

A Guide and policy for Organising
Outdoor Events
in the South Hams or West Devon



South Hams
District Council



West Devon
Borough
Council





Welcome

This document has been produced to help you with organising your event, and highlights some of your responsibilities, so that you are prepared and your event is successful.

We also recommend that you review the information published by the Health and Safety Executive (HSE). This is available at www.hse.gov.uk.

We're here to help, and we look forward to working with you.

Planning your event

Points to consider

It will help you to be clear about why you are holding the event.

- What do you most want to achieve?
- This will help you decide what your event should be ... a concert, a fun day, or something else?

You also need to know who your audience is.

Remember your audience / attendees when making decisions.

- What will they need and want?
- Given these things, when would it be best to hold your event?
- How can you keep them safe?

Once you have determined these early details you should then look at venues.

- Consider the timing and duration of your event.
- When are your attendees most likely to arrive?
- Is your venue easy to get to?
- Is nearby car parking suitable?
- Is the event free or ticketed?
- How will tickets be sold or booked?

Try contacting someone with experience in running your type of event for tips and advice. We can help point you in the right direction.

We are here to help and, depending on the content of your event, we may ask other colleagues to offer advice, for example an Environmental Health Specialist or a Devon County Council colleague.

If you choose to consult with the Safety Advisory Group (SAG), please remember to allow enough time for all aspects of your event to be properly considered. Depending on the scale and type of

your event, you may want to think about submitting your plans up to a year in advance so that delegates have time to refer to their respective Authorities to make sure that any issues can be properly resolved before the event.

Allow time for the statutory authorities, e.g. police, fire, ambulance services, to consider their input to your event.

Always remember your budget, as costs can quickly rise. Make sure you have considered:

- Cost of venue (if event is in an off-street car park)
- Licence fees
- Security, health and safety costs
- Welfare (including toilets and first aid)
- Public Liability Insurance
- Production and entertainment costs
- Marketing and publicity
- Policing costs
- Miscellaneous costs (including transport, fuel, hazard tape, utilities and signs).

Your event management team

The Safety Advisory Group (SAG) has delegates from the Police, Fire Brigade, the NHS, the South West Ambulance Service, Devon County Highways, Dartmoor National Park, Maritime Coastguard Agency, and neighbouring Local Authorities. Each will review your event management plan to ensure that they are happy with your proposal. In particular, the SAG will consider the likely impact that your event may have on the surrounding area and on the local community in the area.

Case Managers

Will deal with all initial enquiries and process your application. They will also be able to answer questions and queries.

Senior Specialists

Our Events Senior Specialist chairs the SAG and will offer advice and support, and will meet at your event venue if necessary. Our Car Parks Senior Specialist will offer advice and support in respect of events in car parks, in addition to considering whether an additional fee is payable.



Environment Services Manager

Will oversee the process and ensure that the Council supports you where we can with your event.

Commercial Services Team Leaders

Will be able to offer advice in respect of waste generated by your event and offer a service for dealing with this, should this be required.



Fees and payments

There is a standard administration fee payable for each event of **£55**.

This is a non-negotiable one-off charge to process each application. The use of Council land is provided free of charge, on the basis that no damage or loss occurs as a result of your event.

An exception to this may be if an event is held in a Pay & Display car park, where the estimated loss of income would also be charged, and you will need to contact us to discuss this as the amount varies depending on location and time of year. If it is considered that neighbouring car parks within the same town or parish have the capacity to deal with the lost car parking space (based on recent historical data), this fee may be waived but this is entirely at the discretion of the Car Parks Senior Specialist.

If an event does not require a Pay & Display car park to be closed to the public and there is no reduction in the number of parking spaces available, no fee relating to lost car park income will be charged.

If a licence is required for the event, the Council's licensing policy must be followed and the appropriate fees paid.

If a formal occupancy licence is required for Council land / premises, the Council reserves the right to charge in order to cover its costs. Licences are required where the scale or location of the event increases the risk profile of the event. Applicants will be told if an occupancy licence is required upon making an event booking enquiry.

