

Public Liability Insurance for community events held on Council's open spaces

Approver

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Owner

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reviewed**

10 March 2025

Review date

30 June 2026

Tier

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**This document supports
or gives effect to the**

Public Places Bylaw
Selwyn District Strategic Events Plan



Purpose

The purpose of this policy is to provide principles to guide Council staff when considering if a community event held on a Council open space requires public liability insurance.

Organisational Scope

This policy applies to Council staff responsible for assessing event applications for community events to be held on open spaces.

Background

The Council require an event application for events on the Council's open spaces (refer definition below).

Council may require public liability insurance for events held on open spaces.

Key Statements

1. Council wants to empower and support communities to enjoy and fully participate in community life by providing community spaces that are responsive to the needs of community.
2. Council will balance the right of the community to access open spaces with the responsibility of Council to manage, mitigate, and minimise risks to keep people safe when they use open spaces.
3. Council will use an open and transparent assessment process that enables consistent and equitable decisions about whether public liability insurance is required for a community event on an open space.
4. The requirement for public liability insurance for a community event on an open space will be proportionate to the identified risks.

Definitions

[Community Event]:

means free community events and events that are for charitable purposes that are run by local authorities, voluntary/charitable trusts, schools, community groups, or not for profit organisations where the primary purpose is not financial gain.

[Council]:

means Selwyn District Council.

[Event]:

means any events in public places including (but not limited to), festivals, theme days, recreation/promotional activity, concerts, fairs, parades, outdoor family movies, sporting events, circus and fireworks and music on the green sessions.

[Event application]: means [Council's application process](#) to book an open space for an event on Council's website.

[Open Spaces]: means Council owned reserves, parks, sports grounds, and other public green spaces principally for community, recreational, environmental, cultural, or spiritual purposes.

[Public Liability Insurance]: means insurance held by the organiser of an event which covers costs from damage to property, injury, or illness to a third party which is not covered by ACC (Accident Compensation Commission). In the context of this policy, it does not mean insurance held by the Council.

Related Policies, Procedures and Forms

[Local Government Act 2002](#)

[Health and Safety at Work Act 2015](#)

[Selwyn District Council Public Places Bylaw 2018](#)

[Selwyn District Council Policy on Commercial Activities and events in Public Places 2018](#)

[Events application process](#)

[Waikirikiri Ki Tua Future Selwyn](#)

Version control table

Version	Action	Approver	Action Date
1.00	Scheduled review, major changes involving changes to delegated authority	Executive Director Community Services and Facilities	June 2026
1.1			