

# Events Application Pack



South Kesteven District Council  
*Your council working for you*

# Introduction

This document has been designed to give information to organisations wishing to arrange an event at a council owned venue.

The application form, which is included in this pack, can be used for all events regardless of size however some parts may not be relevant for smaller events.

This guide gives general advice that should be used when arranging any type of event.

These notes are designed for guidance only.

Events can be extremely diverse, ranging from a simple car boot sale, to a large outdoor carnival and so this guidance cannot be considered exhaustive. It is likely that additional guidance will be required for specialist events and larger scale activities.

If you need more information than is provided in this pack please call us on **01476 40 60 80** or visit our website [www.southkesteven.gov.uk](http://www.southkesteven.gov.uk). There are also national associations and clubs who may be able to offer advice on specific types of event including the Lincolnshire Event Safety Partnership who website is [www.lincolnshireprepared.co.uk/lesp](http://www.lincolnshireprepared.co.uk/lesp).

Some of the points made in these notes will not apply to small scale "family" gatherings or low key events which don't directly affect the general public, however, if you are organising an event, it is essential that you consider all eventualities, as in most cases the event organiser is responsible for anyone affected by your activity.

# Risk Assessment

Organisers of events have a legal responsibility to ensure the health, safety and welfare of any employees, volunteer helpers or contractors involved in arranging the event and to the public and participants attending.

Carrying out a detailed risk assessment should ensure this.

All hazards associated with the event should be identified, the level of risk assessed and appropriate action taken to reduce these risks to an acceptable level.

All events must comply with recognised safety standards and you must take all reasonable precautions to ensure the event takes place safely.

The requirements of the Health and Safety at Work Act 1974 and any associated legislation will apply at all times. The full act is available from the Health and Safety Executive and can be found on their website at [www.hse.com](http://www.hse.com)

Completed forms should be retained for future reference. A formal record should be kept of the risk assessment.

Where the event consists of more than one attraction for example a summer fete, a written risk assessment may be required for each activity. In these circumstances, the enclosed risk assessment form can be photocopied.

Any contractors involved in the event should also carry out a risk assessment. Where relevant you should obtain copies of these.

More information regarding risk assessments can be obtained by post from:

**The Health and Safety Executive (HSE) publications  
HSE information Centre,  
Broad Lane, Sheffield, S3 7HQ.**

**Tel: 01787 881165.**

Or online from

[www.lincolnshireprepared.co.uk/lesp](http://www.lincolnshireprepared.co.uk/lesp)

# Stage 1 Pre Planning

Detailed pre-planning is essential to ensure your event is successful.

The following need to be considered at this stage:

## Where:

- Make sure the venue you have chosen, is adequate for the proposed event.
- Do not forget to consider the impact on the local community.
- how easy it will be for people to get to the venue and any car parking requirements.
- Consider the suitability of the venue and any existing hazards which may be on the site like water hazards, overhead power lines etc.
- Consider whether or not emergency access routes will be adequate.

## When:

- Consider the time of year including the consequences of extreme weather conditions at an outside event.
- The day of the week and time will also need consideration to take into account noise and ease of travel etc.
- You might need to arrange lighting for an evening function.
- The event should not clash with any other major events in the area.

## Who:

- Identify the aims of the event. Are you targeting particular groups or types of people like young children, teenagers, the elderly or disabled?
- Specific facilities may be required to accommodate them or additional stewards to ensure adequate safety standards are maintained.

## What:

- Decide on the type of activities to be held.
- Will there be any specific hazards such as animals or water sports?
- If possible try to establish the size of the proposed event and whether or not an entrance fee will be charged.

## Specialist equipment:

- Will the activities require the use of any specialist equipment.
- Does this equipment pose any specific hazards?
- Will a particular activity need barriers etc?
- Some equipment may require certificates of erection by a competent person.

## Code of practice:

- For larger events there will be a need to comply with guidance particularly the Code of Practice for Outdoor Events published by the National Outdoor Events Association Tel: 0208 6998121. This gives advice on structures, marquees, tents and electrical matters.
- The HSE Guide to Safety at Events is also a very useful reference document can be found at [www.hse.com](http://www.hse.com)

## Welfare arrangements:

- The organiser must estimate the number of attendees to the event and consider its duration.
- Toilet and first aid requirements should be based on these estimations.

