee of Council after the close of the objection period.
- 6) The organisers of events involving road closures are responsible for contacting in writing all owners or occupiers of property adjacent to the road and explaining details of the closures and rights of objections during the same period that Council is advertising the proposed closures.
- 7) All motor sport events are required to pay a processing fee of \$250.00.
- 8) All motor sport events are required to pay a damage deposit, the amount of which will be determined by the Engineering section of Council during processing of the application and having regard to the likely impact of the event.
- 9) Other events may also be required to pay a damage deposit; this will be determined during processing having regard to the likely impact of the event.
- 10) The organisers of all events are responsible for meeting the full costs of advertising the closure/s.
- 11) Where an event requires the use of a reserve, the organiser is responsible for the booking of the reserve and of any equipment required (e.g. litter bins, port-a-loos).
- 12) The use of loud hailing equipment is prohibited in the Central Business District.
- 13) The organisers are responsible for ensuring that the area used is left clean and tidy following the event.
- 14) Advertising, signage or markings associated with the event should not be attached to or marked upon any road signage or road furniture.
- 15) Any directives of the Traffic Safety Branch of the NZ Police must be adhered to.
- 16) All emergency services have unrestricted right-of-way at all times

APPENDIX D: ROTORUA DISTRICT LICENSING AGENCY

COUNTER CHECK-SHEET FOR SPECIAL LICENCE

NOTE: This Agency may have to wait a maximum of 20 working days for the Police Report, before it can determine this application, under Section 78(4) of the Act.

1. Every application for a Special Licence must be accompanied by the following:

Incomplete applications will not be accepted

The original and two copies of the application and supporting documents

A plan showing:

Those parts of the premises that are to be used for the sale or supply of liquor; and

Those parts of the premises (if any) that the applicant intends should be designated as restricted areas or as supervised areas:

- a. (Where the applicant is not the owner of the premises) A written statement from the owner to the effect that the owner has no objection to the grant of the licence.
 - b. (Where the applicant is a local authority) A reference to the enactment by which the applicant is expressly authorised to hold an on-licence under the Act:
 - c. (Where the applicant is a manager acting for any person pursuant to a property order made under the Protection of Personal and Property Rights Act 1988) A copy of the property order:
 - d. (Where the applicant is a Club and holds a Club Licence under the Act) The number of the Club Licence:
 - e. (Where the applicant is a Club and does not hold a Club Licence under the Act) Such of the following particulars as the District Licensing Agency may require:
 - f. (Where the club is incorporated) A copy of the certificate of incorporation or other documentary evidence of its incorporation; and
 - g. (Where the club held a charter under the Sale of Liquor Act 1962) Identifying particulars of the Club's charter; or
 - h. A copy of the club's constitution or rules
 - i. (Where the application is made for a licence under Section 74 of the Act). Identifying particulars of the on-licence or club licence held by the applicant:
2. The prescribed fee

Within 10 working days after filing the application, the applicant must, if required to do so by the Secretary, ensure that notice of the application in the prescribed form is attached in a conspicuous place on or adjacent to the site to which the application relates, unless the Secretary agrees that it is impracticable or unreasonable to.

APPENDIX E: CONTACT LIST			
Building	Jed Dodson E: jed.dodson@rdc.govt.nz Direct: 07 351 8076		
Forest	Julianne Wilkinson E: julianne.wilkinson@rdc.govt.nz Direct: 07 351 7640 Cell: 027 305 3564		
Liquor	<table border="0"> <tr> <td>Neven Hill E: neven.hill@rdc.govt.nz Direct: 07 351 8068</td> <td>Julie Smale E: julie.smale@rdc.govt.nz Direct: 07 351 8068</td> </tr> </table>	Neven Hill E: neven.hill@rdc.govt.nz Direct: 07 351 8068	Julie Smale E: julie.smale@rdc.govt.nz Direct: 07 351 8068
Neven Hill E: neven.hill@rdc.govt.nz Direct: 07 351 8068	Julie Smale E: julie.smale@rdc.govt.nz Direct: 07 351 8068		
CBD	Dennis Olliver E: dennis.olliver@rdc.govt.nz Direct: 07 350 0186		
Lakes	Sherryn Owen E: sherryn.owen@envbop.govt.nz Ph: 0800 368 288 ext 7496		
Parks & Reserves	<table border="0"> <tr> <td>Sheryl Rowell E: sheryl.rowell@rdc.govt.nz Direct: 07 351 8119</td> <td>Sarah Pauli (Bookings) E: sarah.pauli@rdc.govt.nz Direct: 07 351 8144</td> </tr> </table>	Sheryl Rowell E: sheryl.rowell@rdc.govt.nz Direct: 07 351 8119	Sarah Pauli (Bookings) E: sarah.pauli@rdc.govt.nz Direct: 07 351 8144
Sheryl Rowell E: sheryl.rowell@rdc.govt.nz Direct: 07 351 8119	Sarah Pauli (Bookings) E: sarah.pauli@rdc.govt.nz Direct: 07 351 8144		
Traffic & Roading	<table border="0"> <tr> <td>Isabel Brell (Admin on road closures) E: isabel.brell@rdc.govt.nz Direct: 07 351 8128</td> <td>Elizabeth Wood (CBD Roading) E: elizabeth.wood@rdc.govt.nz Direct: 07 351 8232</td> </tr> </table> <p>Megan Hill - Traffic Management Co-ordinator (Local Roads) Sigma Consultants Ltd P: 07 347 3456 C: 027 272 9809 E: meganh@sigmaconsult.co.nz</p> <p>Gavin Park - Traffic Management Co-ordinator (State Highway Roads) Opus International Consultants Ltd P: 07 343 1406 C: 07 343 1401 E: Gavin.Park@opus.co.nz</p>	Isabel Brell (Admin on road closures) E: isabel.brell@rdc.govt.nz Direct: 07 351 8128	Elizabeth Wood (CBD Roading) E: elizabeth.wood@rdc.govt.nz Direct: 07 351 8232
Isabel Brell (Admin on road closures) E: isabel.brell@rdc.govt.nz Direct: 07 351 8128	Elizabeth Wood (CBD Roading) E: elizabeth.wood@rdc.govt.nz Direct: 07 351 8232		
Resource Consent	Rick Dunn E: rick.dunn@rdc.govt.nz Direct: 07 351 8046		
Signage	Jim Nicklin E: jim.nicklin@rdc.govt.nz Direct: 07 351 8079		
Food	<p>Leonie Chikumbo E: leonie.chikumbo@rdc.govt.nz Direct: 07 351 8015</p> <p>Shaun Nunn E: shaun.nunn@rdc.govt.nz Direct: 07 351 8090</p> <p>Jim Morgan E: jim.morgan@rdc.govt.nz Direct: 07 351 8085</p>		
Regulatory Services (Incl. Noise Control)	<p>Jim Morgan (as above)</p> <p>Shaun Nunn (as above)</p> <p>Leonie Chikumbo (as above)</p>		
Planning Services	Portia McKenzie E: portia.mckenzie@rdc.govt.nz Direct: 07 351 8453		
Events & Venues	<p>Martin Croft (Events Manager) E: martin.croft@rdc.govt.nz Direct: 07 351 8654</p> <p>Kylie Lang (Community Programme & Events Coordinator) E: kylie.lang@rdc.govt.nz Direct: 07 351 8685</p> <p>Amanda Hohneck (Event Coordinator) E: amanda.hohneck@rdc.govt.nz Direct: 07 351 8694</p>		