



Outdoor Events Policy

Use of Council-Owned Lands and Open Spaces

Pucklechurch's public open spaces are held in trust to provide vital recreational and green areas for the health, well-being, and enjoyment of all residents. This Public Outdoor Events Policy has been introduced to ensure these lands remain available for their primary purpose. It should be noted that scheduled seasonal sports team fixtures are granted standing priority usage of large areas of the Recreation Ground by way of rental agreements.

1. Introduction and Strategic Priorities

This Public Outdoor Events Policy outlines Pucklechurch Parish Council's (PPC) commitment to enabling safe, inclusive outdoor events that enhance the health, wellbeing, and community spirit of our residents. All applications will be evaluated against the following strategic priorities:

- **Culture:** Fostering community cohesion, supporting young people, and celebrating local identity and creative innovation.
- **Economy:** Maximising opportunities to boost the local economy and supporting the financial well-being of local people.
- **Environment:** Protecting the physical environment, local biodiversity, trees, and legally protected species and habitats.
- **Legislation:** Securing absolute compliance with statutory obligations to ensure public safety.
- **People:** Promoting accessibility, protecting public health, and minimising disruption to nearby residents and businesses.
- **Place:** Enhancing the long-term reputation, visual appeal, and positive public image of Pucklechurch.

2. Core Criteria and Usage Prohibitions

In addition to meeting the council's core priorities, all applications must comply with the following strict usage criteria:

- **Priority for Local Parish Groups:**
Pucklechurch parish groups, charities, and locally based community organisations will be granted absolute priority for the hire and use of all



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council-owned land. Parish-based groups will, however, still need to make formal applications for the use of parish land and must not assume the right has automatically been granted. Applications for external or commercial entities, including organised exercise classes, will only be considered if they do not conflict with local needs.

- **Prohibition of Large Private Hire Events:**

Council lands are strictly unavailable for large-scale private lets, including, for example, wedding receptions, private music festivals, milestone or school parties, or commercial private hire functions.

- **Discretionary Exception for Small-Scale Lets:**

Small-scale private hires may be authorised solely at the absolute discretion of the Parish Council. Such requests will be assessed on a case-by-case basis regarding site suitability, potential disruption, and impact on regular public use.

- **Prohibition of Fireworks, Balloons and Lanterns:**

The use of fireworks, pyrotechnics, or loud explosives is strictly prohibited across all parish council lands, including any displays associated with the hire of the local village hall or the scout hut. The release of balloons or sky lanterns is also strictly prohibited.

- **Parking Restrictions:**

Excepting essential community events tailored explicitly for the residents of Pucklechurch, council lands will not be available for event car parking. Small allocations of essential event operational parking remain strictly at the council's discretion.

- **Right to Levy Fees:**

The Parish Council reserves the absolute right to levy an application fee, hire charge, or ground maintenance contribution for the use of any council-owned land or open space.

- **Financial Resilience:**

Organisers must demonstrate the financial capacity to clear all event costs, pay infrastructure/hire fees promptly, and fully fund any site repairs or ground reinstatement required as a direct result of the event.



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3. Event Classifications and Notice Periods

Applications are classified by expected "attendance capacity". Notice periods are the minimums required for processing. Anyone, including Pucklechurch community-based groups wishing to make an application is advised to contact the Clerk in writing PRIOR to making any arrangements.

For the avoidance of doubt the following definitions will apply:

- **Community Events:** Non-profit festivals or activities run by local charities or voluntary groups with a base in the parish directly benefiting Pucklechurch residents.
- **Commercial Events:** Any activity falling outside the community definition.

Classification	Capacity	Notice Required	Operational Limitations
Smaller Events	Up to 499 people	3 Months minimum for application – must demonstrate dialogue with clerk in advance of application.	No road closures or Premises Licences required.
Larger Events	500 to 1,999 people	6 Months minimum - must demonstrate dialogue with clerk in advance of application.	Events likely requiring a Temporary Event Notice (TEN), Premises Licence, or Traffic Management Order.

4. Conflict of Users

Where multiple applications clash, Pucklechurch Parish Council will resolve the conflict using the following definitive hierarchy:

1. Regular, pre-scheduled seasonal sports team fixtures holding valid rental agreements.
2. Applications from established, locally based annual parish events.
3. Applications from Pucklechurch parish groups and local voluntary organisations.
4. The formal submission date of a completed application form.



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The council retains absolute authority to assess the individual merits of any application, and all decisions it makes are final.

5. Statutory Legislation and Compliance Framework

Event organisers must ensure their event complies with all relevant current UK legislation, including but not limited to health and safety, fire safety, licensing, and environmental protection regulations. They must also be able to demonstrate that an appropriate level of public liability and other insurance is in place.

Reviewed and approved by Council 17/06/26

Next Review: 2028