- Advice is given in the Code of Practice for Outdoor Events referred to above.
- Permanent toilets should be fit for purpose and maintained during the event.
- The provision of drinking water will be necessary.
- Depending upon the scale of the event, refreshments and other facilities may be required.
- Provision also needs to be made for lost children, missing persons, baby changing and lost property.
- Child safety and welfare issues are taken seriously by South Kesteven District Council. We have a duty of care to safeguard children from harm and neglect under Section 11 of the Children's Act 2004.
- As the hirer of a council operated facility you are required to keep children and young people safe whilst in your care.
- For information and guidance a copy of our Safeguarding Children Policy can be found on our website [www.southkesteven.gov.uk](http://www.southkesteven.gov.uk) in the 'Communities' section under 'Keeping Children Safe'. A paper copy can be provided on request.
- Anyone wishing to develop a Child Protection Policy can find guidance at [www.safenetwork.org.uk](http://www.safenetwork.org.uk)

### **Entertainment & Licensable activity:**

- An entertainment licence is required for most music, singing and dancing events to which members of the public are admitted. For the purpose of this application, please detail your entertainment programme.
- For more information or help, please contact our Licensing team by phone on **01476 40 60 80** or via our website at [www.southkesteven.gov.uk/licensing](http://www.southkesteven.gov.uk/licensing)

### **Insurance:**

- All events will require public liability insurance.
- All contractors and performers will also need their own public liability cover with a £5 million limit of indemnity.
- Depending upon the type of your organisation and the proposed event other insurances may also be needed.

### **Timescale:**

- Set out the proposed timescale and give yourself as much time as possible to organise the event.
- You may need as much as nine to twelve months planning.
- Some specialist advice may be needed and special permission could take time.
- Don't forget the summer can be a busy time with hundreds of events taking place within your area.

### **Event plan:**

- This should include all your health and safety arrangements.
- Once you have resolved all the points above, please keep records of the proposals as a formal plan for the event. This will help you when carrying out your risk assessment.
- The Lincolnshire Event Safety Partnership website gives examples of event management plan guidance. [www.lincolnshireprepared.co.uk/lesp](http://www.lincolnshireprepared.co.uk/lesp)

# Stage 2 Organising the event

Once you have decided on the fundamental objectives behind your activities, you can then start to organise the event in detail. Remember to write things down as you go and to keep your event plan up to date.

## In respect of large events, establish a committee:

- Identify specific responsibilities for all committee members.
- One person should be identified as the event manager and be responsible for liaising with other organisations like SKDC, the local police force and other emergency services.
- One person, with suitable experience, should be given overall responsibility for health and safety and another person co-ordination and supervision of stewards.

## Liaison:

- Contact the local police, Lincolnshire County Council Highways Department, fire service, ambulance and first aid providers. Tell them about the event and ask them for advice.
- Decide what additional information is required regarding specific activities and make contact with us and/or the relevant organisations.

## Site plan:

- Draw out a site plan identifying the position of all the intended attractions and facilities.
- Plan out and designate the entrance and exit points, circulation routes, vehicle access and emergency evacuation paths.

## Emergency plan:

- A formal plan should be established to deal with any emergency situations which may arise during the event.
- The complexity of this will depend upon the size and nature of your event itself. A simple easy to follow plan will be acceptable for a small event.
- You may have to liaise with the emergency services, local hospitals and SKDC's emergency planning officer and create a planning team to consider all potential major incidents and how you would deal with them.
- Organisers of larger events may wish to contact us for further information.

## Temporary structures:

- Some events will need temporary structures like staging, tents, marquees, stalls etc.
- Decide where this equipment is to be obtained, who will erect it and what safety checks will be needed.
- The location of any structures should be identified on the site plan.
- Consider whether barriers will be needed to protect the public against hazards like moving machinery, barbecues, vehicles and any dangerous displays etc.
- In some cases, barriers will need to have specified safety loadings dependant upon the number of people likely to attend.
- Temporary structures should only be obtained from experienced suppliers.

