

CABINET

DATE	2 nd October 2019
REPORT OF	Councillor Callum Procter, Portfolio Holder for Tourism Heritage and Culture
RESPONSIBLE OFFICER	Sharon Wroot, Director of Resources and Governance
SUBJECT	Council Land Use Policy
STATUS	Open
FORWARD PLAN REF NO.	CB 10/19/01

CONTRIBUTION TO OUR AIMS

The report outlines a new policy that aims to standardise the Council approach to allowing events and activities to take place on Council land. This supports the Council's aims by ensuring the safe use of Council land, encourages people to make better use of the land to support health and wellbeing and encourages greater community involvement in local events supporting sustainable communities.

EXECUTIVE SUMMARY

The report outlines a new policy for the use of Council land to hold events and introduces new fees and charges for the use of the land. The policy outlines the land that can be used for events and introduces categories of events that will attract different levels of fees. Delivery of the policy will be supported by the Event Safety Advisory Group who will provide advice on whether the proposed event has the appropriate management arrangements in place to enable the event to be delivered safely.

RECOMMENDATIONS

It is recommended that Cabinet:

1. Approves the policy and fee structure and agrees to a short consultation period of 2 months.
2. Authorises the Director of Resources and Governance in consultation with the Portfolio Holder for Tourism, Heritage and Culture to make such amendments to the policy as shall be appropriate as a result of such consultation.
3. Delegates approval of applications to the Director for Communities, in consultation with the Portfolio Holder for Tourism, Heritage and Culture to approve large events
4. Approves for the policy to be reviewed annually as part of our annual review of fees and charges.

REASONS FOR DECISION

The report introduces a new policy that includes fees and charges for the use of land. This is a new policy that will impact on all wards across the borough.

1. BACKGROUND AND ISSUES

- 1.1 The Council has allowed events to be held on its land for many years and asks for all events to complete an Event Safety Advisory Group form so that assessment of the event can be undertaken. A charge for the use of the land for the event is sometimes made but there has not been a consistent approach to how and when these charges apply. The policy has been written to put in place a clear and consistent approach to the land that is available for use and the fees that will be required to use the land.

2. RISKS AND OPPORTUNITIES

- 2.1 Introducing the policy and a fee for the use of the land could present a risk that people do not inform us of their event. This would mean that the Council could not advise on the safe management and delivery of the event which may present a risk to participants, spectators and the people living around the area where the event is taking place. There is the opportunity by introducing the policy to develop better working relationships with event organisers so that we have a wider range of well-planned and managed events taking place on council land.

3. OTHER OPTIONS CONSIDERED

- 3.1 The only other option available for consideration is the continuance of the status quo. This is not seen as a viable option as there is a lack of consistency over fees, charges and access to Council land for events.

4. REPUTATION AND COMMUNICATIONS CONSIDERATIONS

- 4.1 The introduction of fees for the use of land could result in some reputation issues. The policy is based on examples from other areas where in some cases the fees charged are considerably higher than those proposed. The policy is aimed at supporting event organisers to deliver safe events.

5. FINANCIAL CONSIDERATIONS

- 5.1 The policy will result in a small income stream for the Council.

6. CONSULTATION WITH SCRUTINY

- 6.1 The policy will be forwarded to Scrutiny as part of the proposed consultation period.

7. FINANCIAL IMPLICATIONS

- 7.1 The policy will help generate a small amount of income to the Council from fees charged as well as facilitating the re-charging of costs incurred by the Council in supporting such events.

8. LEGAL IMPLICATIONS

- 8.1 The Council is able to make charges for discretionary and other services and functions under a range of statutory provisions. This is permitted by s93 Local Government Act 2003 and further underpinned by the Localism Act 2011.
- 8.2 In making such charges the Council must be mindful that the income received from charges does not exceed the cost of provision.
- 8.3 In the event of review, constitutionally the Portfolio Holder is permitted to approve modifications to existing policies affecting the services within his portfolio, including those having a borough wide application.
- 8.4 A regular periodic review of charges generally is considered both good practice and necessary.

9. HUMAN RESOURCES IMPLICATIONS

- 9.1 There are no direct HR implications contained within this report.

