

FRINTON & WALTON TOWN COUNCIL

EVENTS POLICY

To be read on conjunction with Frinton & Walton Town Council's **Event Management Plan** and **Event Application Form and Terms and Conditions For Use of Council Owned/Managed Land**

Introduction

Support for and the development of an events policy in relation to events held on council or associated land is important. It will enable the Council to promote the best locations and activities, display local talent, tap into artistic and sporting excellence and celebrate local cultural heritage and diversity.

The policy should help to enhance the areas tourism profile, helping promote and sustain economic growth:-

Events make a major contribution to community cohesion and well-being. Participation in events has a number of social and economic benefits, raising horizons, increasing life chances, supporting aspirations as well as providing positive activities that can divert antisocial behaviour.

Event management should be robust and ensure events are delivered in the best possible way in accordance with council policies and priorities and with relevant health and safety legislation.

The council has several functions to fulfil with regard to the delivery and approval 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 on council and associated land.

The Event Policy reflects:

- The importance of outdoor events to the economy of the community.
- The demand from promoters and organisations to hold outdoor events in the Town Council's area.
- The difficult balance needed to maximise event benefits while minimising the challenges faced in holding them.
- That alongside the benefits for tourism, a good range of events enhances the vitality and well being of the Town Council area.
- That as events evolve and develop it will be necessary for the Event Policy to evolve and develop accordingly.

The Benefits of Events in Line With the Council's Priorities

The benefits of events include:

- A positive contribution to the local economy.
- Developing community cohesion bringing local people together, whether as organisers, participants or spectators.
- Raising the profile of the area.
- The generation of income to the council which contributes to supporting the council's priorities.
- Promoting sport and physical activity that encourages regular participation and benefits

the health and well-being of the Town Council's residents.

- Providing opportunities for local and national charities to raise funds.

Policy Objectives

The objectives of the policy are to:

- Ensure that organisers effectively plan and manage events.
- Maximise safety for those working and attending events.
- Ensure the promotion of 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, including with the Safety Advisory Group where appropriate.
- Maximise the opportunity for increased spending that makes a positive contribution to the local economy.
- Minimise any negative impact of events to the residents and businesses of the area.
- Ensure compliance with all relevant legislation at the time of the event.
- Set out a scale of charges for events.

Event Application

- The size and type of the event determines fees payable.
- Audience/attendance capacity is the maximum number of people expected at the event at one time.
- All events will be required to comply with the guidance provided by the Town Council and the Safety Advisory Group where relevant.
- Professional firework displays must comply with Health & Safety Executive Guide HSG 123.
- Guidance on how to organise an event on Council or associated land is available on Frinton & Walton Town Council's website.
- Any Event Management Plan will be required for events and will be requested at the time of application.

Minor Events - attendance capacity under 2000 (maximum number of people expected at the event at one time)

- The event organiser submits an application form a minimum of 3 months before the event date.
- The application form is assessed by the Town Clerk or their designate and a confirmation letter and conditions of hire document are issued if permission is granted.
- You will be required to submit an Event Management Plan.
- The event application 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.
- Attend a meeting of the Safety Advisory Group where appropriate.

Major Events - attendance capacity over 2000 (number of people expected at the event at one time)

- An initial discussion with the Town Clerk or their designate is followed up with the submission of a draft Event Management Plan at least 6 months before the event.
- Some events may need a timescale greater than 6 months.
- In consultation with the Safety Advisory Group (SAG) a meeting will take place. A series of multi agency event planning meetings may be called.
- If the timescale for event planning is not met, consent may be withdrawn.
- A risk assessment and evidence of Public Liability Insurance (minimum £10m is required for all larger events).

