

Useful information for event organisers



Please note: Due to the growing number of leisure events being held in Upper Hutt and in the interest of running successful and safe events the process for submitting event information and Traffic Management Plans to the Upper Hutt City Council is currently under review. In the meantime if you could please follow the guidelines below.

Information for those organising events in Upper Hutt

The following information will assist you with the planning of your event, big or small!

If you are planning an event and are unsure if you need to notify the Upper Hutt City Council (Council) or if you are unsure if you may require a temporary road closure and/or a Traffic Management Plan for your event please send the Council an email or letter outlining your proposed event or call and discuss your event with the Event Coordinator. Please email your letter to the event coordinator: askus@uhcc.govt.nz, Private Bag 907, Upper Hutt

We advise discussing your event with the event coordinator as they may have useful information that will assist you with the planning and promotion of the event.

As a guideline you should discuss your event with the Council if:

- The public are invited to your event
- Your event is being held in a public space or you intend using a public road or carpark
- Your event may impact on roads, affect the traffic flow and/or impact on residents in the area

Every event is different so in the interest of a successful event and public safety please read this document carefully.

What information should you provide the Council?

Your letter should outline the nature of your event and, depending where you are at with your planning, may include some or all of the following:

- A description of your event
- A map of the area where the event will be held and any intended routes (e.g. cycling/running events)
- Anticipated number of participants
- Adverse weather plans - cancellation, postponement or alternative venue
- Health & Safety – Such as marshals for crowd and traffic management, lost children. This should include an incident response plan.
- Date check – have you checked what other events are on in the area at the time?

- Traffic Management. A traffic management plan (TMP) is required if your event will impact on the flow of traffic in the area and/or you intend using a public road or car park. The person completing the TMP must have delegated authority and be a qualified Site Traffic Manager Supervisor (STMS). For further information see Roading below or the Upper Hutt City Council website.
- First Aid
- Liability Insurance
- Rubbish and recycling
- Emergency services access
- Signage
- Public Transport – will your event affect any buses operating in the area?
- Promotion Plan – how you intended promoting your event to maximise the number of attendees and the success of your event
- Communication plan – you will need to provide details of your event to those in the area directly affected by your event e.g. cycle events must notify residents/businesses along the intended route

Upper Hutt Roads and Traffic Management Plans

You will be required to submit a Traffic Management Plan (TMP) to the Upper Hutt City Council if your event is:

- using a public road or carpark
- your event impacts on roads and/or traffic flow in the area

The person completing the TMP must be a qualified Site Traffic Manager Supervisor (STMS) who has delegated authority from the Upper Hutt City Council. TMP and Delegated Authority forms are available on the Upper Hutt City Council website.

Please email your letter to the event coordinator: askus@uhcc.govt.nz, Private Bag 907, Upper Hutt

Cycling/running events

- The Upper Hutt City Council encourages events and leisure activity in Upper Hutt. Due to the increasing number of cycling and running events being held in the Upper Hutt area, in particular the Whitemans Valley, and in the interest of running successful and safe events, event organisers are required to notify the Upper Hutt City Council of their planned event. This helps to prevent double bookings and to encourage the ongoing support of residents and businesses in the area.
- **Cycling and running event organisers will need to:**
 - notify the Upper Hutt City Council of your event at least one month prior to the event
 - provide a Traffic Management Plan and incident response plan
 - notify residents and businesses in the area directly affected by your event either via signage or flyers (signage guidelines see below).
 - provide an overview of your event to Council (see What information should I provide to the Council? above). please make sure you include the anticipated number of participants

Please email your letter to the event coordinator: askus@uhcc.govt.nz, Private bag 907, Upper Hutt

General event information

Planning an event

Get Set Go and Spread the World

The following documents are full of useful information about organisation and promotion an event, they can be found on the Wellington City Council website. We strongly recommend them for any event organiser.

The documents are called: "Get Set Go" and "Spread the Word" and can be found by going to <http://wellington.govt.nz> (Wellington City Council website) **then search for 'Get Set Go' or 'Spread the Word'**.

When to hold your event

Spend a little time researching what else is on in the greater Wellington area around the proposed date of your event. It is almost impossible to avoid a clash through the event season of October to April but you can try to avoid any major clashes in the immediate area.

Where to hold your event

There are various venues available in the Upper Hutt area some for free and others for hire:

- Halls – a brochure on halls for hire will be available shortly.
- School Halls
- Community halls
- The Professionals Recreation Hall at Expressions Arts & Entertainment Centre
- Expressions Arts & Entertainment Centre
- Council Parks
- HAPAI Club - please see www.upperhuttcity.com or contact the Community Engagement Officer on 527 2117 or hapai@uhcc.govt.nz

Please see the Community Services directory for further options and details.