10. WARD IMPLICATIONS

- 10.1 The policy will apply across all wards.

11. BACKGROUND PAPERS

12. CONTACT OFFICER(S)

- 12.1 Jamie Dunn, Commissioning and Relationship Manager
Wendy Fisher, Capital and Assets Programme Manager

COUNCILLOR CALLUM PROCTER
PORTFOLIO HOLDER FOR TOURISM HERITAGE AND CULTURE

Open Space Fees and Locations (Council Owned Land)

Timescales

All applications are considered on a weekly basis and are judged using the Outdoor Event Policy as a basis for viability. Provisional acceptance or rejections will take approximately 10 working days to 4 weeks to process depending on the size of the event.

If the event is granted a provisional acceptance a booking letter, with Terms and Conditions and notifications of any fees and deposits will be sent to the organiser.

The event organiser will have 14 days to submit outstanding documentation (as listed in the booking letter) and pay relevant fees. On receiving these documents and full payment written approval will be given and if required a Permission Form to obtain keys for access.

If the event requires a license the event organiser will be invited to apply for the appropriate license at this time.

A license can take 2 weeks to be granted. The Licencing Team can advise on this. Once all licenses are granted (if appropriate) then the event organiser will be issued an Event Consent Form and will continue to work with the Event Team and other relevant Council departments to ensure the safe delivery of a successful event.

Outdoor Event Fees

Application Fee

This is a non-refundable fee to process your application. This should be submitted with your application.

Fee Type	Amount
Application Fee	£50
Commercial Events with an audience up to 1000	£580.00 per day Plus service charges (Fee includes Application Fee and one day either side of the event for build and breakdown)
*Commercial Events with an audience of 1000+	£1170 per day Plus service charges (Fee includes Application Fee and one day either side of the event for build and breakdown)
National Charities	£265 per day Plus service charges
Local Charities	£50 Application Fee only
Community Events with an audience of less than 200	Free

Community Events with an audience of more than 200	£50 Application Fee only
Civic Events	Free
Damage / Reinstatement Deposit	£500+ depending on the nature of the event
Waste Deposit	May be required depending on the nature of the event and the potential amount of waste that the event will generate.

***The council reserves the right to negotiate the commercial event fee for large scale events**

Hire Fee

Upon receipt of your application an invoice will be sent for payment. Payment must be made within 14 days.

Works undertaken Fees

Although the Council wish to facilitate wherever possible events on Council land, major events or complicated events may require professional preparatory works or reinstatement works following an event. The Council may charge for their professional work, time and/or materials provided and will endeavour to provide a quotation for works in advance.

Licensing Fees Certain events may require a Temporary Event Notice (TEN's) or even a premises license. Temporary Event Notices should be applied for at least 10 clear working days prior to the event. A full Premises Licence will take at least 28 days from the day after submission of the application, and can take up to 2 months to be granted (should a Hearing of the Licensing Committee be necessary).

Full information about licenses and how to apply can be found here

<https://www.nelincs.gov.uk/licensing/>

Sites Available to Hire

Site	Type of Site	Suitable For	Maximum Capacity
Barrett's Recreation Ground	Large green space with cricket pitch, access to electric, water & WC.	Community and Charity Events Onsite parking for 30 max	2000
Bradley and Dixon Woods	Large green open space. No access to electricity or water	Community and Charity Events Onsite parking for 12 cars max	500
Butt Lane Park	Small park suitable for small community or charity events only.	Community and Charity Events Onsite parking for 15 cars max	200
Capes Recreation	Small park suitable for small community or	Community and Charity Events	200

