

From: [Official Information](#)
To: [REDACTED]
Cc: [Official Information](#)
Subject: Final response - LGOIMA 462254 - [REDACTED] - Events Permit
Date: Tuesday, 25 March 2025 4:59:38 pm
Attachments: [image001.png](#)
[image002.jpg](#)
[image003.jpg](#)

Kia ora,

We refer to your information request below. Hamilton City Council provides the following response.

Your request:

I would like to request information regarding the requirements for event permits within Kirikiriria. Specifically, I am interested in understanding: Is a valid first aid certificate a standard requirement for all event permits issued by Hamilton City Council for events held in public spaces, such as parks or river areas? If so, could you please provide details of the policy or guidelines that outline this requirement? Also, are there any circumstances or exceptions where the requirement for a first aid certificate might be waived or modified for small-scale events with limited crew and budget?

Our response:

For events, no matter what size, the organisers need to provide a Health and Safety Plan; including first aid considerations. It is up to the organiser to identify their risks and control them as appropriate.

There are many events that have different types of first aid responses. Council's template provides a guide to what needs to be considered. Where an organiser advises they will have a first aider(s) on site, as part of our due diligence, HCC will ask to see the first aid certificate(s) for the named first aider(s).

Below are the health and safety points that are in our Terms and Conditions.

More information on applying to hold an event can be found here
<https://hamilton.govt.nz/licenses-and-permits/event-permitting/permitting/>

Health and Safety

- It is the Hirer's responsibility to ensure that the requirements of the Health and Safety at Work Act 2015, as it applies to the Hirer's intended use of the Facility, are met. The Hirer is responsible for the safety of their guests.
- The Hirer must immediately notify our staff of all near misses, accidents, and potential harm. We, at our sole discretion, may require a Health and Safety Plan from the Hirer prior to confirmation of the Booking.
- Failure to comply with Health and Safety requirements, or our directions will result in immediate termination of the Event.

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

Ngaa mihi

Keeley Faulkner

Official Information Advisor & Legal Support Officer

Legal services

Governance & Assurance Team | Partnerships, communication & Maaori

Email: officialinformation@hcc.govt.nz



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I support flexibility at work. While it suits me to send this email now, I don't expect a response outside of your own working hours.

From: noreply@hamilton.govt.nz <noreply@hamilton.govt.nz>

Sent: Tuesday, 25 February 2025 10:18 pm

To: Official Information <officialinformation@hcc.govt.nz>

Subject: OIA Request - HCC-OIA-250225-QLBV9



We've received a request for you.

This request was received on 25 February 2025 @ 10:17PM.

Here's your reference number and the request details:

UUID

HCC-OIA-250225-QLBV9

Name

Email

vibescrewnz@gmail.com

Phone number

Detailed description of request

Kia Ora e te Kaunihera,

I would like to request information regarding the requirements for event permits within Kirikiriria. Specifically, I am interested in understanding: Is a valid first aid certificate a standard requirement for all event permits issued by Hamilton City Council for events held in public spaces, such as parks or river areas? If so, could you please provide details of the policy or guidelines that outline this requirement? Also, are there any circumstances or exceptions where the requirement for a first aid certificate might be waived or modified for small-scale events with limited crew and budget?

Organisation

Vibes Crew Limited

Attachments

Created

25 February 2025 @ 10:17PM

If you have any questions in the meantime, feel free to call us on [\(07\) 838 6699](tel:(07)8386699) or [email our customer service team](#).

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Hamilton City Council
260 Anglesea Street
Hamilton 3204