Please note that applications cannot be processed without the correct application fee. All fees and charges can be paid by card on our website.



Site preparation and event management



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For all events there must be plenty of space for the public to move around and have clear routes to exits for public safety purposes. There must be suitable lighting through the site, including emergency lighting if the event is planned to go on after dark.

Make sure that there are enough stewards on the day to support in the smooth running of the event. These people need to be readily identifiable in hi-vis. They need to be fully briefed on the event and familiar with the emergency and safeguarding procedures, site layout, and event timetable. They need to be able to communicate easily with the event organiser and vice versa.

Please ensure that, outside of your event, access to footpaths, cycle routes and roads is not hampered.

Provision of sanitary facilities

You will need to provide an adequate number, and types, of toilets for the number of people expected, including provision for people with disabilities. You will need to source and book your own temporary units for your event. Arrange for all the toilets to be serviced regularly to keep them fully operational, clean and hygienic throughout the event.

If your event is close to South Hams District Council (SHDC) or West Devon Borough Council (WDBC) charged public toilet facilities, we may be able to switch the charging mechanism off the length of your event, but please contact us to discuss.

Please provide directional signs to indicate the location of the toilets and provide suitable lighting if necessary.

People with disabilities

You are positively encouraged to provide facilities to enable people with disabilities to gain access, see and take part in your event. Make sure that the ground conditions in the public areas and access pathways are suitable for people with poor mobility and any carers, as well as families with pushchairs. We can provide advice and guidance on how to make your event more accessible.

Information point

For larger events, please provide a location where enquiries can be made about lost children, lost property and for information about the event.

Energy

We are unable to provide energy for your event so, if this is a requirement, please ensure that you arrange to hire an appropriate generator.

On the day of your event

Establish a control point which will act as a main base from which to manage the event, to monitor and direct resources as needed.

Check the weather forecast, test your communications and make sure that any contracted services (such as public toilets) are in place.

An officer from the Council may attend your event to make sure that health and safety requirements are being met.

Managing waste

As an event organiser it is your responsibility to make sure that an appropriate Waste Management Plan is put in place for your event. This will make sure that the venue you have chosen is left in the same condition as when you took over the site. Photographic evidence will be used to confirm standards.

Look after our environment: Please try to limit the waste created by your event. e.g. Wherever possible, ensure that recyclable takeaway food & drink containers are used.

You will need to provide a suitable number of rubbish and recycling bins. Make arrangements to make sure that bins are regularly emptied and that waste is disposed of responsibly. If you are planning a large event, we would recommend that you

employ a waste management company to make sure that all waste is dealt with appropriately and to reduce the risks and concerns linked with waste build-up, collection and final disposal. It is your responsibility to make sure that any waste removed from the event site is done so by a registered waste carrier.

If you would like the Council to manage the waste for your event, please contact one of our Commercial Services Team Leaders to discuss further.

Bouncy Castles & Other Inflatables

All inflatables (bouncy castles, etc.) to be located on Council land / premises must be PIPA, BIHA or ADIPS registered with a minimum of £5m Public Liability Insurance cover.

After the event

It is your responsibility to make sure that the venue you have chosen is left in the same condition as when you took over the site. For example, any damage caused to the ground must be restored.

If land / premises booked for an event are not left as they were found, then the Council reserves the right to carry out remedial works at its own cost and recover these costs from the event organiser. Event organisers will be given 5 working days after an event, to carry out any remedial works before the Council completes these works. Photographic evidence will be used to confirm standards and services provided.



Insurance

Public Liability Insurance (PLI)

Event organisers could be held legally liable for the costs or damages for any injuries which may occur during the event. You must be insured against this risk via a Public Liability Insurance (PLI) policy.