The Community Directory is available online <http://www.upperhuttcity.com/community/resources/community-directory/>, in the reference section of the library or from reception at the Upper Hutt City Council.

Upper Hutt City Council Parks

Upper Hutt has many wonderful parks. Should you wish to hold your event in an Upper Hutt City Council park you will need to complete a booking request form which is available on the Upper Hutt City Council website www.upperhuttcity.com/parks-and-reserves

Please book well in advance as the parks can be very heavily booked, particularly in the summer months

If you have any further questions or wish to check park availability please telephone 527 2170.

Emergency Services

If you are organising a major event please provide emergency services with details of your event and ensure you have adequate first aid staff on site.

Rubbish, recycling and Zero Waste Events

The Upper Hutt City Council encourages event organisers to run Zero Waste Events. Guidelines are available from Council on how to hold an event that will minimise waste and maximise recycling. These guidelines apply to all events regardless of size, and are as relevant to a kindergarten fete as they are to a major international music festival.

Low Cost Bins offer a recycling service for events and can be contacted on 04 5287666

If you have any further questions regarding zero waste events please contact – Sarah Cole

Sarah.Cole@uhcc.govt.nz

Temporary Road closures

Application process for a Proposed Temporary Road Closure

Do you have an upcoming event that requires a temporary road closure, stopping all vehicular traffic on a road for a period of time?

The application process for temporary road closures can vary depending on individual circumstances but the general process is as follows, please note that costs and time scales are approximate and will vary depending on the circumstances:

- *Allow 12 weeks for your application to be processed.*
- Submit a letter outlining the following:
 - the road/s you wish to temporarily close
 - the date and times to and from
 - the reason for the temporary closure, e.g. brief outline of the event
 - include a map showing the road/s to be closed
 - The letter should be sent to:

Director Asset Management and Operations
Upper Hutt City Council
Private Bag 907
Upper Hutt 514 Email: askus@uhcc.govt.nz

- On receipt of the above, Upper Hutt City Council (UHCC) will advertise the details of the proposed closure, (at the applicant's expense), calling for submissions
- If there are no submissions or submissions where the submitter does not wish to be heard, a report and recommendations are submitted to the Councillors of the Temporary Road Closure for Events Group (TRCEG)
- If the application is approved the applicant will be notified and advised of the conditions required for the temporary closure

- If the application is declined by TRCEG, the application will then be heard at the next appropriate Council Meeting. Applicants are welcome to attend the Council meeting. If Council approve the application, the applicant will be notified and advised of the conditions required for the temporary closure
- If Council decline the application, the applicant will be advised

Conditions of the Temporary Road Closure

Below are a set of conditions that you will need to meet for the closure, these are subject to change depending on the circumstances of the temporary closure:

- (a) THAT all emergency services are informed by Council of the proposed event and should it be necessary for any reason that emergency vehicles require the use of the closed portion of the road; the applicant will stop the event and provide unobstructed passage for such emergency vehicles.
- (b) THAT Council shall erect signs at the start and end of the proposed road closure to advise the public of the proposed road closure two weeks before the event, at the applicant's expense. More signage maybe required for larger road closures.
- (c) THAT the applicant ensures appropriate signs advising of the road closure be stationed in accordance with the Traffic Management Plan (TMP) on the day.
- (d) THAT the applicant arranges, at their expense, for a TMP to be prepared by an Upper Hutt City Council authorised Site Traffic Management Supervisor (STMS) to apply to all the temporary road closures included in the application, and this is provided to the Upper Hutt City Council two weeks prior to the first temporary road closure. The set out of the TMP on the day must be supervised by the STMS.
- (e) THAT the applicant arranges for sufficient marshals be available to direct traffic as required, in accordance with the TMP that has been provided to the Upper Hutt City Council.
- (f) THAT the applicant arranges for first aid personnel to be in attendance and all rubbish and signs to be removed by the applicant at the end of the event.
- (g) THAT the applicant takes a public liability insurance to the value of \$1 million and provides a copy to Council two weeks prior to the event.
- (h) THAT two public notices of the proposed road closure are advertised by Council at the applicant's expense. (The first advert at the start of the process and the second advert the week before the temporary closure).
- (i) THAT the Council has no liability if the road included in this application is not available for the applicant's activity due to emergency works, road works or some other reason outside the Council's control.
- (j) THAT any damage to the road surface, due to the event, will be made good at the applicant's expense, by Upper Hutt City Council.
- (k) That the applicant liaises with Greater Wellington Regional Council if the temporary road closure will impact on the existing bus services.