Ground	charity events only.	No onsite parking	
Cleethorpes Boating Lake	Large open space including the boating lake paddock which is suitable for events requiring a stage. Access to electricity at various points in the boating lake area.	Commercial events, community events and charity events e.g. music recitals/festivals, theatre performances, food festivals	5000
Cleethorpes Country Park	Large open space not suitable for events that involve music or loud noises.	Community events and charity events e.g. music recitals/festivals, theatre performances, food festivals Parking for 30 cars	2000
Cleethorpes Promenades	Highway that has vehicular access along the majority of the seafront. Covenants and concessions exist in the area and any event would need to liaise with existing businesses to ensure that the event does not negatively impact on their day to day operation.	Commercial events, community events and charity events e.g. music recitals/festivals, theatre performances, food festivals	15000
Duke of York Gardens	Medium sized open space and park close to Grimsby Town Centre.	Community and Charity Events Onsite parking for 15 cars max	500
Fords Avenue Open Space	Small green area suitable only for small scale community or charity events.	Community and Charity Events No onsite parking	200
Grant Thorold Park	Medium size park and open space	Commercial events, community events and charity events e.g. music recitals/festivals, theatre performances, food festivals No onsite parking	500
Grimsby Riverhead	Former bus station site within Grimsby town centre	Commercial events, community events and charity events, festivals, theatre performances	1000
Haverstoe Park	Medium size park and open space.	Community and Charity Events	400

		Parking for 100 cars	
Neville Turner Way Open Space	Small open space only suitable for small community or charity events	Community and Charity Events Parking for 25 cars	200
Nunthorpe Recreation Ground	Small open space only suitable for small community or charity events	Community and Charity Events No parking onsite	300
Peoples Park	Large park and open space with access to electricity at various points. The park is within a residential area and event organisers are required to liaise with local residents. Larger events will be required to produce a traffic management plan as no parking is available on site or nearby.	Commercial events, community events and charity No parking on site	3000
Poplar Road Open Space	Small open space only suitable for small community or charity events	Community and Charity Events Parking for 15 cars	200
Quantock Park	Small open space only suitable for small community or charity events	Community and Charity Events No parking on site	100
Royal Avenue Open Space	Small open space only suitable for small community or charity events	Community and Charity Events	500
Sea Front Gardens	Large town centre green space with access to the promenade, electricity, water. Vehicle access via parking space that requires a suspension. Maximum depth of penetration into the soil is 300mm.	Commercial events, community events and charity events	3000
Sidney Park	Medium sized park and open suitable for larger scale community and charity events, covenants apply to the land and event organisers will be	Community and Charity Events Parking for 40 cars	500

	required to be aware of these and not include any activity that breaches the covenant.		
St Christopher's Open Space	Small open space only suitable for small community or charity events	Community and Charity Events Parking for 30 cars	200
St James Square	Heritage area in Grimsby town centre, events will need to be in keeping with the nature and location of the site.	Commercial events, community events and charity events No parking	2000
Sussex recreation Grounds	Medium sized park and open space suitable for community focussed events.	Community and Charity Events Parking only available on the pavilion side on the grass	500
Sutherland Park	Small open space only suitable for small community or charity events	Community and Charity Events No parking on site	200
Trinity Open Space	Small open space only suitable for small community or charity events	Community and Charity Events Parking for 10 cars	200
Weelsby Woods	Large open space only suitable for small community or charity events	Community and Charity Events Parking for 40 cars	500
Wingate Open Space	Small open space only suitable for small community or charity events	Community and Charity Events No parking on site	200

Policy for the Use of Council Owned Land and Open Spaces

Introduction

The development of an exciting events programme is a vital element of our recently agreed culture framework; it will enable the borough to promote the best locations and activities, showcasing local talent, tapping into artistic and sporting excellence whilst celebrating cultural heritage and diversity. The programme should result in enhancing the area's tourism profile and support and sustain economic growth.

Events also make a major contribution to the wider agenda of community cohesion and well-being. Participation can raise ambition, increase life chances and provide positive activities that can divert people away from antisocial behaviour. Well-designed events can contribute to improved educational attainment and health and well-being.

An events programme must be managed effectively and delivered within agreed resources. Event management should be robust; to ensure events are delivered safely and successfully. The council has several functions to fulfil with regard to the delivery of events:

- A supporting role to work with event organisers to protect public safety
- As an event deliverer, hosting and resourcing events
- As an enabler working in partnership with external organisations to support and/or deliver high quality relevant events.

The Policy reflects:

- The importance of outdoor events to the economy and the community
- The demand from promoters to hold events in NEL
- The difficult balance needed to maximise event benefits while minimising the challenges that are faced in holding them.
- An understanding that a good range of events enhances the vitality, self-image and reputation of North East Lincolnshire.
- A recognition that as events evolve and develop it will be necessary for this Policy to evolve and develop accordingly.
- That working with partners to provide a programme of safe and well managed events for the benefit of residents, businesses and visitors.