It is a requirement of the Council that this be arranged with a minimum limit of indemnity of £5 million. In many instances a greater level of cover may be needed, especially for large events. This insurance must cover the whole period of the event from start to finish. If you do not have this cover any claim could be made against all the organisers and their private finances. The Council reserves the right to insist on a higher indemnity limit if the nature of the event makes that appropriate. The £5 million is also unlimited in terms of multiple events.

You should also consider other forms of insurance for the event; for example an all risk cover against damage to the venue or against bad weather causing financial loss or event cancellation. We will require copies of your insurance documents.

Contractors Insurance

If you are using a specialist contractor you should check that the contractor has their own PLI and that the contractor complies with any policy terms and conditions. If necessary, ask to see a copy of their policy. We may also require a copy.

Insurance claims

It is essential for event organisers to have an accident reporting system. In the event of any injury or damage to property, full details of the incident must be written down, and the matter must be reported to your insurers without delay.

Be prepared!

On event day, in case of an emergency, the event organiser is solely responsible for removing **ANY** obstructions **IMMEDIATELY**. In addition to carrying out risk assessments in advance of and on the day of the event, you must also consider what could go wrong on the day and draw up a back-up plan to deal with each emergency or possibility.

This written plan should include details of what you intend to do in the event of an emergency such as fire, accident, crowd disturbance, bomb scare, harmful or bad weather, the need to evacuate the site etc.

It is extremely important that your back-up plan is discussed and agreed with all the emergency service, and that they are given a copy of the finished plan.

Council discretion

Consultation with Parish, Town or elected Ward Members will be conducted for major events. The final decision on whether an event on Council land / premises goes ahead rests solely with Council officers in agreement with the Member-approved events policy.

The following activities, which are considered potentially to be 'events', are **not permitted** to take place on Council land / premises:

- ◆ Party political activities
- ◆ Circuses with animals
- ◆ Any other activities which, at the sole discretion of the Council, are considered to be:
 - ◆ unlawful
 - ◆ extremist
 - ◆ likely to cause a legal nuisance
 - ◆ likely to cause offence to members of the public or have any element that might be abusive, racist, sexist, or otherwise insensitive to others
 - ◆ capable of bringing the Council into disrepute

If there is any doubt as to whether an event should be authorised on Council land / premises, the final decision will be made by a member of the Council's Leadership team in consultation with the Council's Monitoring Officer and the applicable Ward member(s). The Council reserves the right to refuse event bookings to organisers.

The Council reserves the right to require event organisers, traders and exhibitors to withdraw any goods from sale which it considers may cause a nuisance, an offence or which represent a serious hazard including, but not exclusively: firecrackers, toy weapons, knives, BB guns, Chinese lanterns or air guns.

Event application process

The South Hams and West Devon Events team helps facilitate events in open spaces across both areas. The team is professional, friendly and experienced, and can guide you through the process. We are here to make sure that you follow all legal and statutory requirements and are aware of the lead-in times to deliver an event that is safe and successful.

South Hams and West Devon Safety Advisory Groups (SAG)

We have a Safety Advisory Group (SAG) which is chaired by our Events Senior Specialist, and attended and supported by all local emergency blue light services. The SAG meets routinely twice a year pre and post season and will meet specifically with organisers of larger events as necessary. The Events Senior Specialist and the Environment Services Manager will also offer support and advice on request.

All event organisers who notify the Council of their intended event are welcome to ask for advice from the SAG or any of its delegates, through the chair. An invitation can be extended to attend a SAG meeting, although this is not a statutory obligation.

The purpose of the SAG and its members is to offer guidance in order to help event organisers release their responsibilities for safety, certain areas of health and safety, and licensing legislation. The SAG cannot accept or adopt any of the responsibilities of event organisers nor accept the risk of any event.

Our events application form is on our website



website link here

All events will be assessed on the details given in the application form so it is important that this contains as much relevant information as possible. Our Case Managers will help guide you through this process and may ask for additional information if needed.

When you have completed the application form, please email it to us.

