

Notification of a proposed event to Local Boards

The purpose of this document is to notify the local board of the proposed event activity below:

All questions or feedback should be directed to Saskia Coley, Event Facilitator, Auckland Council
Saskia.coley@aucklandcouncil.govt.nz by **Tuesday 30th May**.

If no response is received by the above date, it will be considered that there are no objections to the proposal.

If this message is received by other than the party to whom it is addressed the sender is to be advised immediately. All information in this transmission is confidential and is not to be divulged to any other than the party to whom it is addressed without permission of the sender.

Name of activity:	Summer Get Together
Organiser:	Moyle Warren Sarty (NZMCA Auckland Area)
Phone:	021 965 818
E-mail:	moyline@ihug.co.nz

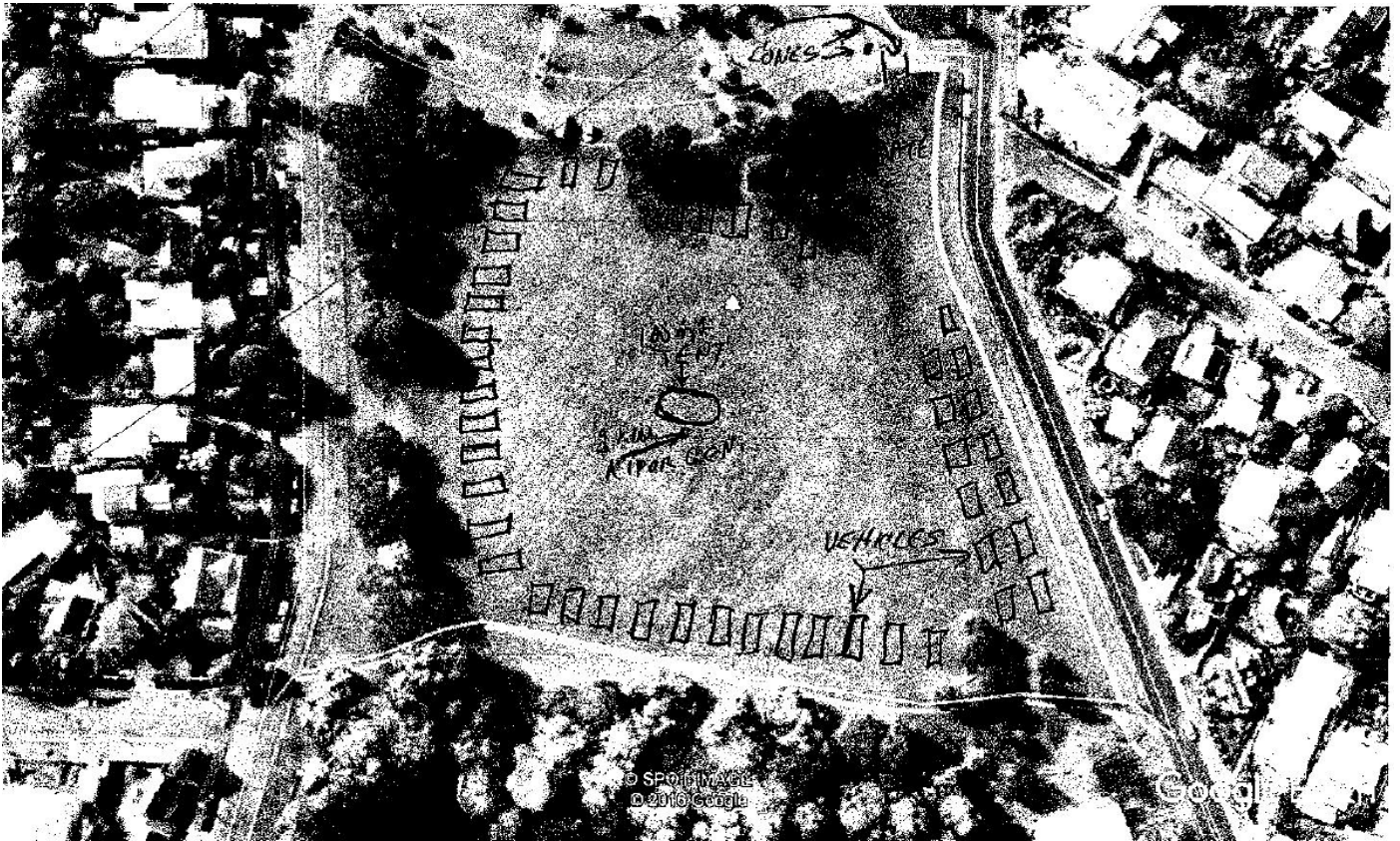
Event Summary

The New Zealand Caravan Association (NZMCA) holds regular social get-togethers of mainly retired members. The get together will include meetings for passing on information, small raffles to help with costs, amusements like games and quizzes, and socialising with old and new friends.