All submissions are to be made to: clerk@fwtc.co.uk

Event Management Plan

Organisers of all events will need to produce a plan, which will be subject to the approval of the Town Clerk or their designate and the multi-agency Safety Advisory Group for the event (SAG) where appropriate. The Event Management Plan must also be presented at a Safety Advisory Group by the event organiser for advice and comment. The plan will include but 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 Command, Control and Co-ordination Structure
- Entertainment
- Environmental / Sustainability impact
- Equal opportunity statement
- Event communication plan including named contacts
- Fire safety and evacuation
- First aid / medical
- Safeguarding arrangements
- Food safety
- Infrastructure
- Licensing requirements
- Vulnerable people and lost property procedures
- Marketing
- Noise management
- Public liability insurance
- Risk assessments
- Sanitary provision
- Security and stewarding provision
- Site plans
- Statement of intent
- Production and event timetable

- Traffic management including parking and on-site vehicle movement and access

- Transport management
- Waste management
- Sustainability

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 land
- Performing Rights Society (PRS)
- Phonographic Performance Limited (PPL)
- A Temporary Events Notice (TEN) or time limited premises licenses may be required
- Request for road closures

Licensing Service at Tendring District Council can advise whether a license is required depending on the size, nature and location of your event.

The event organiser must provide evidence that they hold adequate insurance.

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 closedown.

Employers Liability is required up to the value of £10 million and should cover staff, contractors and volunteers.

Criteria for Approval of an Event

The following criteria will be used to determine whether approval will be given to a specific event. These criteria will be considered and judgement made, during the application process to ensure compliance with the objectives of this policy and the requirements for holding an event.

- Public safety, safeguarding and security issues.
- Health and Safety.
- The ability of the event organiser to manage the financial requirements of the event.
- The ability of the organisers to effectively plan, manage and control the event.
- The ability of the event organisers to effectively manage an incident / emergency at the event and an indication when they would call upon / escalate to emergency services.
- 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 Town Council's Equality and Diversity policy.
- Legal constraints.
- Compliance with conditions specific to the event location.
- Compliance with all legislative requirements.
- Ability to demonstrate appropriate safeguarding arrangements.

Town Council Approval Process

Applications should be made in good time with a minimum allowance for minor events of 3 months with proportionately longer periods for larger events (no less than 6 months).

Applications should be made through the council's application form on its website and include all of the supporting documents and evidence set out therein.

The initial assessment process is delegated to the Town Clerk or their designate. Administration, assessment and information gathering may be done by other officers.

Once the Town Clerk or their designate is satisfied that all information is present and correct, the application will be submitted to Full Council for approval.

Any concerns expressed by third parties about an approval granted will be considered through the council's complaints procedure.

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:

- The council's Town Clerk or their designate
- 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 Town Clerk or their designate to ensure that all relevant parties are consulted who may be affected by the event.

Safety Advisory Group (SAG)

The Town Clerk or their designate may consider it necessary to inform Tendring District Council to host a safety advisory group.

The Safety Advisory Group is made up of the following representatives:

- TDC services: Licensing, Parking, Emergency Planning, Environmental Health etc
- Essex Police
- Essex County Fire and Rescue Service
- East of England Ambulance Service Trust
- HM Coastguard
- Essex Highways

The purpose of the SAG is to consider events in the context of their being important to our community. The SAG examines and advises in relation to the safety aspects of events so they can proceed in as safe a way as reasonably practicable

The remit of the group is therefore to provide advice on the safety aspects of events. Property owners' consent may be withdrawn upon advice by SAG on safety grounds.

Fees and Charges

Administration charge as at October 2024:

Minor event - £100

Major event - £200

This charge is payable on application and is non-refundable.

Please note there may be a charge incurred by a third party if the event is being held on third party land.

Reinstatement Deposit

A refundable deposit may be required to be lodged with the Town Council where there is a potential risk of damage to the physical environment from the event. The deposit will be required following Town Council approval and will be used to fund any repairs or damage caused by the event.

The fee will be determined by the Town Clerk or their designate and will be between £50-£500.

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 Environmental Health & Licensing Team at Tendring District Council. If the activity is for less than 500 people a Temporary Event Notice (TEN) may be used.

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 costs are incurred by the council, a charge will be made to the event organiser.

Road Closure Costs

Where road closures are required the type of road closure and authority responsible for the road closure will need to be considered.

If the road closure falls under the Town Police Clauses Act 1847, the event will be required to comply with TDC's road closure policy. If the road closure requires action by the Highway Authority Essex County Council to comply with Highway Regulation and Enforcement. The event organiser will be required to liaise with either the District Council or ECC Highways.

The appropriate provision should be made to consult and/or contract with a Traffic Management Company or qualified Stewarding Company to assist with road closure.

