

PROCEDURES FOR STAGING AN EVENT ON COUNCIL PROPERTY

South Hams District Council owns numerous Parks, Gardens, Car Parks and other outdoor facilities. The Council recognises the opportunities for these sites to host a range of enjoyable, exciting and well managed private and community events.

Good quality events require careful preparation and management and these Procedures set out the matters that will need to be considered by anyone wishing to operate an event on SHDC land – and the terms and conditions under which events can be booked with SHDC.

You should read these Procedures in full and take the necessary actions set out. You should then sign a copy of this form, to acknowledge that you have read and understood these procedures, and return a copy with your Event Booking Form.

1) What Constitutes an Event?

An event is anything which is organised in advance and which visitors are expected or invited to attend.

The following activities, which are considered potentially to be “events”, would not be allowed to take place on SHDC property:

- a) Party political activities
- b) Circuses with animals
- c) Any other activities which are deemed to be –
 - o unlawful,
 - o likely to cause a legal nuisance,
 - o likely to cause offence to members of the public or have any element that might be abusive, racist, sexist, or otherwise insensitive to others or
 - o capable of bringing the council into disrepute

If there remains a concern as to whether an event should be authorised on SHDC land it is proposed that the matter be decided by the appropriate Head of Service in consultation with the Monitoring Officer and the Ward members(s).

2) What other Licences might I need?

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 ensuring 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 contact **South Hams District Council Licensing department on 01803 861234**

The responsibility lies with you to submit the necessary Temporary Event Notice **at least 10 working days** before the event takes place accompanied with the **fee of £21.00**. Please return completed Temporary Events Application Notices to the Licensing Department, South Hams District Council, Follaton House, Plymouth Road, Totnes TQ9 5NE

Music Performance License – It is a legal requirement for events containing music to ensure that the appropriate license is obtained for permission to use copyright music on behalf of the publishers. Please contact Performing Rights Society on tel - 0800 068 4828 / musiclicence@prsformusic.com / fax – 01733 312 912 or visit www.prsformusic.com

3) What Insurance is required?

Where an event is proposed on SHDC property it is necessary that the event organisers retain their own public liability insurance to cover the additional risks that might occur with the event. The Organisers agree to indemnify South Hams District Council fully and effectively against all claims, loss, damages or costs arising out of the Organisers' use of the Council's land.

Organisers must have Third Party Insurance to a value of £5,000,000 minimum to cover against any accident or injury arising directly or indirectly as a result of the event. The Council reserves the right to insist on a higher indemnity limit if the nature of the event makes that appropriate. The £5,000,000 is also unlimited in terms of multiple events.

4) i) What Costs are involved?

Organisers must be aware that there will be a charge for Events on Council Land which will apply to all events taking place in Parks and Gardens from 1st April 2010.

Charity Community Events	No Charge
Commercial Events or Trading ☆	£240 per day ×
Circus/Funfairs	£240 per day £60 per set up and stand down day and Utility Charges

☆ To include wedding receptions

× Can be reduced at discretion of Head of Landscape & Leisure where specific benefits to Council priorities are identified by the event organiser.

ii) When an event is booked on a car park / town and civic squares a charge will be determined by the Head of Property Services.

When considering requests for activities on SHDC property the Council will use the following assessments when considering whether the event is for “community” or “commercial” benefit.

- a) The extent to which the commercial activity contributes to community benefit, community vibrancy or beneficial activity either in isolation or as part of a combined event on council property.
- b) The extent to which the commercial activity is likely to have a detrimental impact on existing trading or commercial activity in the locality
- c) The extent to which the proposed commercial activity as a stand alone or part of an overall event will contribute financial income to help support management of council property.

ii) If you require use of council land for filming / photo purposes – please contact the Communications Office on 01803 861369 or e-mail public.relations@southhams.gov.uk for booking details (please note a fee maybe charge).

5) Use of Site

- i) **Cleaning** - The Organisers of the event will be required to demonstrate how waste will be managed for the event by producing a waste management plan. They shall leave the site as found in a clean and tidy condition. Any excessive costs incurred by the Council for removal of waste, street cleaning or toilet cleaning will be recharged to the Organisers.