The benefits of outdoor events include:

- A positive contribution to the local economy
- Developing community cohesion bringing local people together, whether as participants or spectators
- Raising the profile of NEL at regional, national and international levels
- The generation of income to the council which contributes to supporting the Council and Place priorities
- Promoting sport and physical activity which encourages regular participation and benefits the health and well-being of the boroughs residents.
- Providing opportunities for local and national charities to raise funds.

Policy Objectives

The objectives of the policy are to:

- Ensure effective planning and management of events
- Maximise safety for those working and attending events
- Ensure the adherence to Licensing Objectives
- Ensure that events protect and enhance the environment, meeting community needs and promote economic growth
- Provide a framework for the application process to seek approval for outdoor events
- Ensure pre-event consultation takes place
- Minimise the impact of events on the residents and businesses of the borough
- Set out a scale of charges for events
- Provide clarity on which council owned parks and open spaces are available as outdoor event spaces
- Develop the existing events programme with events throughout the year to optimise the impact of events on our economy.

Event Application

The size and type of the event determines how to apply and the fees payable.

Size	Audience Capacity	How to Apply
Small	Under 500	Submit Event Notification Form
Medium	500 to 5,000	Submit Event Notification form and Event Management Plan
Large	Above 5,000	Submit Event Notification form and Event Management Plan and all supporting information

* Audience capacity is the maximum number of people expected at the event at any one time. All events will be required to comply with the guidance provided by the Purple Guide to Health, Safety and Welfare and Other Events
<http://www.thepurpleguide.co.uk/>

Professional firework displays must comply with Health & Safety Executive Guide HSG 123.

Guidance on how to organise an event is available on the Councils website
<https://www.nelincs.gov.uk/licensing/organising-an-event/>

Small Events

- The event organiser submits an ESAG form a minimum of 8 weeks before the event date.
- The application form is assessed and a licence and conditions of hire document are issued if permission is granted.
- The ESAG Form contains questions and guidance on the areas needed to consider before holding an event.
- A risk assessment and evidence of Public Liability Insurance (minimum £5m) is required for all events held on council land.

Medium Events

- The event organiser submits an ESAG form a minimum of 3 months before the event date.
- Where an event is considered to have significant impact on an area, site or residents, or requires a considerable emergency services operation, event organisers will be asked to submit an event management plan.
- The form is assessed by the Event Safety Advisory Group and a licence and conditions of hire document are issued if permission is granted.
- The ESAG form contains questions and guidance on the areas needed to be considered before holding an event.
- A risk assessment and evidence of Public Liability Insurance (minimum £10m) is required for all events.

Large Events

- An initial discussion with the ESAG co-ordinator is followed up with the submission of a draft Event Management Plan at least 6 months before the event.
- If further development of the plan is necessary a timescale greater than 6 months may be required.
- Consultation with the Event Safety Advisory Group will take place and a series of multi-agency event planning meetings may be called.
- If the timescale for event planning is not met, Landlords' consent may be withdrawn.
- A risk assessment and evidence of Public Liability Insurance (minimum £10m) is required for all events.

All submissions are to be made via the Council Website

<https://www.nelincs.gov.uk/licensing/organising-an-event/>

Event Management Plan

Organisers of large events will need to produce a plan which will be subject to consideration by the Event Safety Advisory Group. The plan must include but is not be limited to:

- Access Provision
- Cancellation procedure including adverse weather conditions
- Child and vulnerable adult protection
- Complaints procedure
- Concessions and caterers
- Crowd management
- Emergency control arrangements
- Entertainment
- Environmental / Sustainability impact
- Equal opportunity statement
- Event communication plan including named contacts
- Fire safety and evacuation
- First aid / medical
- Food safety
- Infrastructure
- Licensing requirements

- Lost children and property procedures
- Marketing
- Noise management
- Public liability insurance
- Risk assessments
- Sanitary provision
- Security and stewarding provision
- Site plans
- Production and event timetable
- Traffic management
- Transport management
- Waste management

Licensing, Permissions & Insurance

Event organisers must ensure that all required permissions and licenses are acquired in an appropriate and timely manner including but not necessarily limited to:

- Consent to use council land
- Performing Rights Society (PRS)
- Phonographic Performance Limited (PPL)
- A Temporary Events Notice (TEN) or time limited premises licenses may be required.
- Permission from the Civil Aviation Authority (particularly for the use of drones)

The event organiser must provide evidence that they hold adequate insurance appropriate to the scale and nature of the event.