Event organiser obligations and undertakings

By holding an event on Council land / premises, the event organiser agrees:

1. Not to use or permit broadcasting or amplifying equipment to be used during an event on Council land / premises without prior Council permission.
2. To consider relevant safeguarding implications as discussed on page 12 of this guide.
3. The Council will not be liable nor responsible if the event is cancelled or shortened for any reason. The Council always hold the right to postpone an event due to severe weather or waterlogging and will give event organisers the maximum possible amount of advance notice.
4. All payments in connection with an event are non-refundable if the event is cancelled or postponed within 28 days of the event date. Where possible, cancelled or postponed bookings can be rearranged to alternative dates.
5. Receipt of an application and payment of applicable fees for an event does not mean the Council has accepted an event booking. Applicants will receive written confirmation that permission has been granted to use Council land or premises. At the Council's discretion, any fees paid will be refunded if an application is refused.

6. Event bookings must be submitted a minimum of 28 days prior to the event date. Only in exceptional circumstances will consideration be given to applications submitted with less than 28 days' notice.
7. The Council will not provide a park and ride service for events (other than where such a service already exists).
8. The Council will not provide access to utilities (telecoms / gas / electricity / water / sewage) for events taking place on its land.
9. Where events are held across land in multiple ownership, the Council will, when appropriate, consult with the neighbouring land / premises owners before accepting an event booking.
10. The data controller is the Council. The information supplied in connection with any event booking may be shared with all relevant services of the Council, the emergency services and other regulatory bodies unless such sharing of information is prohibited by statutory instrument.
11. If you require use of Council land or premises for filming or photo purposes – please contact the **Communications Office** for further information.

The Communications Office

Tel: 01803 861368

E-mail: communications@swdevon.gov.uk

Licensing information and compliance

Temporary Events Notice (TEN)

Under the Licensing Act 2003 various types of event require specific licensing to be in place – under what is called a Temporary Events Notice (TEN). Organisers are responsible for making sure that all necessary notices are obtained and that no illegal event takes place on the land. As a general guide you will have to obtain a Temporary Event Notice if your event is of the following nature:

- ◆ Retail sales of alcohol
- ◆ Performance of dance
- ◆ Provision of late night refreshment (hot food and drink) after 23:00 hours
- ◆ Provision of facilities for making music
- ◆ Boxing or wrestling for entertainment
- ◆ Provision of facilities for dancing
- ◆ Performance of live music
- ◆ Exhibition of a film
- ◆ Performance of recording music

To obtain a Temporary Event Notice or for further information refer to:

<http://southhams.gov.uk/article/1739/Temporary-Event-Notice-TEN> or www.westdevon.gov.uk/article/2666/Temporary-Event-Notice-TEN

The responsibility lies with the event organiser to submit the necessary Temporary Event Notice at least 10 working days before the event takes place accompanied with the relevant documentation.

Please Note – Royal Avenue Gardens in Dartmouth is covered by a Premises Licence – therefore submission of a Temporary Events Notice will not be required for this area only.

Music Performance Licence

It is a legal requirement for events containing music to ensure that the appropriate licence is obtained for permission to use copyright music on behalf of the publishers. Please contact Performing Rights Society on 0800 068 4828 / musiclicence@prsformusic.com or visit www.prsformusic.com

Health & safety

Event organisers should undertake a risk assessment to calculate hazards which might rise during the event and plan procedures to reduce any risk. Organisers are also responsible for making sure that all activities meet the requirements of the Health and Safety at Work Act 1974 and all other relevant Health & Safety Legislation. You will need to submit a written Risk Assessment to accompany your Event Booking.

If you need advice please see the Purple Event Guide (www.thepurpleguide.co.uk) or the information contained on www.hse.gov.uk. In the case of visiting fairs (and other events where relevant), the Council will need to be satisfied that health and safety standards are met before the event is opened to the public.