- ii) **Damage to Site** – As the event organiser you are responsible for ensuring that there is no damage caused to Council property. You should leave the site in a clean and tidy condition and the cost of any repair or reinstatement necessary due to damage caused directly or indirectly as a result of the event shall be borne by the Organisers.
- iii) **Services** – some of the Council sites have a power supply or water supply. If required there will be an additional charge for arrangements of supply and use.

6) **Health & Safety** - Organisers should undertake a risk assessment to quantify hazards which might arise during the event and devise procedures to minimise any risk. They are also responsible for ensuring that all activities comply with 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 Form. If you need advice please contact the Risk and Health & Safety Advisor, on 01803 861475 (pete.osborne@southhams.gov.uk). In the case of visiting fairs (and other events where relevant), he will need to be satisfied that health and safety standards are met before the event is opened to the public.

7) **Police Presence** - Where the presence of police or ambulance at an event is desirable 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 from the link below and information is available at the bottom right hand corner of the web page.

<http://www.devon-cornwall.police.uk/YourRightInformation/FreedomInformation/Pages/Feesandcharges.aspx>

8) **Traffic Management** – Both the event and traffic management of the event is the responsibility of the event organiser. Early liaison with Devon County Council will help to deliver a successful event for the organisers and visitors and will minimise 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 liaise 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 and please contact DCC on 0845 155 1004 or visit their website on

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

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

9) What other issues need to be considered and addressed?

- (i) **Noise Levels** - Organisers of events must ensure that the activity will not cause significant 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 on 01803 861234 well in advance of the event is recommended. http://www.southhams.gov.uk/index/residents_index/ksp_environment/ksp-environment-noise.htm
- (ii) **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 call the Council's Environmental Health Service on 01803 861234 / http://www.southhams.gov.uk/index/residents_index/ksp_environment/ksp_food_hygiene_and_safety.htm
- (iii) **Fly posting** - The Organisers are responsible for ensuring that no posters or other advertisements for the event are displayed without any relevant statutory consent having first been obtained, particularly Advertisement Consent.
- (iv) **Balloons** - Organisers are responsible for ensuring that no balloons are released from Council land. It is Council policy to prohibit balloon releases in view of the problems they cause in terms of pollution, litter and the danger posed to livestock and wildlife.
- (v) **Circus** - It is Council policy not to permit the use of its land by any circus or similar event which includes performing animals, and the Organisers are responsible for ensuring that this policy is adhered to

10) Cancellation - The Council reserves the right to cancel the event without notice (although notice will be given if practicable) and without liability of any kind, should weather, ground conditions or other factors render this necessary.

All persons signing the application form should sign these conditions to confirm acceptance of them. If signing as an organiser you will be assumed to be signing on behalf of the club, society, association or company undertaking the event.

Signature/s

On behalf of Organisation.....Dated.....

<p>Data Protection</p> <p>The information that you have provided will be held by South Hams District Council.</p> <p>The information will be used for consultation purposes regarding this event and will be held securely at all times.</p> <p>The Council may share the information with local councillors / town/parish councils / emergency services / insurers as necessary to ensure 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.</p>

Event Application Booking Form South Hams District Council Sites and Premises

Please note – this form should be submitted at least 28 days prior to the event date. No consideration will be given to applications with less than 28 days notice. You will receive written confirmation that permission has been granted to use the site or premises.

The information on this form is required to ensure that all events on South Hams District Council (SHDC) sites and premises are organised safely. The information is also valuable to assess how SHDC's sites and premises are used.

Data Protection

The data controller is SHDC. The information supplied in this form may be shared with all relevant services of SHDC, the emergency services and other regulatory bodies unless such sharing of information is prohibited by statutory instrument.

Section 1 a) – Event Organiser Details

Name of organisation:	Contact Name:
Contact address:	
Post Code:	
Telephone – Daytime: Evening: Mobile:	Email:
Website (if applicable):	

1. The person listed first will be treated by the Council as the contact point for correspondence.
2. ALL persons listed must sign this event application form and the enclosed procedures form and will be responsible for ensuring that those procedures are complied with.