Size	Audience Capacity	Indemnity
Small	Under 500	£5,000,000
Medium	500 to 5,000	£10,000,000
Large	Above 5,000	£10,000,000

The insurance needs to cover the whole period of the event from start to finish and includes time when the public are generally not present such as event set-up and break-down.

Employers Liability is required and should cover staff, contractors and volunteers.

Size	Audience Capacity	Indemnity
Small	Under 500	£5,000,000
Medium	500 to 5,000	£10,000,000
Large	Above 5,000	£10,000,000

Event Safety Advisory Group Advice

The following will be used by ESAG to consider the safety of an event to be held on Council land. Information will be considered during the application process to ensure that the organiser has planned the event with due consideration of the objectives of this policy and the requirements for holding an event on council owned land.

- Public safety and security issues
- The organisers awareness of the financial implications of delivering the event

- The ability of the organisers to effectively plan, manage and control the event
- Impact upon the environment and damage limitation
- Impact of the event on regular users of public spaces, stakeholders and local residents
- Timing of the event
- Size of event, numbers attending or numbers estimated to attend
- Impact on transport and traffic infrastructure to support the event e.g. parking, increased use of public transport and road closures.
- Type of event
- Opportunities for local participation
- The ability to demonstrate commitment to the Council's equal opportunities statement
- Legal constraints
- Compliance with conditions specific to the event location
- Compliance with statutory requirements as required by the council as the Highways or Environmental Health and Licensing Authority e.g. noise disturbance and food hygiene
- Compliance with the Animal Welfare Act
- Compliance with reasonable requests made by the Event Safety Advisory Group, these should be provided in a timely manner and the response to the requests will be taken in to consideration in the decision to allow the use of council land.

Council approval process as Landlord

All events will require consent from the council in the capacity as landlord for the area the event is being held. This is provided by the licencing team who will take advice on event safety from ESAG before issuing consent.

Consultation

The level of consultation will be dependent upon the scale and location of the event with reference to the impact on its surroundings. The consultation process may include consultation with:

- Council staff to ensure the planned event fits with other planned activity and the council's wider policy framework
- This Policy
- Internal sections of the council
- Emergency services
- Transport providers
- Local ward councillors
- External partners specific to an event location
- Communities of interest specific to the event

A consultation plan will be agreed between the Event Organiser and the Event Safety Advisory Group to ensure that all relevant parties that may be affected by the event are consulted.

Event Safety Advisory Group (ESAG)

The ESAG has specific terms of reference but any event may be referred to the Group if significant safety issues are identified. The purpose of the group is to take

an overview of all events taking place in the Borough, paying particular attention to days where a series of events are scheduled, to ensure the joint impact on the borough and surrounding areas infrastructure is understood, and those involved in the event have the capacity and capability to deliver a safe event as defined in the relevant statutory guidance.

The remit of the Group is therefore to advise on whether an event should proceed on safety and not any other grounds. Landlords' consent may be withdrawn upon advice by ESAG on safety grounds only.

Fees and Charges

The fees for holding outdoor events are set out in the supporting document - Outdoor Event Fees. The Application Fee, Hire Fee and Reinstatement Deposits (if applicable) are payable once consent has been granted.

The fees applied depend on whether an event is:

- Commercial
- Charity (National)
- Charity (Local)
- Community

Commercial

These events provide a commercial benefit to a profit making business or operation including product launches, corporate events and other marketing and promotional activities for profit making organisations.

Charity

Events organised by registered national or local charities and are predominantly fund raising events for the benefit of the charity.

Community

Any event organised by not for profit, community or voluntary groups that directly benefit residents and visitors.

