

2025 Event Planning NEW ZEALAND Guide: A L A N D

Planning Safe, Secure, and Legally Compliant Events in New Zealand



BY SHAUN HYLAND - OWNER OPERATOR
WWW.NZSHSECURITY.NZ
ENQUIRY@NZSHSECURITY.NZ

Planning Safe, Secure, and Legally Compliant Events in New Zealand



Introduction

Planning an event is an exciting but complex task. From ensuring seamless operations to managing security and mitigating risks, every aspect needs careful attention. This guide is designed to help event planners of all levels prepare for any type of event while incorporating essential security measures to ensure safety and success.

Planning Safe, Secure, and Legally Compliant Events in New Zealand



1. Event Planning Essentials

1.1 Define Your Event Goals

A successful event begins with clear objectives. Consider the following:

- **Event Purpose:** Define whether your event is corporate, entertainment, community-based, or private.
- **Target Audience:** Understand your audience demographics, needs, and expectations.
- **Key Outcomes:** Set measurable goals such as attendance numbers, engagement levels, or revenue generation.

1.2 Budgeting & Logistics

- **Budgeting:** Account for venue hire, security, permits, equipment, marketing, and contingency funds.
- **Venue Selection:** Choose a venue based on capacity, accessibility, safety, and compliance with noise and zoning regulations.
- **Event Timeline:** Plan detailed schedules, covering setup, event flow, and post-event breakdown.

1.3 Legal & Compliance Considerations

- **Permits & Licenses:** Apply for event permits from local councils, fire safety approvals, and temporary structures permissions.

Planning Safe, Secure, and Legally Compliant Events in New Zealand



- Health & Safety Laws: Adhere to the Health and Safety at Work Act 2015 to ensure attendee and staff safety.
- NZ Event Laws:
 - Sale and Supply of Alcohol Act 2012: Regulates alcohol sales at events.
 - Resource Management Act 1991: Covers noise levels, environmental impact, and waste disposal.
 - Fire and Emergency NZ Act 2017: Mandates fire safety compliance.

2. Security Planning & Risk Management

2.1 Conducting a Risk Assessment

- **Threat Identification:** Consider potential risks like crowd control issues, unauthorized access, weather disruptions, and medical emergencies.
- **Risk Probability & Impact:** Classify risks based on likelihood and severity.
- **Mitigation Strategies:** Implement plans to reduce risks, such as hiring trained security personnel and using CCTV surveillance.

2.2 Event Security Essentials

- **Security Staffing:** Ensure a sufficient number of security guards relative to the crowd size.

Planning Safe, Secure, and Legally Compliant Events in New Zealand

- **Access Control:** Use wristbands, ticketing systems, and ID verification for restricted areas.
- **Bag Checks & Metal Detectors:** Prevent contraband or hazardous items from entering the event.

2.3 Emergency Preparedness

- **Evacuation Plans:** Designate emergency exits, assembly areas, and clear signage.
- **First Aid Stations:** Ensure trained first-aiders are present.
- **Crisis Communication:** Have a rapid response team to handle emergencies.

3. Crowd Management & Safety

3.1 Managing Event Capacity

- **Entry & Exit Points:** Clearly mark and manage entryways.
- **Real-Time Monitoring:** Use surveillance cameras and security patrols to assess crowd movement.
- **Overcrowding Contingencies:** Have backup plans for crowd surges and venue lockdowns if necessary.

3.2 Communication & Incident Response

- **Staff Communication:** Use radios and mobile apps for instant communication.

Planning Safe, Secure, and Legally Compliant Events in New Zealand



- Crisis Management Protocols: Establish clear procedures for handling security breaches, lost children, and medical emergencies.
- De-Escalation Training: Train security and staff on handling conflicts without force.

4. Alcohol Management & Compliance

4.1 Understanding NZ Alcohol Laws

- **Licensing:** Secure the correct license (Special License for one-off events, On-License for venue service, or Club License for members-only events).
- **Responsible Service:** Ensure compliance with Responsible Service of Alcohol (RSA) guidelines.
- **Underage Prevention:** Clearly display age restrictions and use wristbands for alcohol identification.

4.2 Security Measures for Alcohol-Serving Events

- **ID Checks:** Train security and bar staff to verify identification correctly.
- **Intoxication Monitoring:** Monitor guests for overconsumption and intervene when necessary.
- **Safe Zones:** Provide designated areas for intoxicated guests to recover safely.

Planning Safe, Secure, and Legally Compliant Events in New Zealand

5. Drone Use at Events

5.1 NZ Drone Regulations

- **Civil Aviation Authority (CAA) Rules:** Ensure compliance with Part 101 and 102 for drone operations.
- **Flight Permissions:** Obtain approval from local councils and the CAA when flying in restricted areas.
- **Operator Certification:** Use licensed drone pilots for event coverage.

5.2 Safety and Risk Management for Drones

- **No-Fly Zones:** Establish areas where drones are prohibited, such as over crowds or near emergency response zones.
- **Secure Flight Paths:** Define drone flight paths to prevent interference with event activities.
- **Emergency Procedures:** Plan for drone malfunctions, including safe landing zones and emergency shut-offs.

6. Enhancing Public Trust & Experience

6.1 Creating a Safe and Welcoming Environment

- **Visible Security Presence:** Ensure security personnel are approachable but firm.
- **Clear Signage:** Provide directional signs for exits, first aid stations,

Planning Safe, Secure, and Legally Compliant Events in New Zealand



and emergency contacts.

- **Lost & Found:** Establish a system for managing lost items and reuniting lost individuals with their groups.

6.2 Leveraging Technology

- **Surveillance & Monitoring:** Use security cameras for real-time event monitoring.
- **Digital Ticketing:** Implement QR codes or RFID wristbands to track attendance and prevent fraud.
- **Safety Alerts:** Utilize event mobile apps to send real-time safety updates.

Conclusion

A well-planned event prioritizes safety, efficiency, and attendee experience. By incorporating security measures and risk management strategies, you can ensure a successful and seamless event.

Need expert security solutions? Contact us today for comprehensive event security services tailored to your needs.