Parking Bay Suspensions

Where the event organiser requires parking bay suspensions to be put in place, a fee may be charged to the event organiser. For on-street suspensions, the organiser will need to liaise with the North Essex Parking Partnership. If a TDC off street car park is closed or partially accessible on an event day, the event organiser will need to liaise with Tendring District Council. A charge may be made by the District Council due to a percentage loss of income (relative to normal

usage).

Monitoring of events

The event organiser will monitor the event 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

Events are a vital part of our town's economy; attracting visitors and making Tendring a more vibrant place to live, work and visit. Event organisers have a responsibility when organising an event to minimise the negative impacts and maximise the benefits to the environment, people and the local economy.

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 which should be included within their Event Management Plan if there is one, 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

Where applicable sustainability matters should form part of the Event Management Plan.

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 Tendring District Councils' Environmental Health / Health and Safety Teams. The Senior Council Officer reviews the event application forms and event management plans to ensure a risk assessment has taken place. The team 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 Environmental Services food safety team before being permitted to trade. Any food mobiles must be members of the nationwide caterers association (NCAS) and be registered with their local authority as a food business.

If required by an officer of Environmental Services food team, any food trader presenting a significant food safety risk should be instructed to cease trading.

Transport Management

Transport management is a major concern for events. Event organisers must liaise with Essex County Council Highways Team, The North Essex Parking Partnership (on-street parking) and Tendring District Councils' parking 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 the 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 where animals are used for entertainment or used as security or personal pets on site with exhibitors must comply with Animal Welfare Charter and TDC Environmental Services team must be informed. Giving of any animal(s) as prizes in any way is prohibited.

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 single use of plastics at events.

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

Emergency Planning

All events must have a clearly understood command, control and co-ordination structure to ensure effective and efficient response to an incident / emergency at the event. This should include at what point the response is escalated to the emergency services.

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 other Vulnerable Person Protection

Child vulnerable person protection 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 children and 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 may be expected to submit a child and vulnerable person protection policy statement and vulnerable people 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 including vulnerable / missing persons and property, 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.

Prevent Duty

The Council is under a legal duty to prevent dissemination of extremist views. In complying, the government expects local authorities to ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views.

The Council reserves the right to refuse consent for any event or to withdraw consent without refund at any stage if it reasonably considers that an organiser, event or proposed participant is likely to use the event to disseminate extremist views of any kind.

Legislation, Regulations and Guidance

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

- Health & Safety at Work Act 1974 etc
- 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
- Tendring District Councils Byelaws
- The Purple Guide to Health & Safety & Welfare at Music & other Events
- The Green Guide to Safety at Sports Grounds 2018
- Animal Welfare Act 2006
- Road
- Any other relevant legislation

Publicity & Advertising

Using outdoor banners, posters or any other media must comply with the District Council’s guidelines on advertising in public spaces. Advertisers must have permission from the landowner, Tendring District Council or Essex County Council where it may apply such as the highway. 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. Guidance on advertising in public spaces can be found on

<https://www.gov.uk/government/publications/outdoor-advertisements-and-signs-a-guide-for-advertisers>

TDC’s website provides information on advertisements which require express consent under the Advertisement Regulations, but are displayed without consent being granted.

[Tendring District Council | Planning enforcement - Who can complain and what we do next \(tendringdc.gov.uk\)](https://www.tendringdc.gov.uk/planning-enforcement-who-can-complain-and-what-we-do-next)

Communicating the details of an event to attract residents and visitors is an important part of event planning. Event organisers can list events (hosted across Tendring) on the Essex sunshine coast via TDC website – www.tendringdc.gov.uk and ask the Town Council promote /advertise on the Town Council’s digital platforms.

Filming and Photography

For Filming & Photography on public accessible land, a different application procedure applies.

[Tendring District Council | Do you want to film or have a photo shoot on our land in Tendring? \(tendringdc.gov.uk\)](https://www.tendringdc.gov.uk/do-you-want-to-film-or-have-a-photo-shoot-on-our-land-in-tendring)

For use of drones at events, further requirements may be sought.

For further guidance, please contact the communications team at Tendring District Council www.tendringdc.gov.uk

Review

This Policy will be reviewed after three years or in the event of changed legislation, guidance or other necessitating circumstance.

Agreed by:	Full Council
Date Approved:	31.10.2024
Review Frequency:	Three Years
Next Review Due:	October 2027