Caravans / members will camp overnight on the reserve for the duration of the weekend.

Start date	16/02/2018 from 12:00pm	Set up date	16/02/2018 from 10:00am
End date	18/02/2018 at 3:00pm	Pack down date	18/02/2018 by 3:00pm
Venue	Woodall Park, Narrow Neck, Devonport		
Number of participants	80 people / 40 caravans (approx.)		

SITE DETAIL



Traffic Management

Road activities:	N/A
Road closures:	N/A
Parking restrictions/Advisory Signage:	N/A
Public transport:	N/A
Event parking:	N/A
Mobility parking:	N/A

EVENT OPERATIONS

Pack in / Pack out:	Caravans will arrive from 10:00am on 16 th Feb and will leave by 3:00pm on the 18 th Feb.
Vehicle access:	Access through chained gate from public carpark on to Park. The event does not require use of the car park apart from a few spaces next to the access point to ensure caravans can easily drive onto the reserve. The event organiser will provide their own cones to mark off these car park spaces.
Noise / Amplified Sound:	A PA system will be in use both Friday and Saturday evenings from 7:00pm - 9:30pm.

Ground protection:	At the present time there is no provisions made for ground protection. Community Facilities will provide assessment as to whether ground protection is required.
Waste management:	All caravans are self-contained and waste will remain within the caravans. Members will take their waste and dispose of it appropriately post event.
Food stalls / Catering / BBQs:	There will be no food or beverage sales on site. Members will bring their own food and beverages on site with them.
Alcohol:	Supplied: No Sold: No
Trading:	N/A
Resource Consent:	There is no requirement for resource consent
On site Operations: <ul style="list-style-type: none"> • Amusement Equipment • Aircraft / Drones • Fireworks • Hazardous substances • Other 	Fireworks: No Drone: No

Facilities/Utilities

Portaloos/Toilets:	Existing Toilets Access: No Portaloos Provided: No Each caravan is self-contained and includes bathroom facilities.
Structures: <ul style="list-style-type: none"> • Fencing • Marquees / EZI-ups • Gantries • Staging • Bouncy castles • Other 	Marquees: 1 tent of 100m2 Chairs/tables: - No. of chairs: 160 - No. of tables: 4
Building Consent:	There is no requirement for a building exemption as the marquee is no more than 100m2.
Signage:	There is no signage used at this event.
Lighting:	There will be lighting provided within the tent. All other lighting will be provided by the caravans on site.
Electricity / Gas/ Power / Generator:	There is no access to onsite power required for this event. The association will use a petrol powered 2kw. generator (low noise) during the Friday and Saturday evening activities. This is for internal tent lights and the small low level PA system.

Health and Safety

Health and Safety plan:	A health & safety declaration and risk register has been completed and is on file.
Community Facilities:	Community Facilities (Operational Management and Maintenance Team) to advise of any known hazards specific to this event site. Please email any site specific hazards along with your feedback to the event facilitator so these can be fed back to the event organiser and included in the Event Health and Safety Plan if required.
On water:	There is no water element to this event.
Security:	There is no requirement for security as the association members are on site for the full duration of the event (including overnight)
Public Liability Insurance:	The event organiser has provided a copy of the Public Liability Insurance Certificate. Details: Rothbury, Expiry: 21 October 2017, 23k

EVENT COMMUNICATIONS

Local notification: <ul style="list-style-type: none"> • Event letter drop • Advisory signage/mechanisms • Public notices 	
Promotion: <ul style="list-style-type: none"> • Advertising channels • Sponsorship/funding 	The NZMCA advertise the event in their Bi monthly members newsletter
On the day contacts: <ul style="list-style-type: none"> • Event Information (Website) • Event Organiser • Traffic Management • OSOC/MEOC • Facilitator 	Contact on The Day: Moyle Warren Sarty Mobile: 021 965 818 Alternative Contacts: Name: Adrienne Cross Mobile: 027 486 7904
