

## **Guidance notes.**

### **Available Land & Suitability for Event Types**

A number of the main parks and open spaces are regularly used by event organisers. These are usually the larger main parks which have good locations in the centre of the towns. They generally have available space and some infrastructure such as car parking, toilets and electricity supply.

The main sites are listed below and some have specific site based Premises Licences permanently attached to them. Please see where this is applicable below.

#### **High Peak**

Ashwood Park, Buxton – No Licence

Pavilion Gardens, Buxton – Premises Licence

Howard Park, Glossop – No Licence

Manor Park, Glossop – Premises Licence

Norfolk Square, Glossop – No Licence

Roughfields, Hadfield – No Licence

Newshaw Lane, Hadfield – No Licence

Bankswood Park, Hadfield – Premises Licence

Memorial Park, Whaley Bridge – Premises Licence

#### **Staffordshire Moorlands**

Brough Park, Leek – Premises Licence

Where sites have Premises Licences attached this allows certain licensable activities to take place without you having to obtain a Temporary Event Notice (TEN) via the Council's Licensing Team. Not all activities are covered by the Premises Licence, for example the sale of alcohol is not covered, and therefore the Licensing Team should be contacted at the initial application by the event officer if this or any other licensable activities are involved.

#### **Appropriate Licenses**

Separately to the application documents you must apply for any licenses to cover the event. Alcohol sales and or amplified music may be covered with a Temporary Event Notice (TEN).

TEN's can be applied for to permit temporary licensable activities, either in a premises or outside in an open space.

Licensable activities include:

- Sale or supply of alcohol
- Provision of regulated entertainment (for example - performance of a play, performance of live music, playing of recorded music, performance of dance, exhibition of a film or indoor sporting event)

- Provision of late night refreshment (that is the sale of hot food or drink at any time between 11pm - 5am)

You may also require street trading consent if trading at an outdoor event, market, festival etc.

For further information and to apply for a TEN follow the link below.

<https://www.highpeak.gov.uk/article/240/Temporary-event-notice-TEN>

<https://www.staffs Moorlands.gov.uk/article/444/Temporary-event-notice-TEN>

A Temporary Event Notice will only cover a maximum of 499 people including staffing at the event. In the case of larger events you must have permission from the premises licence holder (where applicable) if you wish to utilise their licence. Alternatively you will be required to apply for a Time Limited Premises Licence to cover the event. This application has a statutory 28 day consultation period and should objections be received will have to be determined by the Licensing Sub-Committee within 20 working days after the end of the consultation period. Therefore, we would advise you to apply for the licence in the first instance.

### Road Closures

Road Closure Orders are generally granted in respect of public events such as carnivals, festivals, spring fairs, street parties, marathons and rallies.

In addition to the event request application a road closure application should be submitted to the licensing department **at least 12 weeks before the start of the event**. This will ensure that you do not arrange an event which may not be able to take place if the application is rejected.

Once the application has been submitted we will send it to Derbyshire/Staffordshire County Council and the Derbyshire/Staffordshire Police Authority for it to be assessed. If any objections come up during this process we will let you know and advise on the relevant body to resolve the issue.

Approximately 3 weeks before the event we will confirm with you if the application has been successful and send six laminated copies of the road closure notices to the event planner. The notices must be posted in the streets and surrounding affected areas at least 14 days before the event.

For further information and to apply for a Road Closure Order online follow the link below.

<https://myforms.highpeak.gov.uk/ROADCLOSURE/launch>

<https://www.staffs Moorlands.gov.uk/article/536/Road-closure-orders>

Some sites are more suited to holding events than others and therefore each application will be assessed on its merits with all things considered including:

- Type of event
- Time of year
- Access issues
- Ground conditions
- Site risk assessment
- Proximity of residential housing

- Impact on any current concession contracts

The Council reserves the right to refuse any application.