The classification of the event type is subject of officer discretion and may affect any of the following:

- Whether an application is accepted
- The application and hire fees charged
- The length of time needed for an application to be considered
- The nature and duration of the consultation to be undertaken

Application Fee

This covers the costs of processing the application. If the same or similar event is held at the same location a single application can be submitted and will incur only a single application fee. [As part of the consultation on the policy possible exemption criteria will be considered and if agreed will be added to the final policy.](#)

Hire Fee

This fee covers the cost of hiring the site.

Reinstatement Deposit

A refundable deposit may be required to be lodged with the council where there is a potential risk of damage to the physical environment from the event. The deposit will

be required at the time the hire fee is due and will be used to fund any repairs or damage caused by the event. The minimum deposit will be £500. This figure could be up to a maximum of £3,000 depending on the size and nature of the event and will be discussed and agreed with the event organiser as part of the application process.

Licensing Fees

Under the Licensing Act 2003, if your audience is 499 or more at any one time (this figure includes audience, staff and performers) you will need a premises licence to stage an event that includes regulated entertainment, sale of alcohol or late night entertainment. For further information on licence fees please contact the Licensing Team (see contact details section). The council pays for an annual licence for events staged in the main event spaces and event organisers will be required to meet the requirements of the licence for events at these areas. If the activity is for less than 500 people a Temporary Event Notice (TEN) may be required.

Waste Management

Event organisers are required to have arrangements in place to minimise waste, promote recycling and where unavoidable, dispose of waste. All cleansing during and after the event must be carried out by the Event Organiser. If the event organisers' arrangements are not sufficient and result in an increased service level being provided by the Council the costs will be charged to the event organiser and will be taken from the agreed reinstatement deposit. If an event organiser wishes to use the council waste service at their event to deal with waste management they should contact cleanandgreen@nelincs.gov.uk

IMPORTANT NOTE

The organiser is expected to remove all waste by the day after the event. The Council will remove any waste left longer than this time and we will recover the costs of this from the reinstatement deposit.

Advertising the Event and Flyposting

Posters advertising the event can only be placed at agreed locations. Event organisers should speak to the Council Highways team to ensure posters advertising the event are only placed in approved locations and that any posters are removed after the event. Any posters not placed in approved locations or left in place after the event will be deemed as flyposting and enforcement action will be taken against the event organiser including the cost of removal being charged to the event organiser and being taken from the agreed reinstatement deposit.

IMPORTANT NOTE

It is expected that all posters will be removed within 3 days of the event (7 days for a circus). Any posters left after this time will be removed by the Council and the costs of removal will be taken from the reinstatement bond.

Road Closure Costs

Where road closures are required to comply with Highway Regulation and Enforcement, a fee will be made to the event organiser for these formal road closures. The appropriate provision should be made to consult and/or contract with a Traffic Management Company or qualified Stewarding Company to assist with road

closures. The current fees are available here <https://www.nelincs.gov.uk/roads-parking-transport/traffic-and-road-safety/traffic-regulation-orders/>

Parking bay suspensions

Where the event organiser requires parking bay suspensions to be put in place, a fee will be charged to the event organiser. In addition, if a car park is closed or partially accessible on an event day due to an event a percentage loss of income (relative to normal usage) may also be required from the organiser.

Monitoring of events

An Officer will monitor large events to ensure compliance with the policy and the location hire agreement. Where the council is required to provide staffing, equipment or other resources to the event, the costs for such resources may be charged to the event organiser.

Sustainable Events

The Council is committed to working with event organisers to improve the sustainability of events by protecting and enhancing the environment, meeting social needs and promoting economic success. Event organisers will be asked about their plans for sustainability at the application stage, including how they plan to:

- Support the local economy
- Minimise waste, water and energy use
- Encourage public transport and sustainable food
- Communicate with everyone involved with the event

General Regulations

The following general regulations will apply to all events.

Hours of Operation

This will include both the duration of the event itself and the rigging and de-rigging of the event site. The requirements will be specific to event locations. The terminal hour is determined by open spaces premises licences.

Noise Levels

Permissible noise levels will be dependent on specific locations and their individual requirements. A Noise Management Plan may be required to mitigate any potential noise disturbance. Reference should be made to the Noise Council's Code of Practice for Environmental Noise Control at Concerts.