If you require further information on temporary road closures, please contact **Catherine Pulford** on **04 527 2166** or email: catherine.pulford@uhcc.govt.nz

Funding Options

Funding from Community Development, Upper Hutt City Council:

Please see the Upper Hutt City Council website <http://www.upperhuttcity.com/community/funding-information/> for information on funding or contact the Funding Officer at the Upper Hutt City Council.

Information on GiveUS (general fundraising) and GiveME (scholarships) is available at the Upper Hutt Library. Alternatively please contact the Funding Officer at the Upper Hutt City Council on funding@uhcc.govt.nz

Funding from Business Development Services, Upper Hutt City Council:

Due to the large number of requests for financial assistance for events being held in the Upper Hutt area funding is from a contestable fund and must be applied for annually.

To receive funding for events in the Upper Hutt area you will need to demonstrate significant economic and/or community benefit to the Upper Hutt area.

Applications for **event funding** should be sent to:

Megan O'Connor
Marketing Manager
Private Bay 907
Upper Hutt 5140
Megan.oconnor@uhcc.govt.nz

Promoting your event:

As mentioned above the booklets, "Get Set GO" and "Spread the Word", (available on the Wellington City Council website provide useful information on organising and promoting your event.

We recommend, as a minimum, listing your event on Eventfinda and notifying the Upper Hutt Leader.

Eventfinder/Eventfinda

The Upper Hutt City Council strongly encourages Upper Hutt event organisers, big or small to list their event on Eventfinda. This is free, easy to do online and exposes your event to a wider audience. Eventfinda forms a central and accurate event hub for both those organising and attending events. On Eventfinda there are dedicated Upper Hutt pages and the Upper Hutt Eventfinda listings feed onto the Upper Hutt City Council home and events page. The Upper Hutt Leader also uses Eventfinda as a resource for their What's On event listing.

www.eventfinder.co.nz/whatson/events/upper-hutt

Upper Hutt Leader – What's On listing

The Upper Hutt Leader publishes a weekly "What's On" column. Email details to editor@uhleader.co.nz or post to What's On, PO Box 30029, Lower Hutt. The deadline is noon on the Wednesday prior to publication. Inclusion is at the discretion of the Leader.

Wellington-based websites which offer free listings:

- www.eventfinder.co.nz/whatson/events/upper-hutt
- www.huttkids.co.nz
- www.wotzon.com
- <http://huttcity.govt.nz/events>
- www.livingchannel.co.nz – they have a free events diary
- Newstalk ZB Community notices
<http://www.newstalkzb.co.nz/auckland/whatson/community/sendinfo/>

Other options for promoting your event:

- Social Media - Facebook, Twitter, Instagram, snapchat, etc.
- Facebook, get your friends to share and like your listing.
- Email your event's details to friends, relations and colleagues.
- Don't forget club, church and school newsletters.
- Put your posters, with permission, where people wait, such as takeaway bars and hairdressers.
- Piggybacking – Do a bit of research and see what other events are on in the weeks/weekends leading up to your event. See if other event organisers would mind having a sign for your event on display.
- The Mall. If you would like to promote your event in the Upper Hutt Mall please seek permission from the Mall Manager.
- BNZ Community Noticeboard - Are you aware that the BNZ banks have electronic community noticeboards in store facing the waiting public and that you can load your event details onto this notice board? See in store for details or for further information 0800 275 269 or visit the Upper Hutt branch of the BNZ.
- DomPost: capitalday@dompost.co.nz news@dompost.co.nz
- Hutt City Council – Upper Hutt event organisers can also list their events on the Hutt City Council website:
<http://huttcity.govt.nz/events>
- Library and H²O noticeboard

Should you wish to promote your event at one of our railway stations, you will need to contact the Greater Wellington Regional Council.

Motoring Events:

For those organising an event involving vehicles, the Dominion Post runs a motoring feature entitled "Motoring Plus". Next to the feature article the DomPost prints a motoring events listing in a display panel. You can list your event, for free, in this display panel! Details should be emailed to bill.obyrne@fairfaxmedia.co.nz 3-4 weeks prior to your event.

Community notice boards

There are eight community signboards located within Upper Hutt for use by clubs and organisations as a cost-effective method of promoting community events. These are for promoting events that will be held in Upper Hutt.

If you would like to make use of the community notice boards in the Upper Hutt area for promoting your event please book early as they are very popular and often booked out over the event season September to March.