Temporary Event Notices (TEN) are required to cover certain licensable activities at sites which do not have permanent premises licence or when the activity is not already covered such as the sale of alcohol. Other activities which require a licence include recorded and live music, playing of films and performance of dance for example.

### **Application Process**

Each event request will be dealt with by way of the agreed application process.

All event applications need to be submitted via the event application web form available through the Council's website, there is also a general enquiry form available on each website for further queries.

We need the following notice periods to assess and process an event in any of our parks and open spaces:

- up to 500 people: three months
- 500 to 2,999 people: five months
- 3,000+ people: six months

Any activities that are classed as higher risk will require longer than 16 weeks if a Staffordshire Moorlands District Council Safety Advisory Group/Derbyshire Events Safety Advisory Group meeting is required.

You must upload the following documents in red at the same time, it is not possible to submit an application without these documents, your application and supporting documents need to be submitted in accordance to the stated timeframe shown above and for the size and scale of your event.

Mandatory documents.

- signed and dated application form
- signed and date terms conditions
- proof of current public liability insurance, covering liabilities, please see guidance on cover required in the chart below
- a comprehensive event risk assessment, this must be specific to the event (this is required for all events and show that you have considered **ALL** risks associated with the event and explain actions you will take in an emergency
- a safety plan including site layout plan, activities taking place, location of event infrastructure, emergency exits and entrances, first aid provision, lost children station, sale of alcohol, food vendors, use of generators for power supply, parking etc.

Other documents may be needed, depending on the type of event.

- a traffic management plan
- other documents to cover activities and services carried out by third-party contractors e.g. entertainment, caterers, fair rides – these will also be required to provide proof of their own public liability insurance, their own risk assessments in place, have up-to-date

qualifications and safety certificates, and proof of having passed a food hygiene inspection with a score of at least four

- proof that adequate First Aid cover is in place
- child or vulnerable persons protection policy or guidelines
- evidence that the event planner has informed the emergency services of their intentions to hold an event, and consulted further where necessary

<b>Low Risk £1,000,000 Public Liability Insurance</b>	<b>Medium Risk £5,000,000 Public Liability Insurance</b>	<b>High Risk £10,000,000 Public Liability Insurance</b>
Low attendance numbers	More than 150 people	More than 1500 people
Limited activities	Limited activities	High risk activities
Little or no commerciality	Some commerciality	High vehicle numbers/large vehicles
No licensable activities	Food & Drink	Large temporary structures
e.g. Community groups, small charities, friends/group events	Licensable activities e.g. Community groups, charities, friends/group events	Licensable activities e.g. Concerts, fairs, firework & bonfire displays

**Please note:** that the criteria given above are to be seen as a guide and if the Council feels any event requires a higher level of Public Liability Insurance for any reason it is able to request that insurance.

### **Safety Guidance**

All events which are held on the Council's parks and open spaces will need to go through the application process as mentioned above. The information provided will be reviewed and if appropriate the event will be given permission to take place.

Further information and liaison maybe required depending on the type and size of event being planned. This could include a site plan, full event safety plan, licences, food hygiene information, fairground equipment safety certificates, liaison with other agencies such as the emergency services and County Council for example. If any required information/ certificates are not provided before the event the Council reserves the right to refuse permission for the event to take place. All event applications should be made within the timescales given below:-

- up to 500 people: three months
- 500 to 2,999 people: five months
- 3,000+ people: six months

Any activities that are classed as higher risk will require longer than 16 weeks if a Staffordshire Moorlands District Council Safety Advisory Group/Derbyshire Events Safety Advisory Group meeting is required.

**The Derbyshire Events Safety Advisory Group (DESAG)** provides advice and guidance to event planners of large public events. The core members of the group are officers from all the emergency services – police, fire and rescue service and the East Midlands Ambulance Service and council services – emergency planning, highways, public transport, environmental health and licensing.

Most event planners won't be invited to attend a DESAG meeting. The event notification will be assessed to measure the level of risk posed by holding the event. If this is thought to be at a level that requires the event being discussed at a DESAG meeting then you will be contacted.