## Catering:

- Ensure any caterers have been licensed by a local authority and comply with food hygiene regulations.
- Ask to see caterers' food hygiene certification.
- Choose a sensible position to site the caterers away from children's activity areas and near to water supplies etc.
- Adequate space should be left between catering facilities to prevent any risk of fire spread.
- You may wish to use caterers who are members of the Mobile Outside Caterers Association. You should obtain a list of their menu and charges to ensure their prices are reasonable.

## Stewards:

- Stewards at larger events must be fully briefed on all aspects of the event including crowd control and emergency arrangements.
- Written instructions, site plans and checklists should be given to them.
- It is important that stewards can be easily identified by the public and that they can effectively communicate with each other, their supervisor, the person responsible for health and safety, and the event manager.
- All stewards should be properly trained and competent as they will need to be constantly on the lookout for hazards which could develop during the event.
- Stewards may also be required to guide vehicles, clear emergency exits, and sort out any behavioural problems.
- Specific training should be given for basic first aid and fire fighting. Stewards may need personal protective clothing like hats, boots, gloves or coats.

- If you are holding an event that is licensed for the sale of alcohol then persons that are used to control entry must be door supervisors register with the security industry.
- For evening events, stewards may need to be issued with torches.

## Crowd control:

The safety and enjoyment of people attending an event will depend largely on the effective management of the crowd. Crowd management is not simply achieved by attempting to control the audience, but by trying to understand their behaviour and the various factors which can affect this.

- It is necessary to put a complete system into practice rather than attempt to control certain elements of obvious concern, without understanding the underlying issues.
- The way in which crowds behave and respond is a combination of physical and other factors. The dynamics of the crowd will depend, in a large part, on the activities of the crowd.
- The type of event and the numbers attending will determine the measures needed.
- Consideration will need to be given to the number and positioning of any barriers and the provision of a public address system.

## Numbers attending:

- The maximum number of people the event can safely hold must be established and crowd dynamics considered.
- Numbers may need to be reduced dependant upon the activities being planned.
- The numbers of people attending the event may have to be counted to prevent overcrowding.
- Remember that one particular attraction may draw large numbers of visitors.

## Provision for the disabled:

- Specific arrangements should be made to ensure disabled visitors have adequate facilities, parking and specific viewing areas and can safely enjoy the event.

## Security:

- Depending upon the nature of the event specific security arrangements may be necessary including arrangements for securing property overnight.
- Money collection should be planned to ensure this is kept to a minimum at collection points and that regular collections are made to a secure area.
- Following your risk assessment, stewards or helpers collecting money may require money belts or other carrying methods.
- Counting and banking arrangements should be given careful consideration.

## On-site traffic:

- Contractors and/or performers vehicles and other traffic should be carefully managed to ensure segregation from pedestrians.
- It may be necessary to only permit vehicular access at specific times and not during the event itself.
- Separate entrances should be provided for vehicles and pedestrians, with specific arrangements for emergency vehicle access.
- Car parking facilities will be required at most events and these will have to be stewarded. Consider where parking should be situated.

## Off-site traffic:

- Unplanned and uncontrolled access and egress to a site can result in a serious accident.
- Traffic control both inside and outside the site should be discussed with the police.

- Adequate signs and directions should be provided in prominent positions on the approaches to the entrances.
- If road closures, signs on the highway, traffic diversions and/or the placement of cones are required then an application must be made for a traffic regulation order and/or approval from the highway authority.

## Transportation:

- The local rail and bus companies should be advised of larger events to establish if existing services will be adequate.
- You will also need to liaise with them if road closures or diversions are intended.

## Contractors:

- All contractors should be vetted to ensure they are competent to undertake the tasks required of them.
- Wherever possible personal references should be obtained and followed up.
- Ask contractors for a copy of their safety policy and risk assessments to ensure yourself that they will perform the task safely.
- Always ask to see their public liability insurance certificate, which should provide a limit of indemnity of at least £5 million.
- Provide contractors with a copy of the event plan and arrange liaison meetings to ensure they will work within your specified parameters.

