



## **PUCKLECHURCH PARISH COUCIL OUTDOOR EVENTS POLICY (USE OF COUNCIL LANDS).**

### **Priorities**

This Public Outdoor Events Policy outlines Pucklechurch Parish Council's commitment to enabling outdoor events that contribute to the health and wellbeing of our residents through the following priorities:

- Culture - Celebrating diversity, creating a strong sense of community, supporting young people and fostering a culture of innovation and imagination.
- Economy - Maximising the opportunity for increased spending to boost the local economy.
- Environment - Ensuring the protection of the physical environment and legally protected species and habitats.
- Legislation - Maximising safety for those working at and attending the event.
- People - Ensuring that events are accessible to all communities and individuals, promote health and well-being, whilst minimising disruption to residents and businesses.
- Place - Increasing the use of public spaces, the reputation and positive image of Pucklechurch.

### **Criteria**

In addition to the event meeting our priorities, the following criteria will be used to determine whether approval will be given to a specific event. These criteria should be read alongside the application process to ensure compliance with this Policy and the requirements for holding an event in Pucklechurch.

- Use. Excepting events for the residents of Pucklechurch parish council lands will not be available for car parking. Permission for small amounts of allocated event parking is at the parish council's discretion.
- Culture - Must demonstrate a positive cultural impact - An event must be able to clearly demonstrate its artistic and cultural quality, a commitment to equality and creation of opportunities for local participation and improving community cohesion.
- Economy - Ensure financial resilience and economic wellbeing. The organiser must be able to demonstrate they have the financial means to pay for all costs associated with the event itself, any repair caused and/or infrastructure directly caused by the event. The event should also support the economic wellbeing of local people.
- Environment - Minimise environmental impact. Provide evidence of what steps will be taken to reduce the environmental impact of any event including waste management, the impact on transport infrastructure to support the event. eg parking, increased use of public transport, road closures etc. Measures must also be taken to minimise the impact on the physical environment and legally protected species and habitats.
- Legislation - Ensure compliance with the law. The organiser must be to demonstrate their capacity to effectively plan, manage and control the event.
- People - Demonstrating impact on people and promoting good relations. Demonstrate that they will take adequate and reasonable steps to reduce the effect of the event on regular users of public spaces, stakeholders and local residents and businesses. All event organisers must take adequate steps to safeguard public health and ensure events and activities promote good relations and are open and welcoming to people from all communities and groups.

- Place - Compliance with conditions specific to the event location. An event location must be fitting, such as size of location, numbers attending /estimated to attend. The ability to demonstrate a positive impact of the event on local communities and organisations and ensure considered pre-event consultation takes place.

## **Event Classifications**

When event applications are made to the council for an outdoor event, the event will be classified using one or more of the event types. The classification will be decided using officer discretion and may affect any of the following:

- the type of application required
- whether an application is accepted or not
- the level of application and hire fees charged
- the length of time needed for an application to be considered
- the nature and duration of consultation to be undertaken

The size classification for an event will be based around the expected 'attendance capacity'. This is the maximum number of people expected to be at the event at any one time (including event staff and guests).

Smaller events (a) Up to 499. Without a road closure and/or a premises licence. Notice required - 3 months before the event.

Larger events (b) 500 to 1999, An event likely to require a Road Closure Order and/or premises license. Notice required - 6 months before the event.

Community events, defined as any event, festival or street event\* organised by charities, not-for profit, community or voluntary groups that directly benefit the residents and stakeholders of Pucklechurch and does not provide significant advertising or other commercial benefit to a profit-making business or organisations.

Commercial events constitute any activity that does not fall in the above classification. As a guideline, the following are general examples of commercial events:

- Experiential sporting events that are not local club run but require advance tickets.
- Ticketed Festivals, music concerts and Touring Theatre / cabaret.
- Corporate events or Product launches.
- Private lets eg a wedding reception/private party.
- Funfairs and circuses (wild or exotic animals will not be permitted).
- National Charity/fundraising events.

Other types of events may occur which do not fit with these classifications. Where such activity is planned this outdoor events policy may be used as a guideline and a will be decided on a case-by-case basis.

## **Fees and Charges.**

Provisional bookings will only be accepted on submission of a completed application form, essential supporting documentation, confirmation of date and site, and agreement to pay the application fee. Fees are based on a one-day event. Any additional set up, event or clean up break down days will be charged at a percentage of the basic fee, as per the current scale of charges. A refundable site bond may be considered in advance of any event primarily to cover the costs of any reinstatement works to the site. Where the event includes operations likely to create ground compaction or have a

significant environmental impact, a contribution will be requested towards any additional maintenance costs incurred. In these instances, a bond may be raised as an unpaid invoice prior to the event build phase. Additional charges may be levied for ground protection and other site infrastructure as required to protect the site.

Payment. While PPC is keen to support events in the parish which comply with this policy, organisers are expected to effectively manage budgets and business planning to ensure that fees are paid promptly. Failure to pay the site hire costs will result in legal action being taken and / or the event being refused to return in subsequent years.

