

Appendix 2 - Bath and North East Somerset Events Policy – Update Clarification

2015 Policy	2017 Update
<p>Paragraph 1.3 The document was revised and approved, via Single Member Decision on 9 April 2015.</p>	<p>Paragraph 1.3 The document was revised and approved, via Single Member Decision on 31 March 2015 and updated on 1 November 2017.</p>
<p>Paragraph 5.1</p> <ul style="list-style-type: none"> • Is held outdoors, on public or privately owned land • Lasts for more than 3 hours over one or more days 	<p>Paragraph 5.1</p> <ul style="list-style-type: none"> • Is held outdoors, on public or privately owned land and/or affects the public highway • Deleted
<p>Paragraph 7.1 Major Events, as defined above, must be referred to SAGE.</p>	<p>Paragraph 7.1 Major Events, as defined above, will be referred to SAGE by the Events Office.</p>
<p>Paragraph 8 Consultation with Councillors, Residents and Businesses</p> <p>Paragraph 8.1 The organiser is responsible for carrying out all consultation prior to the event. The organiser must engage with local ward councillors, residents, businesses and any others affected by the event, to ensure that any potential negative impacts of the event are minimised and that, wherever possible, arrangements are agreed with local people to mitigate any inconvenience caused by the event. It is recommended organisers start this process at least 26 weeks before the event. Event details will also be included in a monthly update from the Events Office to Local Ward Councillors.</p>	<p>Paragraph 8 Informing Councillors, Residents and Businesses</p> <p>Paragraph 8.1 Prior to their event, the organiser is responsible engaging with local ward councillors, residents, businesses and any others affected by the event, to ensure that any potential negative impacts of the event are minimised and that, wherever possible, arrangements are agreed with local people to mitigate any inconvenience caused by the event. It is recommended organisers start this process at least 26 weeks before the event.</p>
<p>Paragraph 9.1 You will need to think about how you will pay for the infrastructure, services and activities at your event. This includes costs for road closures, licenses and leases. The Council is not able to cover these costs, it is therefore important that you obtain estimates for this work.</p>	<p>Paragraph 9.1 You will need to think about how you will pay for the infrastructure, services and activities at your event. This includes costs for road closures, licenses and leases. The Council will not cover these costs, it is therefore important that you obtain estimates for this work.</p>
<p>Paragraph 11.1 Where an event requires input from Council officers which goes beyond the standard or statutory advice and guidance provided to all event organisers, the Council reserves the right to charge for</p>	<p>Paragraph 11.1 Where an event requires input from Council officers which goes beyond the standard or statutory advice and guidance provided to all event organisers, the Council reserves the right to charge for services rendered.</p>

<p>services rendered. This does not apply to support provided by the Safety Advisory Group for Events whose services are statutory and remain free at all times.</p>	
<p>Paragraph 12.1</p> <p>Timescales are guidance only and represent the optimum date that tasks should be completed by. It is strongly recommended that event organisers contact the Council and begin their preparations as early as possible in order to minimize the risk of last minute complications or the cancellation of the event. See Appendix 3 Timescales for Planning an Event for details.</p>	<p>Paragraph 12.1</p> <p>Timescales are detailed at Appendix 3 Timescales for Planning an Event.</p>
<p>Paragraph 13.1</p> <p>Where an organiser wishes to hold an event in a public park or other public outdoor space, permission to use the land must be obtained from the Council. The Council will require a bond be paid in advance of the event, which will be returned if no rechargeable costs are incurred. See Appendix 4 Events on Council Controlled Land for details.</p>	<p>Paragraph 13.1</p> <p>Where an organiser wishes to hold an event in a public park or other public outdoor space, permission to use the land must be obtained from the Council via the Council's on-line application system – Event App. The Council will require you to pay an administration fee for checking, validating and processing applications received and for liaising with other parties both internal and external to facilitate the Event taking place. A deposit bond will be required in advance of the event, in addition to your land hire fee, which will be returned if no rechargeable costs are incurred. See Appendix 4 Events on Council Controlled Land for details.</p>
<p>Paragraph 14. 5</p> <p>Activities on the public highway will require the consent of the Highways Authority and you should contact the Council's Traffic Management and Traffic Network Team with details of your activity. See Appendix 2 Contact Details.</p>	<p>Paragraph 14.5</p> <p>Deleted</p>
<p>Paragraph 16.2</p> <p>The event organiser will need to provide the Public Transport team with specific dates and times and details of roads which will be closed or affected at least 14 days in advance with a date and time the road will re-open. This will enable Public Transport to liaise with bus operators to divert bus services and ensure passengers are informed in advance.</p>	<p>Paragraph 16.2</p> <p>The event organiser will need to provide the Public Transport team with specific dates and times and details of roads which will be closed or affected at least 8 weeks in advance with a date and time the road will re-open. This will enable Public Transport to liaise with bus operators to divert bus services and ensure passengers are informed in advance.</p>

<p>Paragraph 18.3.5</p> <p>The Council has a Dressing the City Scheme which event organisers can apply to use at their own cost. There is a small booking fee attached, and this can be booked via the Traffic Management and Traffic Network Team. See Appendix 2 for Contact Details.</p>	<p>Paragraph 18.3.5</p> <p>The Council has a Dressing the City Scheme which event organisers can apply to use to advertise their event at their own cost. There is a small booking fee attached, and this can be booked via the Traffic Management and Traffic Network Team. See Appendix 2 for Contact Details.</p>
<p>Paragraph 18.10.2</p> <p>Many venues already hold a premises licence, so organisers should check whether the proposed event will be covered an existing permission</p>	<p>Paragraph 18.10.2</p> <p>Many venues already hold a premises licence, so organisers should check whether the proposed activities are:</p> <ol style="list-style-type: none"> 1. covered by an existing permission; and 2. the premises licence holder is willing to be responsible for the event by allowing the organiser to carry out licensable activities under his authorisation.
<p>Paragraph 18.10.3 (a)</p> <p>This is a notice served on the Licensing Authority by the premises user to facilitate an event that lasts no longer than 7 days, and has no more than 499 people on the premises at any given time. A copy of the notice must also be given to the Police and to Environmental Protection.</p>	<p>Paragraph 18.10.3 (a)</p> <p>This is a notice served on the Licensing Authority by the premises user to facilitate an event that lasts no longer than 168 hours (7 days), and has no more than 499 people on the premises at any given time. A copy of the notice must also be given to the Police and to Environmental Protection.</p>
<p>Paragraph 18.10.5</p> <p>As activities have been partially deregulated, subject to certain criteria being met, it is in the organiser's best interest to contact the Council's Licensing Team at their earliest convenience. See Appendix 2 Contact Details and Appendix 7 Licenses in Bath and North East Somerset for reference.</p>	<p>Paragraph 18.10.5</p> <p>As several entertainment activities have been partially deregulated by the Government (subject to certain criteria being met), it is in the organiser's best interest to contact the Council's Licensing Team at their earliest convenience to discuss their licensing needs. See Appendix 2 Contact Details and Appendix 7 Licenses in Bath and North East Somerset for reference.</p>
<p>Appendix 5A</p> <p>Held back at previous Events Update, awaiting Highways confirmation</p>	<p>Appendix 5A</p> <p>Approved and included</p>