## Performers:

- All performers should have their own insurances and risk assessments and the same considerations will apply as for contractors.
- Where amateur performers are being used discuss your detailed requirements with them and ensure they will comply with your health and safety rules and event plan.

## Facilities and utilities:

- Where electricity, gas or water is to be used, detailed arrangements must be made to ensure the facilities are safe.
- All portable electrical appliances including extension leads etc. should be tested for electrical safety and a record kept.
- Any hired equipment should come with a certificate of electrical safety.
- Where events are taking place outside, residual current circuit breakers should be used and if possible the power supply stepped down to 110volts.
- All cables will have to be safely channelled to eliminate any electrical and tripping hazards.
- Potential hazards due to extreme weather should not be overlooked at outside events.
- Portable gas supplies for cooking should be kept to a minimum in designated areas away from the general public.
- The same should apply to any fuel supplies items such as portable generators etc.
- Generators should be suitably fenced or barriered to prevent public access from public areas.
- All these arrangements should be clearly shown on the site plan.

## Contingency plans:

- Consider extreme weather conditions.
- Will the event be cancelled?
- Could specialist matting be hired in at short notice?
- Could the event be moved to an alternative inside venue?
- This will involve a lot of planning and may be too complex for anything other than the smallest of events.
- There could also be other scenarios, which should be planned for, such as dealing with a disappointed crowd if the main attraction has not turned up.

## Clearing up:

- Arrangements may be needed for waste disposal and rubbish clearance both during and after the event.
- Individuals should be given specific responsibilities for emptying rubbish bins and clearing the site.
- At some events there could be discarded hypodermic needles, which need to be disposed of safely. This will require specialist training and equipment.

## Risk assessments:

- Taking all the above into consideration, you should establish which specific hazards require individual risk assessments.
- Initial assessments should be undertaken and any remedial action specified in the updated event plan.
- A timescale should be specified where necessary.

# Stage 3 Final preparations

Before the event a detailed safety check will have to be carried out. This should include the following:

## Routes:

- Ensure clear access and exit routes and adequate circulation within the site.
- Pay particular attention to emergency routes.

## Inspections:

- A walk through inspection of the site should be carried out immediately before, during and after the event to identify any potential hazards and to check any communication equipment is working.
- You may want to carry out more than one inspection during the event. All defects should be noted and repaired.
- A checklist should be made and kept for future reference.

## Siting:

- Make sure that all facilities and attractions are correctly sited as per your site plan.
- Be certain that the first aid facilities, fire extinguishers and any cash collection boxes are in place.
- Check waste bins are in their correct locations.

## Signage:

- Ensure adequate signage is displayed where necessary.
- This should include emergency exits, first aid points, information and lost children points and other welfare facilities like toilets and drinking water.

## Vehicles:

- Check that all contractors, performers and exhibitors vehicles have been removed from the site or parked in designated areas before the public are allowed to enter.

## Structures:

- Ensure all staging, seating, marquees and lighting structures have been erected safely and that certification has been obtained from the relevant contractors as a record of this.

## Barriers:

- Check that all barriers and other protection against hazards are securely in place and there is no risk of falling from staging or other facilities.

## Stewards:

- Make sure that all staff have arrived and are in their correct location.
- Ensure all stewards are wearing the correct clothing for easy identification.

## Lighting:

- Check all lighting is working, including any emergency lighting.

## Public information:

- Make sure the public address system is working and can be heard in all areas.

## Briefing:

- Check that all stewards and staff have been fully briefed and understand their responsibilities.

# Stage 4 After the event

## Site condition:

- After the event, an inspection should be carried out to make sure nothing has been left on the site which could be hazardous to future users.
- This inspection should also identify any damage which may have been caused during the event.
- If a number of structures are left overnight, it must be ensured they are left in a safe condition and are safe from vandalism.
- If a number of structures are left overnight, specific security arrangements may be required.

## Accidents:

- If an accident occurs, the names and addresses of witnesses should be obtained, photographs taken and a report made by the organisers.
- The report should include an accident form which should be completed and a copy sent to the landowner and the relevant authority for example the Health and Safety Executive or SKDC Environmental Health services section.
- You will also need to advise your insurance company.
- If any accident or dangerous occurrence is reported action must be taken to prevent any further incidents.