Health & Safety

The enforcing authority for health and safety for most outdoor events are the Councils' Environmental Health, Health and Safety Teams. ESAG reviews the event notification forms and event management plans to ensure a risk assessment has taken place. ESAG works with event organisers and other agencies to ensure events are run safely.

Food Safety

Where the event involves the provision of food or has food franchises all traders should be adequately vetted to the satisfaction of Regulatory Services before being permitted to trade. If so required by an officer of Regulatory Services any food trader

presenting a significant food safety risk should be instructed by the Licensee to cease trading. Sufficient time should be allowed for checks of food businesses which operate outside North East Lincolnshire.

Transport Management

Transport management is a major concern for events. Event organisers must liaise with the Council Highways Team and act on any appropriate guidance. Robust Transport and Traffic Management Plans should be drawn up as part of the event planning process for events where significant numbers of people will be travelling to an event.

Vehicle Parking

Approval must be obtained for onsite vehicle parking in relation to an event whether for the event organisers, participants or spectators.

Animal Welfare Charter

All events including animals must comply with Animal Welfare Policy.

Sanitary Provision

The appropriate numbers and types of toilets must be provided for the anticipated number of people attending the event.

Environmental Protection

Every effort should be made to minimise environmental impact and maximise the “green” production of events through the use of recyclable and/or reusable products and materials. Reducing the amount of plastic waste will improve our environment as a whole, our health and the well-being of animals. The Council encourages event organisers to reduce their use of single use plastics at events.

The release of helium balloons and paper lanterns powered by tea lights are not permitted on Council land.

Drones

Only qualified and licenced pilots should be used to fly drones and permission to fly drones from council land is required. Guidance on the use of drones is available on the council website <https://www.nelincs.gov.uk/licensing/organising-an-event/>

Community Safety

The safety and security of event visitors, organisers and other members of the public must not be compromised by any event. It is the duty of all event organisers to make such provisions necessary as to ensure this is the case. Key items for consideration are:

Security & Stewarding

Security & stewarding personnel are key to ensuring the safety of all people in and around an event. All events must provide appropriately trained and briefed staff in positions to maintain crowd control, 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 staff working in a security role must be qualified to the appropriate level with the Security Industry Authority (SIA).

Child and vulnerable adult protection

Protecting vulnerable people is 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 vulnerable people 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 and vulnerable adult protection policy statement and lost children procedure as part of their application for the event.

Medical & first aid provision

Event organisers must carry out a medical risk assessment, considering such things as the activities, the numbers, types and age groups attending, access and egress, the site and structures, and other health, safety and welfare issues. Provision of adequate numbers and types of first aid and medical resources should be based upon published guidance such as HSG195

Signage

Signage within an event site should be clear to read using commonly understood language and symbols and be positioned such that it can be seen from a reasonable distance by event attendees. All main sanitary, medical and safety facilities, as well as emergency exits, should be signposted throughout the event site. Where signage and/or advertising are used outside of the event site, guidelines around outdoor advertising must be adhered to.

Legislation, Regulations and Guidance

All events must conform to relevant legislation, including but not limited to:

- Health & Safety at Work Act 1974
- Health & Safety (First Aid) Regulations 1981
- Data Protection Act 1994 and 1998
- Equality Act 2010
- The Management of Health & Safety at Work Regulations 1999
- RIDDOR 1995
- Town and Country Planning Act 1947 and 1990
- Licensing Act 2003
- The Children's Act 1989
- Temporary Demountable Structures Guidance 2007
- Fire Regulatory Reform (Fire Safety) Order 2005
- Firework Regulations 2004
- Safety at Sports Ground Act 1975
- Private Security Industry Act 2001
- Environmental Protection Act 1990
- Noise Act 1996
- The Control of Noise at Work Regulations 2005
- Council Byelaws

Publicity & Advertising

Using outdoor banners, posters or any other media must comply with the council's guidelines on advertising in public spaces. Advertisers must have permission from

the land owner or Council. Where unapproved fly posting can be linked to an event, the event's organiser will be deemed in breach of their contract with the council and will subsequently incur any associated costs arising through the council having to remove such material.

Communicating the details of an event to attract residents and visitors is an important part of event planning. All events submitted via ESAG will be included on the Councils event calendar. [LINK](#)