



# How to Set-Up Overnight Parking for your Event



**Designed by members to help you set-up  
Certified Self Contained overnight parking at events.**





**You'll need to ensure the area is suitable for hosting self contained motor caravans including campervans, motorhomes, caravans, converted buses and fifth wheelers.**

This includes firm ground and a space big enough to hold at least 80 motor caravans. If your space is smaller than this, please contact the NZMCA to discuss the details of your event. Bookings are optional but will be helpful if you have limited space or if you're wanting to inform attendees of key information before the day. For health and safety purposes we recommend you have a register of who's there (including name, contact details and license plate).

Except for the minimum width of the service lane, this information is a guide only and is flexible to suit different conditions, event sizes and circumstances.

You may want to think about organising a parking team in the initial stages of planning. If your parking team are volunteers this will give them enough notice to commit to the event dates. It's a good idea to have more people on hand than you think you'll need so that everyone gets a break throughout the day. A meeting before the event is helpful to brief everyone on the working plan.

Your team size will depend on the scale of your event and the parking area. Smaller events may only need someone to greet them at the entrance and give instructions, with a few 'wardens' throughout the parking area making sure all runs smoothly. Bigger events may want to plan a team with leaders and a couple of people working each lane (information below). Either way, it's helpful for someone with leadership skills to take charge, answer any questions and oversee health and safety.

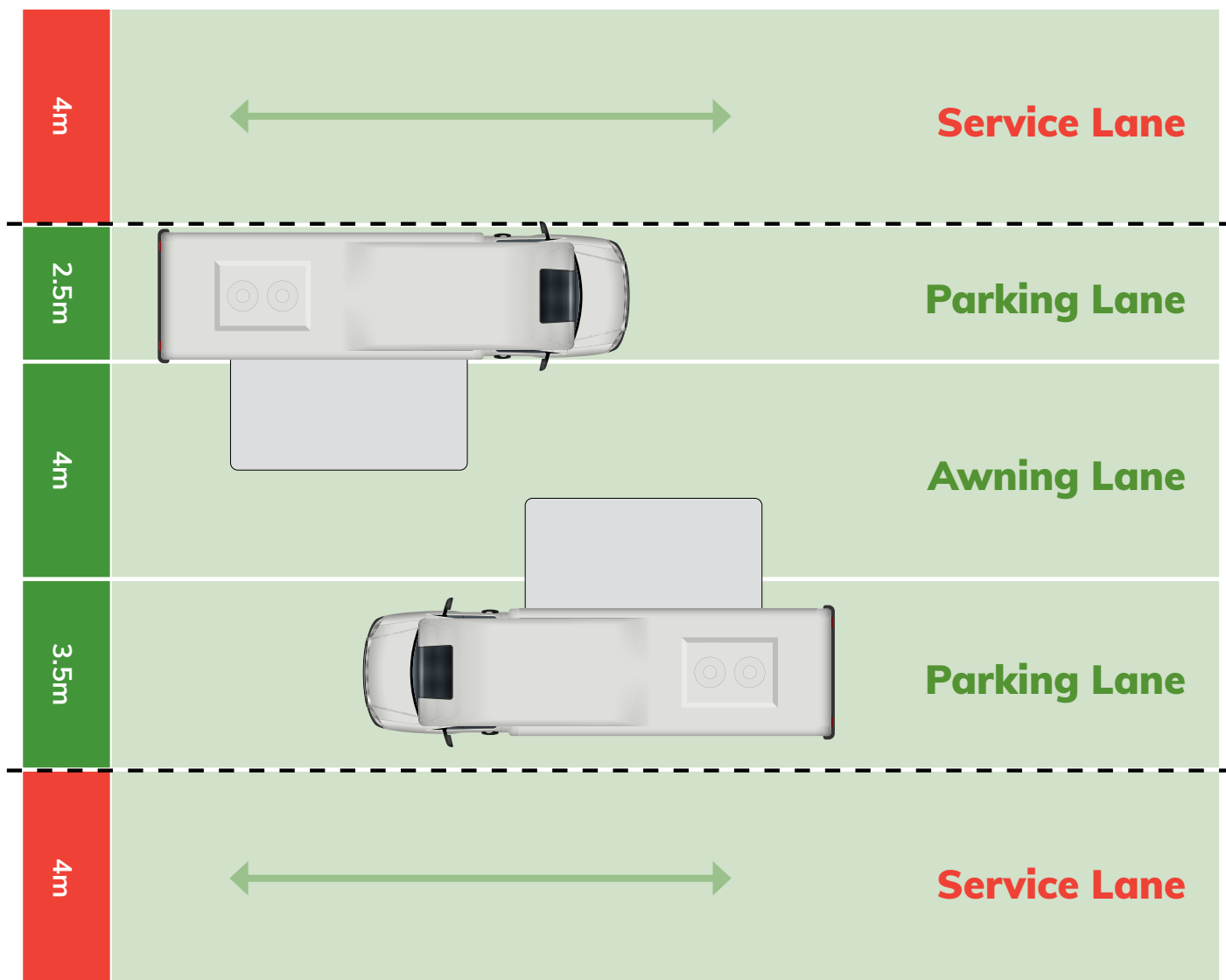
The NZMCA can help with informing attendees on which gates to use for entry as well as opening and closing times. Flags or signage on the road or at the entrance on the day is helpful for people to know they're in the right place. Groups wishing to stay together should meet outside the venue and come through the gate in a line.