Section 1 b) – Event Details

Name of Event:	Proposed site/premises:
Proposed event date(s):	Proposed event times: Start: Finish:
Date/time site is required for set-up:	Date/time site will be vacated:
Detailed description of the proposed event (continue on a separate sheet if necessary)	
Anticipated attendance figure Anticipated age group	
Is your event a (please tick)	
Charity <input type="checkbox"/> / Community <input type="checkbox"/>	
Commercial <input type="checkbox"/> / Non-commercial <input type="checkbox"/>	
Civic Event <input type="checkbox"/> / Religious <input type="checkbox"/>	
Club <input type="checkbox"/> / Schools <input type="checkbox"/>	

Section 2 - Licensing (see point 2 on procedures guidelines)

You may be required to apply for a temporary event notice (TEN) which must be submitted a clear 10 working days before the event. **Please refer to point 2 of Procedure Guidelines.** This is a legal requirement under the licensing Act 2003. It is the event organiser's responsibility to ensure that the event is licensed appropriately.

The following are types of licensable activity (please tick which, if any, your event Involves)

• 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	• Performance of a play
• Performance of recording music	• Exhibition of a film
• Other (please specify)	

Section 3 – Insurance

Event organisers are required to hold a current policy of Public Liability for Third Party risks (including product liability where appropriate). The limit of which should be a minimum of £5 million although SHDC reserves the right to require a higher limit if deemed necessary. Organisers are responsible for ensuring that any individual participant in the event has an adequate Public Liability Insurance of £5 million.

***Organisers must complete the Statement of Insurance Form and provide a copy of their up to date public liability cover note highlighting £5,000,000 cover.**

Section 4 – Charges

Organisers must be aware that there will be a charge for certain Events on Council Land – **please refer to point 4 of Procedures Guidelines.** An invoice will be sent to you after the event has taken place.

Charity & Community Events – **No Charge**

Commercial Events or Trading - **£240 per day (to include utility charges if applicable)**

Circus / Funfairs - **£240 per day (£60 per set up and stand down day and utility charges if applicable)**

Please do not send in cheques.

Please can you provide details of whom the invoice should be sent if different from the address above:

NameAddress.....

Post Code.....Tel No.Mob No.

E-mail

Section 5 – Use of Site

How will you keep the area free of litter and refuse?

The organisers of the event will be required to demonstrate how waste will be managed for the event and shall leave the sites as found in a clean and tidy condition (**please refer to point 5 of Procedure Guidelines**).

Please complete the waste management plan provided – if applicable to your event

Section 6 – Health and Safety

Organisers must provide a **risk assessment (enclosed)** and **detailed site plan** showing the positions of proposed activities for e.g. stalls, marquees, arena, exhibition units, lighting, PA and generators etc. These plans must be submitted at least 28 days prior to the event. **Please refer to point 6 of Procedure Guidelines.**

Although your event will be considered by SHDC you are advised to inform all emergency services as soon as possible, if you think it is relevant and necessary for your event. This will enable them to fully consider all aspects of the event.

- Devon and Cornwall Police
- South West Ambulance Service
- Devon & Somerset Fire and Rescue Services
- Coastguard
- Civil Aviation Authority
- Salcombe Harbour Master
- Dartmouth Harbour Master

Please Note
 Power is not generally available on our sites. If you use a generator, please note all equipment must be Portable Appliance tested.

 No petrol-fuelled generators are permitted. All generators should be of a “super silenced” type. Please provide as much information as possible about these items. All electrical equipment has to be PAT tested

 Inflatables (bouncy castle etc) must be PIPA, BIHA or ADIPS registered with £5 million Public Liability

Terms and Conditions

If permission is granted for this event, I hereby agree to abide by the information given on this form and comply with South Hams District Council’s terms and conditions for event. I also agree to comply with any reasonable instructions given by all authorised officers and the Devon and Cornwall Police.