- Gibbons Street – by River Road entrance to Upper Hutt
- Fergusson Drive – Silverstream
- Fergusson Drive – opposite Exchange Street
- Fergusson Drive – by Rimutaka Tavern
- Akatarawa Road – outside Harcourt Park
- Whakatiki Street – before entering River Road
- Riverstone Terraces roundabout – Kirton Drive
- Totara Park – Totara park side of the bridge

For bookings or further information regarding community notice boards please telephone 04 527 2183.

Erecting temporary signage

Temporary signs

Under the district plan temporary signs, in all zones, must meet all of the following conditions:

- The sign face shall be no greater than 3m² in area visible from any one direction
- The sign shall relate to a temporary or one-off activity.
- The maximum period for any temporary sign shall be 2 months, except for signs required to be erected for health and safety reasons, where the maximum period shall be 6 months.
- Any temporary sign shall be removed within 48 hours of the ceasing of the activity to which the sign relates.
- Real estate signs involved in the advertising and sale of properties must relate to the property on which they are erected.
- Any sign shall be located so that it does not obstruct any official traffic sign.
- Any sign must not be flashing, animated or continuously differ in form or detail.
- Any temporary sign located in the road reserve must be sited with one of the designated areas, and comply with the requirements of the '*Approved Sites for Temporary Signage in the Road Reserve*'. For further information please contact the Planning and Regulatory Services, Upper Hutt City Council.

Residential, business and rural Zone Rules

Any sign directed at the State Highway where the speed limit is 70km/hr or greater shall comply with the following:

Have a minimum letter height of 160mm; and, contain no more than six words and symbols and no more than 40 characters; and be located so as to provide an unrestricted view to the motorist for a minimum distance of 180 metres.

Any sign(s) erected in the road corridor must have approval of the road controlling authority (Upper Hutt City Council unless on or near a State Highway in which case you need to contact the New Zealand Transport Authority,

Please note you may not park trailers or vehicles with signage attached on the side of the road to promote your event.

Signage for events in Trentham Memorial Park

For those holding a **major** event in Trentham Memorial Park a sign can be erected in Trentham Memorial Park, facing Fergusson Drive opposite the Camp Street intersection (to the right of the war memorial) with permission from the Parks and Reserves Manager. This is a high wind and traffic area so please make sure your signage is secure. Signage in Trentham Memorial Park must still comply with the temporary signage rules (please see above).

Permanent signs

Please refer to the Upper Hutt City Council District Plan.

Food License

If you are preparing and/or selling food to the public you may require a temporary food licence.

Please see the website for further details and/or contact the council environmental health officer on 527 21690.

The application form for a temporary food license can be found at upperhuttcitycouncil.com/forms

Email: eho@uhcc.govt.nz

Liquor License

Please see the Upper Hutt City Council website.

Temporary Structures

Tents, marquees and similar lightweight structures do not require building consent if they do not exceed 100 square metres in floor area; and will not be used for a period longer than one month. If you are unsure or need advice on whether your structure will be exempt from the requirements of a consent please call Council's Building Control Services Team on 527 2169 during normal working hours.

Please note that all building work must comply with the building code regardless of whether consent is required or not. In the case of exempt temporary structures you are responsible for the safety of people in and around the structure.

Photocopying

Community groups you are entitled to a small amount of free photocopying.

Per month a community group is allowed: 100 A4 single sided black and white copies or 50 A4 double sided black and white photocopies. Please visit Upper Hutt City Council reception for your photocopying requirements.

Event cancellation, postponement or amendment

Please plan for the unexpected. Do you have a postponement date or will your event go ahead rain or shine? Should you need to cancel or amend your event due to the unforeseen please put in place systems to communicate such changes to the public.

Post the new details on your website, Facebook page, local radio station cancellation services and anywhere you have posted details, such as Eventfinda.

If you are organising a **major** event in Upper Hutt please telephone the Upper Hutt iSITE and the Upper Hutt City Council and inform them of the changes. The Upper Hutt City Council can be inundated with calls from the public regarding major events and if we have the correct information we can pass this on to the public.

Upper Hutt City Council – 24/7

Even after hours your telephone call to the Upper Hutt City Council will be answered and details of your event cancellation or amendment can be left with the after-hours call centre and information passed on to callers.

Upper Hutt City Council (24 hours 7 days a week) 527 2169 iSITE 527 2141

Changes to Health and Safety Laws

The Health and Safety Reform bill is currently before parliament. To stay up to date with the law change please see the Worksafe NZ website: www.business.govt.nz/worksafe/about/reform

After the event:

After your event gather feedback from those attending and participating in your event and compile an event evaluation and report. Keep a record of what worked well and things you can improve on for next time. This will provide you with a great starting point for next event.

We wish you every success with your event. Please contact us should you have any further questions.

Adam Reynard

Marketing and Events Administrator

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