## Claims:

- Should any person declare an intention to make a claim following an alleged incident associated with the event, you should contact your insurers immediately. They may also require a copy of the completed accident form.

# Conditions of Approval Events 2015/2016

These requirements and conditions of approval govern the use of South Kesteven District Council, (SKDC), owned/managed land for the use of activities and events. All requirements below need to be met and demonstrated before approval can be given by SKDC.

**When you make a booking for one of our venues, you are agreeing to be bound by the conditions of approval as detailed below:-**

## Public liability insurance

This is an essential requirement for all events. Adequate cover provided by policies is normally in the region of £5 million. This is the minimum cover required and can be arranged through most insurance brokers.

It is not essential to include your insurance certificate with the application form, however, a copy of your insurance certificate indemnifying the Council against any third party liabilities must be provided before the event starts.

Approval to hold the event will be refused if you do not provide evidence of cover.

## Risk Assessment

The event organiser has a legal responsibility to ensure the health, safety and welfare of any employees, volunteer helpers or contractors involved in arranging the event and to the public and participants attending. A detailed risk assessment is needed for all events.

You will be required to provide a sample risk assessment to demonstrate competency in identifying actions that need to be taken to mitigate or minimize risks. SKDC are not responsible for agreeing or authorizing any risks or actions to address, it is the responsibility of the Event Organiser to do so.

## Charity Fundraising

If you are a registered charity it is important to ensure your charity name and registration number is included on the application form. We will also need any other information you can provide regarding the proceeds of the event, i.e., 100% of proceeds going directly to the Charity, if not, the ratio of the proceeds to recipients needs to be identified.

## Street Collections

If you are planning a street collection, you need to contact the Licensing Team on 01476 406190 to obtain a licence. Please note: "Street" can be any place to which the public have access.

## Fees and Charges

Each event will be considered on an individual basis and a charge may be applicable. Any agreed charges will need to be paid to SKDC one month before the event.

## Cancellation

If any charges have been agreed, you can cancel your event without penalty if written cancellation requests are received up to and including 30 days before the start of the event.

SKDC reserve the right to recover any costs incurred from the cancellation.

## Attendance & Car Parking

It is essential that you give us your expected attendance figures and describe how you will be manage/provide car parking requirements.

Under no circumstances will parking be allowed on any soft surfaces for example grassed or play areas.

If you need parking it is the responsibility of the event organiser to ensure adequate parking facilities have been considered.

## Road Closures & Traffic Management

Lincolnshire County Council, Highways Department, will need to be told about any event where more than 100 people are expected. Contact details can be provided.

## Catering

You need to ensure that any caterers used are registered as a food business with the local authority area in which they are based. If you are using caterers that are based in South Kesteven you should check with our Environmental Health (Commercial Team) who can be contacted by phone on **01476 40 60 80**

## Licensing Act 2003

A current Premises Licence or Temporary Event Notice is required under the Licensing Act 2003 for one or more of the following licensable activities to which the public are admitted, namely:

The sale and supply of alcohol

The provision of regulated entertainment for example music, singing or dancing

Sports events

Supply of late night refreshments.

For more information or help, please contact our Licensing Team by phone on **01476 40 60 80** or via our website at [www.southkesteven.gov.uk/licensing](http://www.southkesteven.gov.uk/licensing)

## Fun Fairs

If you are planning a fun fair in support of an event it is desirable that the showmen are members of the Showmen's Guild of Great Britain, membership numbers may be requested as evidence of membership. It should be a requirement of your letting that the operators provide you with evidence of current public liability insurance to the sum of £5 million together with relevant equipment test certificates. You should also make sure that the showmen comply with the Health and Safety Executives code of practice HSG 175, which is available on their website at <http://www.hse.gov.uk/pubns/books/hsg175.htm>

## Health & Safety Requirements

The Health & Safety at Work Act 1974 and associated legislation will apply at all times.