Signature:..... Name (in capitals)

Date.....

Checklist – Supplied documentation	
<input type="checkbox"/>	Signed terms and conditions
<input type="checkbox"/>	Public Liability Insurance (organiser)
<input type="checkbox"/>	Public Liability Insurance (participants/Contractors (if applicable))
<input type="checkbox"/>	Risk Assessment
<input type="checkbox"/>	Site plan/route map
<input type="checkbox"/>	Waste Management Plan
<input type="checkbox"/>	Event schedule/programme

Please complete and send this form and supporting documentation to: **Landscape and Leisure Administration Team, South Hams District Council, Follaton House, Plymouth Road, Totnes TQ9 5NE – Tel No. 01803 861234 / e-mail landscape.leisure@southhams.gov.uk**

PLEASE NOTE FAILURE TO PROVIDE 28 DAYS NOTICE WILL RESULT IN AUTOMATIC REFUSAL OF THE EVENT.

Admin Use Only:

Action	Date	Action	Date
Date Received		Date to consultation	
Queries to applicant		Charge (if applicable)	
Date approved		Invoice No. / Date sent	

STATEMENT OF INSURANCES HELD BY ORGANISATIONS OR INDIVIDUALS HOLDING EVENTS ON COUNCIL PROPERTY
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Event organisers are required to hold a current policy of Public Liability for Third Party risks (including product liability where appropriate). The limit of which should be a minimum of £5 million although SHDC reserves the right to require a higher limit if deemed necessary. Organisers are responsible for ensuring that any individual participant in the event has an adequate Public Liability Insurance of £5 million.

All documentation (including Public Liability Insurance certificates must be sent to SHDC at least 28 days prior to the event. Failure to comply may result in SHDC refusing to grant permission for the event booking.

Organisation	
Address	
Venue of event	
Nature of Event	

This is to certify that the above organiser is holding the following insurance cover:-

Public Liability Insurance

Insurer's Name and Address	
Expiry Date	
Policy Number	
Sum Insured	Per incident £
	Per annum £

(To be not less than £5,000,000 per incident. Number of incidents in any one year to be unlimited. This limit may be increased at the discretion of the Council as circumstances dictate.)

I hereby authorise South Hams District Council to make a claim upon any of the above policies if necessary.

Signature Date

*On behalf of

*Organiser/Insurance Broker to Organiser/Insurer to Organiser (*Delete as appropriate)

Please enclose a copy of your public liability insurance cover note with your application.

Risk Assessment for Events on Council Premises

Location:	Date(s):	Details of event (please include anticipated numbers):
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Completed by:	Date:
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Contact details:	
Telephone:	Email address:

Risk Assessment – Preliminary Checklist (will any of the following be involved in the event?)

Hazards Present	Yes	What are the issues/risks to be considered	Is a Risk Assessment Required? YES/NO
Electrical/gas			
Electrical maintenance			
Pressure systems			
Harmful substances			
Noise			
Manual handling/ergonomics			
Storage of articles or substances			
Working environment			
Slips, trips and falls			
Structures and layout			
Access and egress			
Public			
Fire/explosion			
Working at height			

Council Land Events Waste Management Plan

The Council needs to ensure that waste generated by an event is managed in accordance with legislation, please complete the following form in as much detail as possible.

Name of Event

Location of Event

Date and Times of Event

1) Commercial Waste Generated By Event

		Details
a)	Name of Company / Organisation	
b)	Type of Company / Organisation	
c)	Location at the event	
d)	Type of waste generated	
e)	How will the waste be stored?	
f)	Where will the containers be located? (please include on site plan if applicable)	
g)	Who will collect the waste?	
h)	Is there a duty of care in place? (anticipated amount of waste)	

**PLEASE NOTE IF THE ARRANGEMENTS CHANGE ON EACH DAY -
THEN A PLAN FOR EACH DAY WILL BE REQUIRED.**

For further Information please visit <http://www.netregs.gov.uk/netregs/63197.aspx>
or contact Waste Management – 01803 861234