Police Presence

Where the presence of police or ambulance at an event is wanted or necessary, it is the responsibility of the Organiser to arrange it, and to pay any charge made for this service. Guidance on the involvement of the police can be found at:

www.devon-cornwall.police.uk/YourRightInformation/FreedomInformation/Pages/Feesandcharges.aspx

Traffic Management

Both the event and traffic management of the event is the responsibility of the event organiser. Early contact with Devon County Council will help to deliver a successful event for the organisers and visitors and will reduce disruption to the local community and travelling public.

Therefore, if your event is likely to impact on the free flow of traffic on any highway, you must register your event with Devon County Council, who will communicate with the local police Traffic

Management and Road Casualty Reduction Officer. Devon County Council (DCC) will require at least 56 days' notice of the event. Please contact DCC on 0845 155 1004 or visit their website at:

www.devon.gov.uk/index/transport/roads/road_licences/eventaffectinghighway.htm

Please note there will be additional charges for road licences/ police presence if needed.

What other issues need to be considered and addressed?

Noise Levels

Organisers of events must make sure that the activity will not cause major disturbance or nuisance to those living nearby. In particular, events involving amplified music or speech, the use of generators or plant, or those which will continue late into the evening must be carefully monitored and controlled. Where such events are planned, discussions with the Council's Environmental Health Service well in advance of the event is recommended. Further information can be found at:

www.westdevon.gov.uk/article/2333/Environmental-Health--Licensing and www.southhams.gov.uk/article/3391/Environmental-Health

Food Hygiene

Persons supplying and handling food must satisfy current food safety legislation and have received appropriate training or instruction in food hygiene. For further advice contact the Council's Environmental Health Service in advance of the event. Further information can be found at:

www.southhams.gov.uk/index/residents_index/ksp_environment/ksp_food_hygiene_and_safety.htm and <http://www.westdevon.gov.uk/article/2728/Food-Hygiene--Safety>

Fly posting

The Organisers are responsible for making sure that no posters or other advertisements for the event are displayed without any relevant statutory agreement having first been gained, particularly Advertisement Consent.

Balloons & Chinese Lanterns

Organisers are responsible for making sure that no balloons or Chinese lanterns are released from Council land. It is Council policy to stop balloon & Chinese lantern releases in view of the problems they cause in terms of fire, pollution, litter, and the danger posed to livestock and wildlife.

Circus

It is Council policy not to allow the use of its land by any circus or similar event which includes performing animals, and the Organisers are responsible for making sure that this policy is followed.

Safeguarding

Safeguarding is the action that is taken to promote the welfare of children, young people and vulnerable adults to protect them from harm. This means protecting children, young people and vulnerable adults from abuse and maltreatment, preventing harm to their health or development, making sure children, young people and adults have access to safe and effective care and taking action to enable all children, young people and vulnerable adults to have the best outcomes.

Our priorities in relation to safeguarding are:

- ◆ To protect children, young people and vulnerable adults from harm.
- ◆ To include safeguarding as part of the event planning process and, if applicable, the evaluation / review process through consultation with safeguarding lead officers

Below is a **checklist** that can be used to prompt event organisers to take proper account of safeguarding in the event planning process:

Safeguarding checklist

- Consider which safeguarding objectives can be achieved
- Consider safeguarding requirements within the relevant legislation
- Consult with partner agencies, services users, the Council's safeguarding lead officers, community safety partnership(s) about how best practise can be delivered
- Include measurable safeguarding requirements in event planning documents
- Make sure that evaluation is carried out and future recommendations documented

Data Protection

Information provided in relation to an event booking will be held by the Council. The information will be used for consultation purposes regarding this event and will be held securely at all times. The Council may share the information with local Councillors / Town or Parish Councils / emergency services / insurers as necessary to make sure the appropriate service is delivered, and with other organisations, if required by law. If you wish to see the personal data that the Council holds, please contact the Data Protection Officer.

Terms & Conditions

All persons applying to the Council to hold an event agree acceptance of the Council's terms and conditions (substantively these principles). If applying as an organiser you are assumed to be agreeing acceptance on behalf of the club, society, association or company undertaking the event.