

8 Regulations and Permits

8.1 Alcohol

- If alcohol is being sold, or supplied at the event, it will require a licence. Supply refers to selling tickets that include alcohol in the price.
- Even if you do not intend to sell alcohol it is useful to talk to the Liquor Licensing Inspector to clarify whether or not you need a licence. They can also help with suggestions for managing intoxicated patrons and other alcohol-related issues.
- The 'licence holder' is the person who holds the license, and is not necessarily the Event Manager. Some Event Managers hire a person or company to act as a Bar Manager.
- Like the publican or manager of a bar, the Bar Manager at an event is responsible for ensuring that the Sale of Liquor Act requirements are met.
- Applications are made to the District Licensing Agency, via the Napier City Council, Hastings District Council, Central Hawke's Bay or Wairoa District Council.

You must apply at least 20 working days before the event, but it is advisable to make contact around 2 months in advance, to allow time to clarify complications that might arise.

Napier City Council – Environmental Health Dept
Telephone: (06) 835 7579 Ext 8776

Hastings District Council Event Coordinator
Telephone: (06) 873 8965

Central Hawke's Bay District Licensing Agency
Telephone: (06) 857 8060

Wairoa District Council Licensing Agency
Telephone: (06) 838 7309

8.2 Resource Consent:

- To find out if your event needs resource consent, contact the staff at your Territorial or Regional Council.
- Be prepared with details on: date, location, duration, numbers attending, rubbish and hygiene management systems, and environmental impact. They will tell you if you need to make an application.
- The application will have to include a brief assessment of any environmental effects. If you are utilizing a building that is not normally used for the purpose you propose, resource consent may also be required.

Resource consent applications take 20 working days to process. A fee will be charged, which varies between authorities and is reasonably substantial.

Napier City Council - *If the proposed event falls outside resource consent parameters; it may need council approval at their next meeting.*
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8.3 Noise:

- It is important to consider the level of noise when selecting the venue, site layout, and entertainment and sound systems.
- Problems may arise with neighbouring residents and businesses if noise levels are intrusive or excessive. If your event is at a council venue, contact your local council, to obtain their guidelines and find out if there are restrictions that you need to be aware of with your venue.
- The Council Environmental Health section will also have information about noise levels and controls. All of this should be directed through to me in the first instance, but contact your Council in case of other queries

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8.4 Building Consent:

If you are planning on erecting any structure (e.g. a stage, marquee (over 30m²) seating, or scaffold), you will also need to discuss your plans with the Building Consents and Planning departments of the Napier, Hastings, Wairoa and Central Hawke's Bay Councils.

If required, an application will take 20 working days to process and the building will need to be inspected. Costs vary with the application being assessed as it is processed.

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Telephone: (06) 835 7579

Hastings District Council Event Coordinator
Telephone: (06) 873 8965

Central Hawke's Bay District Council
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Wairoa District Council
Telephone: (06) 838 7309

8.5 Fire Safety:

The NZ Fire Service can help you if you need a Fire Evacuation Plan, for example, if you are using large marquees. They can also help you with planning evacuation procedures.

The website www.fire.org.nz offers comprehensive assistance in this area, but if you require further help contact the Fire Safety Officer at one of the below stations for assistance.

This should be done at least 14 working days prior to the event if assistance is required.

Napier Fire Station: Fire Safety Officer
Telephone: (06) 843 6123

Hastings Fire Station: Fire Safety Officer
Telephone: (06) 876 6110

Gisborne Fire Station: Fire Safety Officer
Telephone: (06) 867 9039

Waipukurau Fire Station: Fire Station Chief
Telephone (06) 858 9908

8.6 Fire Permits:

Your local council handles permits for open-air fires, bonfires, hangi, and umu. They will advise on requirements, restrictions and any permit procedures.



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Make contact about a month in advance to discuss your plans.

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8.7 Fireworks & Explosive Permits:

- If you are looking into having any form of fireworks at your event a licensed operator will be required to run this. You will need to contract an operator who should then handle all of the necessary processes and documentation for you.
- A site plan detailing firing area and fall out areas will be necessary. Aviation authorities have to be notified, so this is becoming quite involved.
- Do not leave this aspect of your event until the last minute. You may need to allow up to at least **six weeks** prior to the event.
- Other agencies that may have to become involved include your local council, Occupational Health and Safety and the national organisation ERMA – Environmental Risk Authority of NZ.

8.8 Food & Drinking Water:

- Having affordable, quality food on site helps patrons to have a good time and reduces the effects of alcohol. Locating food vendors near to bars encourages drinkers to eat.
- Patrons will need cold, clean drinking water to avoid dehydration and heat stroke and to counter the effects of alcohol. Water should be easily available at all times. Patrons should also be able to refill water containers.
- If you are selling food, providing power, water or refuse management for food vendors, you will need to contact Environmental Health Officers at your local council. If food is being provided at an event, Environmental Health Officers have the right to inspect at any time.
- With large events, Health Officers will definitely be involved.

In most circumstances food vendors will need to be registered, which takes up to 20 working days.

Environmental Health Officers:

Napier City Council – Environmental Health Dept
Telephone: (06) 835 7579 Ext 8776

Hastings District Council Event Coordinator
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8.9 Road Closure:

- To temporarily close a road, or to stage a street parade, contact the Roading Manager at your local council and Transit NZ if the road you are using a Transit NZ road – all Transit roads in the region are Level 1.
- The local transit contact in Hawke's Bay is Opus International: Ph: (06) 835 5100
- For all road closures and parades you will need to supply a Traffic Management Plan. Local Council can put you in contact with staff who can assist you with this.
- Any closure of roads has to be notified in the local newspaper.
- The Event Manager will be required to source and supply all road barriers, signs and cones, which may have a considerable cost. Available through the H.E.E.T Trust 'Hawke's Bay Event Equipment' Trust is some road safety signage and cones. Contact Ivan Aplin - 027 221 0497. Refer to Road Contractors in the yellow pages.

Apply in writing at least 50 days prior to the event.

- Local contacts for traffic management plans are:

Napier City Council– Works Assets Dept
Telephone: (06) 835 7579 Ext: 8719

Hastings District Council Event Coordinator
Telephone: (06) 873 8965

Central Hawke's Bay District Council
Telephone: (06) 857 8060

Wairoa District Council
Telephone: (06) 838 7309

8.10 First Aid & Safety Teams:

- Provision of first aid/emergency medical services is crucial at medium to large events, or at any event where there is potential risk to participants, officials or the public.
- First aid services should be in a visible, sign posted location and workers should wear obvious uniforms.
- St John Ambulance services are highly skilled at providing medical care at events. They can recommend the kind of coverage you will need. Payment is arranged in advance and depends on the service provided. They will expect to discuss this with you. This is a voluntary organisation and therefore cannot always guarantee their assistance. It is very important that you contact them as early as possible in your planning. **The service must be booked early at least 6 weeks in advance.**
- First aid services need to be included in the communication system allowing them to communicate efficiently with the security staff, Event Manager, health and safety crew, police and other emergency services.
- At some events, teams of youth workers and other trained staff can attend to help reduce problems, but may not be equipped to provide the level of medical care that First Aid services do.
- All services should be promoted and patrons should be encouraged to seek help for themselves and others if problems occur.



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- **St John Event Coverage**
Telephone: (06) 8789515 Website: www.stjohn.org.nz
- **Red Cross Services:**
Telephone: (06) 8788438 / (06) 843 0041
- If it is a water-based event, also consider Surf Lifesaving Hawke's Bay – Ph (06) 845 9333



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