There are several documents to help event planners to organise a safe event, for further information please see link below.

<https://www.derbyshireprepared.org.uk/get-involved/hosting-public-event/>

[Links here to Safety Checklist and David Green's framework](#)

**Staffordshire Moorlands District Council Safety Advisory Group (SAG)** provides guidance and advice for event planners of public events in the District. It provides a forum for the coordination of the efforts of relevant local authority services and other agencies interested in the safe management of events in the Staffordshire Moorlands.

The SAG does not have the power to approve or authorise.

The Safety Advisory Group's core membership consists of representatives from Local Authority Licensing Team (Chair), District Council Licensing, District Council Environmental Health, Staffordshire Police, Staffordshire Fire and Rescue Service, West Midlands Ambulance Service -NHS Trust, Corporate Health and Safety, Building Control, Staffordshire Highways, District Council Assets Team, CCU -Emergency Planning

### **Meetings**

The Safety Advisory Group (SAG) meetings are held at regular intervals, or when necessary, to review major events that have **3,000** or more attendees. Whilst the cut off is generally 3000+, there may be occasions when an event with fewer numbers has to be reviewed due to the nature of the event. They also review events that have possible road closures, structures being put up and high risk activities such as fireworks or unusual activities.

You must submit your event proposal for discussion and include information on the impact to the local transport network and civil contingencies in the event of an emergency.

The Health & Safety Executive (HSE) inspectors can be asked by the SAG and/or event planner to provide advice and guidance on occupational health and safety matters, particularly where HSE is the enforcing authority for the activity concerned e.g. fairgrounds, broadcasting and construction activities.

On the rare occasion where there is disagreement between a SAG and the event planner, and there remains a genuine risk to the public, individual organisations on the SAG such as Staffordshire Police, may decide to act to resolve the issue.

Some events may be dealt with on a less formal approach which will be decided by the events officer and the chairman of the SAG.

For further guidance, please see link below.

<https://www.staffsmoorlands.gov.uk/article/4425/SMDC-Safety-Advisory-Group-SAG>

An Event can be stopped at any time by a member of the licencing team, health and safety team, events team or any other delegated officer.

### **Deposit**

A deposit may be required if the holding of the event is deemed to carry a causing risk of damage to the site. The reason for this could be the time of year and the likely ground and weather conditions, the size of the event, the number of vehicles entering the site or the likely number of attendees.

When an event is given permission, it is made clear that the cost of any remedial works will be recovered from event organisers. Therefore the cost will be covered either by request of a deposit to event organisers, which should be submitted prior to full permission being granted, or by pre-agreement with internal service partners.

The Council will ask for the deposit payment to be made either by debit or credit card.

The deposit will cover any damage to the site and the subsequent reinstatement works; any litter clearance or removal of fly-tipped waste and / or any cleansing work such as removing mud from paths or highways.

You will first be given the opportunity to resolve any issues, if suitable and in agreement with an authorised officer, before the Council takes action and recharges via the deposit.

If the Council does need to undertake works an estimated cost will be given to you as soon as possible after consultation with members of the Operational Services team.

The level of deposit will be dependent on the event, usually the larger the event the larger the deposit, but usually £200, £500, £1000 or £2000 will be requested

### **Fees & Charges**

The Council sets fees and charges in relation to events, the current fees and charges are available on the website.

<https://www.highpeak.gov.uk/hp/your-council/transparency/fees-and-charges>

<https://www.staffsmoorlands.gov.uk/sm/your-council/transparency/fees-and-charges>

An invoice will be raised by the Council for all fees and charges in relation to the event. Payment for the event must be made in full prior to the due date (28 days before the date of the event).

### **Useful References**

HSE – Event Safety: <http://www.hse.gov.uk/event-safety/>

Derbyshire Prepared: <http://www.derbyshireprepared.org.uk/events/>

[Link here to safety checklist and new framework](#)