Parking should start as close as possible to the event. Cones, signs, stakes, and arrows can be used to minimise the amount of people power needed to show attendees where to park. Hi-vis jackets and flags are useful for parkers wishing to attract a driver's attention.

The ground can be marked out before the event. If parking is on grass, this should be mowed in advance so drivers can see any hazards. If the event is big enough, a scale drawing of the venue may be available from your local council to help with planning.

**Remember: Parkers should never stand in the line of moving vans. Always work from the side.**





## Identifying Lanes

Lane marking stakes can be used to identify lanes. They're placed at both ends of each lane. It's common to label these (lane A,B,C etc...)

## Parking Lanes

Parking lanes are usually 2.5m wide and should be marked on the right looking down the lane. Lines can be laid on the ground. When the lane is full of motor caravans, that line can be moved to the next lane. There should be a gap no smaller than 3m between motor caravans. A 3m rod or 3 long strides can be used to measure between motor caravans.

## Service Lanes

Service lanes have a minimum width of 4m. These lanes must be kept clear of any items that may impede emergency vehicle access.

## Awning Lanes

Awning lanes are commonly 4m in width. Each awning lane services 2 parking lanes. Looking down the lane, the motor caravans on your left will be facing you and the ones on your right will be facing away from you. Motor caravans coming in with the door on the drivers side will need to be turned around or given a separate row.

## Extra Lanes

It's a good idea to have 1 parking lane bigger than the rest for motor caravans that don't fit the standard. Large motor caravans, buses and 5th wheelers take up a lot of room and if a van has a slide-out (or a double slide-out) you don't want this intruding in the service lane. In our diagram above we have made this lane 3.5m instead of 2.5m.

## How to calculate how many motor caravans will fit on a field

- Add the width of 2 parking lanes, your awning lane and your service lane together and divide by 2.  
In our example on the previous page this would be  $(2.5+4+3.5+4)/2 = 7$ .
- We then multiply this answer by 11 which is the average length a motor caravan will occupy, including a 3m space between motor caravans -  $7 \times 11 = 77\text{sq/m}$ .
- The usable area of a field for parking is the width multiplied by the length less a 8m roadway right around. If the length is more than 118m, allow for an 8m roadway through the field as well. Lanes shouldn't be more than 110m long.
- The number of motor caravans a field will hold is length x width divided by sq/m
- Assuming this field is 100m x 100m excluding roadways. To find the number of motor caravans we can accommodate, we multiply  $100 \times 100$  and divide by  $77 = 129$  vans.



### Prioritising health and safety

Speed around the event should take into consideration elderly people crossing roadways, children playing, and potential rough ground conditions.

Everybody working in and around the parking area should be wearing closed toe shoes and a zipped up hi-vis jacket for safety and identification. Measuring the three metre gaps between motor caravans, stopping and directing them, can all be done from the side of the traffic flow. No one should work in the parking lanes or roadways. To stop motor caravans at the three metre mark, stand inside the service lane with the right hand held out into the parking lane. The left hand can be used to direct the approaching motor caravan.

Above all, keep safety in mind. If you see something wrong, stop and correct it before there's an accident. Always report near misses as it could help prevent a future accident.



**Interested in free  
advertising to attract  
over 110k highly  
engaged NZMCA  
members to your  
next event?**

Email us at [safariandevents@nzmca.org.nz](mailto:safariandevents@nzmca.org.nz)