

COVID-19 Update



20 August 2021

Event Permitting FAQs

We have put together this FAQ document as a tool to support you with your Auckland Council event permit application, and to help your event comply with additional COVID-19 Alert Level requirements.

Auckland has moved to Alert Level 4, with no events allowed to take place. This information is current as at 20 August 2021.

Please note: Details of policy and guidelines change frequently. It is the responsibility of the event organiser to check covid19.govt.nz for the most up-to-date and accurate information when planning your event and before submitting event plans for your permit.

Voluntary Code for Events (“the COVID code”)

We highly recommend you download the [Voluntary Code for Events \(the COVID Code\)](#). The Code outlines what you can do to safely deliver events and reduce COVID-19 related risks. It is based on Ministry of Health (MOH) guidance and has been developed by the events sector, in consultation with New Zealand Major Events at the Ministry of Business, Innovation and Employment (MBIE).

Alert Levels – When events can/cannot take place:

At all times, Auckland Council will follow the guidance as per the COVID-19 website.

Alert Levels	Can events take place in Auckland?
Level 4	No events can take place
Level 3	No events can take place
Level 2	Events can take place, but only within the numbers allowed at the current guidelines at the time of the event and as per defined spaces rules. Health and safety plan must also be reviewed by an Auckland Council Health and Safety Event Specialist
Level 1	Yes, but with contact tracing and restrictions set by NZ government

Frequently Asked Questions

Below are the most common questions we receive regarding Event Permits for events/activations to be held on public open spaces in Auckland.

During this time, information can change frequently. We cannot provide you with specific event advice within this document. Always refer to the [official COVID-19 website](#) for guidance. If you wish to talk through your proposed plans, please contact your Event Facilitator.

- **At Alert Levels 1 and 2, can my event be permitted by Auckland Council [under the Trading & Events in Public Places Bylaw 2015]?**

Yes, if your event complies with the latest MOH guidelines for managing COVID-19, it can be permitted. As the event organiser, it is your responsibility to ensure that any relevant guidelines are followed by all parties including vendors, participants, and attendees. As part of the permit process, you will be required to show evidence of how you are complying with the COVID-19 guidelines. Please read the guidelines carefully at: <https://covid19.govt.nz/everyday-life/gatherings-and-events/>

- **What happens if my event/activity has received a local board or Auckland Council grant and I must cancel due to COVID-19?**

Each grant and situation is different. We suggest talking to your grant administrator as soon as possible about your plans so they can work with you on this. If you are unsure who your grant administrator is, please contact your Event Facilitator.

- **What happens if my event permit has been issued and the government announces a change to alert levels?**

We follow the alert level announcements very closely. If you have already been issued a permit for an event and the alert level changes, you will receive an email from your Event Facilitator within 24 hours advising on the next steps.

If the alert level change means even greater restrictions than your currently issued permit, we may withdraw your event permit. Likewise, if you are in the permitting process, we can hold all processes until the MOH requirements allow us to move forward.

In all cases, we want to work with you to ensure your event is safe and successful. Depending on the alert level restrictions and your specific event, it may mean helping you to postpone or requesting you provide evidence that shows you are complying with the new restrictions so we can issue your event permit, if time allows.

- **My event permit is issued but alert level changes mean my event can no longer go ahead as planned. Instead of cancelling I want to change my date, can I do this?**

Yes! We will work with you to find a new date for your event. However please note the Summer season is a busy period with many dates already booked by annual events. We cannot guarantee a new date that suits your event or the space you are holding the event in. To avoid last minute stress, think of possible postponement dates far ahead of time and let us know so we can manage this with you.

- **My event permit is issued but I have to postpone to a later date due to COVID-19. What happens with my permit fee?**

Your event permit fee is a processing fee for the permit application and will be transferred if your event is held within the current financial year. Your Event Facilitator will provide an update on your fee situation when working on your postponement.

- **What do I have to do to comply with the COVID-19 guidelines?**

The guidelines may change at different alert levels or depending on the situation, please ensure you keep up to date with the latest developments.

Information on your requirements as an event organiser is detailed on the following sites:

<https://covid19.govt.nz/everyday-life/gatherings-and-events/>

<https://www.majorevents.govt.nz/resource-bank/covid-19-information-for-event-organisers/>

In addition, we recommend you read the [Voluntary Code for Events](#) outlining what you can do to safely deliver events and reduce COVID-19 related risks.

- **What extra things will you be expecting to see in our event documentation to ensure we have covered our obligations towards COVID-19 requirements?**

We have updated our Health & Safety template with a COVID-19 specific section to assist you with your planning. If you are using an old version, request the latest version from your event facilitator.

For your event application to be approved and permit issued, we will be expecting to see:

- How you propose to limit the number of attendees at your event to ensure you are within the current restrictions – this includes attendees/participants and potential spectators
- If you need to create a defined space, details of the systems you will have in place to manage the defined space
- The systems you planning to track and trace attendees, vendors, crew, and operators at your event
- Details of hygiene and sanitation plans for attendees/participants, vendors, and artists/crew
- Details of how you will achieve physical distancing requirements.

Depending on your event, we may expect the following documents to have COVID-19 response plans:

- Health and Safety Plan with specific COVID-19 section
- Communication Plans (for staff and attendees)
- Site Maps showing crowd management/flow and defined spaces (if applicable).

Decision matrix

Risk Vs. Mitigation Matrix

Total Risk Score	Very Prepared to Mitigate COVID-19 Impacts (76-100)	Somewhat Prepared to Mitigate COVID-19 Impacts (51-75)	Somewhat Unprepared to Mitigate COVID-19 Impacts (26-50)	Very Unprepared to Mitigate COVID-19 Impacts (0-25)
0 (very low risk)	Very low	Very low	Low	Moderate
1 (low risk)	Very low	Low	Low	Moderate
2 (moderate risk)	Low	Low	Moderate	Very High
3 (high risk)	Moderate	Moderate	Very High	Very High
4 (very high risk)	Very High	Very High	Very High	Very High

- **What other factors should I be thinking about when planning our event to take place within current COVID-19 restrictions?**

This is a great opportunity to pause and connect with the purpose and objectives of your event. You developed those to guide your decision-making. The safety of everyone that works, participates or attendees at your event is paramount but it's not just safety you need to think about.

You also need to consider the following:

- If alert levels change, should you postpone, cancel, or activate an alternative delivery plan?
- What do your brand followers expect of you and how will you communicate your plans with them? What can you expect of them?
- Who attends and participates – if they're elderly or at risk, can they attend?
- Public perception is important – what is the potential impact on your event brand if it becomes publicly referred to as "X event name cluster"
- What conversations do you need to have with your commercial partners and grant funders?
- Specific COVID-19 signage plan. As the event organiser it is your responsibility to ensure everyone understands the rules and regulations at your event. [covid19.govt.nz](https://www.covid19.govt.nz) has a wide range of free printable resources and posters that you can access.

For further information please visit

- www.covid19.govt.nz
- <https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-information-specific-audiences/covid-19-gatherings>
- <http://www.legislation.govt.nz/regulation/public/2020/0231/latest/whole.html#LMS400570>
- <https://nzea.co/covid-19/>
- <https://www.majorevents.govt.nz/resource-bank/covid-19-advice-for-event-organisers/>

 **Need help?**



Visit: aucklandcouncil.govt.nz

Enquire: aucklandcouncil.govt.nz/contactus



Phone: 09 301 0101



Write: Auckland Council, Private Bag 92300
Victoria Street West, Auckland 1142 | DX CX 10032