

A “HOW TO” GUIDE FOR NEIGHBOURHOOD GATHERINGS

There are so many great reasons to organise a neighbourhood gathering but the most important one is to meet your neighbours and have fun!

STEP 1: Plan the party with a few other people. Find some neighbourhood friends who want to help you and plan the event together. Having more people involved will make it more fun and share the workload.

STEP 2: Set a date and time and decide on a venue. Does your neighbourhood have a park or a reserve that you could use? Is it possible to block off a section of the road or does someone have a backyard big enough to host the neighbourhood? Allot approximately 2 to 4 hours for the event, and make sure you get the word out at least 4 weeks in advance so the neighbours have plenty of time to plan. If you plan to use a public park or reserve contact QLDC to hire the space: QLDC Venues/Reserves - E: bookings@qldc.govt.nz PH: 03 441 0499

STEP 3: Complying with regulations

Depending on the size, venue and type of get together you are planning there are certain rules and regulations that you will need to comply with such as applying for resource consent and alcohol licensing.

See “QLDC Regulations and Guidance” section over page for more information on what may be required.

STEP 4: Decide what you will provide and what people should bring. Is it a potluck or will you be providing food? What about activities and games? Is there enough to keep kids entertained? Do people need to bring their own tables, chairs, plates and cutlery? Will there be music? Sunshade and sunscreen? Think about what the organisers will and won't provide.

STEP 5: How big or small do you want it to be? Is it just for your street or the whole neighbourhood? Think about which streets you want to include and whether your venue is big or small enough to host everyone. Remember if there will be more than 200 people you will need resource consent.

STEP 5: Start promoting your event. Now that you have a date and you know what you want people to contribute you can start letting the neighbourhood know. You could make a flyer to drop into letterboxes, spread the word to people you know and ask them to let their neighbours know. Make sure you include all the important information, date, time, venue, contact details and a back-up plan if the weather is not good on the day. You may want people to respond to estimate attendance.

STEP 6: Get organised. Gather everything you will need to put on the event. Keep putting the word out. Ask local businesses you know for sponsorship for things that you may need. It's a good idea to let the Police and the Council know that you are holding the event. That way, should any trouble or issues arise they will be better briefed to handle it. Don't forget details like collecting rubbish and recycling.

STEP 7: The big day! Have a plan for getting all the stuff to the venue well ahead of your start time. If there are things you have forgotten to organise make sure you have a few extra people on hand for last minute errands.



Other factors to consider:

Keeping in touch after the event: you could have a signup sheet at the event to gather contact details to keep in touch or set up a neighbourhood Facebook group.

Toilets: are there sufficient public toilets at your venue to handle the numbers you are expecting? You may need to hire a portaloos to cope with demand or use a neighbour's facilities.

Take photos: To share the fun afterwards, we would love to see what you got up to!

Google it: The internet has loads and loads of resources available to help you organise a get together. The UK based Street Parties website is a great place to start. www.streetparty.org.uk.

QLDC Regulations and Guidance

Event planning and funding: Get in touch with the QLDC Events Office for advice about planning your event. This includes what permissions you might require, health and safety, food safety, road closures and Local Community Support funding for events. [Local Community Support](#) requests under \$5,000 can include in kind support for QLDC resources such as venue and equipment hire, or regulatory fees.

Resource Consent: If you expect more than 500 people on private land, regardless of where the event is held, or if your event goes after 8pm at night then you need to apply for resource consent from QLDC. **If the event is on public land you require either an event permit or a hire agreement.** Please note it will take a minimum of 20 working days to process the consent and there are fees involved. The application form is available on their website – click [here](#) and download Resource Consent Form 9

Road closures: If you plan to close a section of the road to hold the party this requires completion of the QLDC [Temporary Road Closure Application](#) at least 60 working days prior to the event. Activities on roads must be planned in a way that maintains everyone's safety and minimises disruption, delay or inconvenience to road users. The temporary closure must be advertised in local newspapers and allow time for submissions from the public and Police. Contact QLDC contractor APL Property for guidance - queenstown@aplproperty.co.nz or (03) 442 7133.

Alcohol ban & licensing laws: Assuming your event is BYO you don't need an alcohol licence. If you plan to sell alcohol (either across a bar or included in an event ticket) you will need a licence. There are certain times and places where alcohol consumption is banned. Search the QLDC website for alcohol ban for more information.

Noise Control: all gatherings are subject to the noise control laws in our district. No one wants the Noise Control Officer turning up so turn the music down before it gets too late. Excessive noise is any noise under human control and loud enough to unreasonably interfere with the peace, comfort and convenience of anyone living here.

Health and Safety: As the organiser of the event you may be personally liable if an incident occurs at the event that could have been prevented by better planning or management. It's a good idea to have a written risk management plan – think about all the various hazards that may be present and how you can mitigate or eliminate these before and on the day. For a big event, we recommend appointing one of your organisers to be the Health and Safety officer on the day. Have a first aid kit available and use high vis vests for those in charge.

Food Safety: Community, fundraising, charity or occasional events do not require a permit to sell or provide food. However, it's your responsibility as an event organiser to make sure all food at your event is suitable and safe to eat.

Other ways to meet your neighbours or get connected in your neighbourhood

- Invite your neighbour over for tea/coffee and conversation.
- Welcome new neighbours with a home cooked meal or a friendly introduction.
- Offer companionship and help to older people in your street - mowing lawns & other gardening, bake a cake.
- Perform a random act of kindness for a neighbour. It could be anything from bringing their recycling bin in from the street to mowing their verge, dropping off some baking, or babysitting for their children.

Key Contacts:

QLDC Events: 03 441 0499

events@qldc.govt.nz

Wanaka Police: 03 443 7272

Emergency: 111

LINK Upper Clutha:

info@link.org.nz

Neighbours Day Aotearoa:

neighboursday.org.nz