Cancellation. Event Organisers who have submitted an application are entitled to cancel their event. They will need to notify the council in writing at the earliest opportunity. Late notification of the cancellation of an event is liable to the following charges:

- 6 weeks before event 25% charge
- 5 weeks before event 50% charge
- Less than 5 weeks before event 75% charge
- Less than 2 weeks before event full charge.

Conflict of Users. Events will be considered on their individual merits, however, where there is a conflict of users for an event site or date; the following guidelines will be given consideration:

- Conflict with applications/usage from established annual events.
- Conflict with applications/usage from locally-based organisations.
- Submission date of application.

Where there is a conflict of users, Pucklechurch parish council has the authority to assess the merits of each application individually, and its decision is final.

Event Organisers must receive prior permission from Pucklechurch parish council before their event can take place, and at a minimum should have addressed:

- Access provision
- Child and vulnerable adult protection statement
- Crowd management plan
- Emergency control plan
- Environmental impact assessment
- Equality Act 2010 statement
- Event communication & marketing plan
- Fire procedures
- Medical plan / first aid provision
- Food safety plan
- Ground protection plan
- Lost child procedure
- Proof of valid and current public liability insurance (minimum cover £5million)
- Risk assessments
- Sanitary plan
- Security and stewarding provision
- Site plans
- Production and event timetable
- Transport infrastructure plan
- Waste management plan

## **External consultation.**

The relevant level of external consultation depends on the specific conditions of any event. This could include Friends groups, residents and other stakeholders. In addition, when planning for an event the impact on immediate residents is an important consideration.

Stakeholders and Resident Notification involves a short letter delivered to immediate residents, and those impacted by the event, describing the event and its timings. The letter should be issued as soon as final plans are agreed and should clearly outline contact information. Notification should take place if your event has any of the following:

- Entertainment, PA's or generators likely to be audible to the occupiers of any residential or office premises.
- High numbers of attendees (over 499).
- Overnight equipment or a prolonged build break lasting several days.
- Full use of site – such as fencing and / or ticketing the site.
- The need for a traffic management plan / coning order.
- A licensed bar(s) operating past 22:00.
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Event organisers are responsible for ensuring that the relevant licences are acquired in an appropriate and timely manner. This will include, but is not limited to, a Premises license or a temporary event notice (TEN) or time-limited premises licence. The issue of a TEN or time limited premises license does not itself constitute permission to use the land. Should there be any serious breaches of premises licence conditions the Council may take any further formal action it considers necessary.

## **Environment.**

Environmental Protection is a key priority for PPC. Every effort should be made to minimise environmental impact and maximise the 'green' production of events through the use of recyclable and/or reusable sustainable products and materials, e.g. minimising power consumption, bio-diesel generators and recycled cups and plates. Trees are a major natural asset to Pucklechurch parish and open spaces. It is therefore important to ensure that adequate arrangements are in place to prevent damage and potential loss of this asset. Biodiversity is very important to PPC. By giving due prominence to this important part of our environment the aim is to safeguard the ecological future of the wildlife. Event organisers must make every effort to minimise the impact of events on the biodiversity.

## **Legislation**

Event Organisers may require licenses and consent such as:

- Planning permission
- Advertising consent
- Market and street trading consent
- Food Hygiene registration
- Traffic Management Order for road closures
- Premises licenses
- Nature conservation
- Protected Species licenses

Event organisers must also conform to guidance and legislation, there include:

- Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999

- Successful Health and Safety Management (HSG 65)
- Regulatory Reform (Fire Safety) Order 2005
- Fire Precautions Act 1971
- RIDDOR 1995
- The Control of Noise at Work Regulations 2005
- Town and Country Planning Act 1947 and 1990
- The Construction (Design and Management) Regulations 201
- Data Protection Act 1994 and 1998
- Equality Act 2010
- The Children's Act 2004
- Wildlife and Countryside Act 1981
- The Conservation of Habitats and Species Regulations 2010
- Environmental Protection act 1990
- Performing Rights Society (PRS)
- Phonographic Performance Limited (PPL)

## **People**

Key items for consideration are:

Stewards and security:

All events must provide appropriately trained and briefed staff in positions to maintain crowd control and safety, provide public information and to enforce any applied restrictions on entry and behaviour within the space, as well as to implement procedures in an accident or emergency situation. All security must be qualified with the Security Industry Authority (SIA).

Child protection should be a fundamental part of the safety management of an event. Organisers are expected to make such efforts as necessary to remove risk of the abuse or mistreatment of children at events and to take appropriate measures if event staff identify situations of abuse or mistreatment whether related to the event or not. Event organisers will be expected to submit a child protection policy statement and lost children procedure as part of their application for the event. Medical & first aid provision.

Provision of adequate numbers and types of first aid and medical resources should be based upon published guidance such as HSG195.

Signage within an event site should be clear to read, use commonly understood language and symbols and be positioned such that it can be seen from a reasonable distance by event attendees.