## Electrical Connections

Please make sure that all outdoor electrical connections are weatherproof and in accordance with 18th edition of the IEE regulations and relevant British Standards

## Gas Equipment

Please make sure that all gas equipment is maintained to current British Standards and in accordance with the appropriate regulations and inspected using a suitable registered Gas Safe person.

# General Conditions

1. The event organisers should indemnify SKDC against any third party liabilities that may arise.
2. The event organisers should safeguard the well being of the general public and facilitate their right of access.
3. The event organisers should ensure that the event is appropriately stewarded and that you “risk assess” the site/event and instigate any controls that you deem necessary particularly in relation to numbers, location, communication and competence of stewards. Any steward that is used at any event that is licensed for the sale of alcohol to control entry must be “door supervisors” registered with the security industry.
4. The event organisers should ensure that they discuss their use of the site with both the police and fire service.
5. The event organisers must ensure the site is left clean and tidy.
6. The event organisers accept the financial responsibility for reinstating any damage caused as a result of your use of the site.
7. Site layout, if necessary, shall be agreed with SKDC in advance of the event.
8. All fees where applicable are paid to SKDC before the event.
9. Event organisers must arrange first aid cover where needed (this requirement should be identified in your risk assessment).
10. It is the event organiser’s responsibility to ensure that the site is left secure on departure and keys, where provided, are returned to the SKDC offices, St Peter’s Hill, Grantham.
11. The event organisers must ensure adequate safeguards to protect children from harm. The event organisers, where appropriate, will be required to provide details of their child protection policy.
12. The event organisers must ensure adequate safeguard to prevent public nuisance.
13. The event organisers must ensure adequate safeguards to prevent crime and disorder both at the event and within the local neighbourhood by people attending the event. This should also be considered as part of the risk assessment process and controls and must be agreed with the Police.

# Leisure & Amenities Events Application Form

Application form to be completed to confirm a request for consent to use SKDC owned or managed land for a public event or activity.

## Event organiser's details:

Name of organisation  
promoting the event:

Name of event organiser:

Address of event organiser:

Day time telephone no:

Mobile telephone no:

Emergency contact no:  
(24 hour contact)

Email address:

## Event details:

Name/address of the site where you wish to stage your event/activity and please also give details of the area required.

Date and duration  
of event:

Date:

Duration:

Date setting up:

Date leaving site:

Event time:

From:

To:

Type of event, please tick as appropriate

|                 |                          |                    |                          |                             |                          |
|-----------------|--------------------------|--------------------|--------------------------|-----------------------------|--------------------------|
| Car boot sale   | <input type="checkbox"/> | Play event         | <input type="checkbox"/> | Fun day                     | <input type="checkbox"/> |
| Carnival/circus | <input type="checkbox"/> | Sponsored walk/run | <input type="checkbox"/> | Community meeting           | <input type="checkbox"/> |
| Sports event    | <input type="checkbox"/> | Fun fair           | <input type="checkbox"/> | Vehicle rally/show          | <input type="checkbox"/> |
| Duck race       | <input type="checkbox"/> | Dog show           | <input type="checkbox"/> | Other: please specify below | <input type="checkbox"/> |

Other

### About the event:

Please provide a description of your proposed event in as much detail as possible, please use a separate sheet if required.

## Car parking & attendance figures:

|                              |  |
|------------------------------|--|
| Number of visitors expected: |  |
| Car parking arrangements:    |  |

## Charity fundraising

If applicable, please complete the following questions:

|   |  |
|---|--|
| Charity name:   |  |
| Charity registration number:  |  |
| Will all the proceeds go to the charity? If not, please state the ratio of money going to charity |  |

## Public liability insurance

|                    |                                   |
|--------------------|-----------------------------------|
| Insurance company: |                                   |
| Policy number:     |                                   |
| Expiry date:       |                                   |
| Copy attached:     | Yes / No (indicate as applicable) |

## DECLARATION

I have read, understand and accept the conditions relating to the use of land under the control of South Kesteven District Council. I hereby apply for the use of the site on the dates indicated and agree to comply with all conditions and requirements of the Council.

|            |  |            |  |
|------------|--|------------|--|
| Name:      |  | Name:      |  |
| Signature: |  | Signature: |  |

Please ensure a signature is included to validate this application.