

**Bath & North East  
Somerset Council**

# Events Policy

## PART 1 – GENERAL MATTERS

### Background

- 1.1 Each year, Bath & North East Somerset plays host to a large number of events, from established fixtures including the half marathon and music festival, to one-off occasions such as the UK Schools Games. Cultural events and festivals can, at their best, be powerful agents of social cohesion, providing opportunities for celebration, pride in a place or locality, participation, and involvement of diverse social and age groups. A varied programme of events contributes to:
  - (a) Economic development
  - (b) Social/cultural regeneration
  - (c) Cultural vibrancy
  - (d) A strong tourism base
  - (e) Cultural and community provision
  - (f) Bath & North East Somerset's Corporate Plan, which seeks to encourage vibrant sustainable communities that are active, lively and inclusive.
- 1.2 Bath & North East Somerset Council performs a number of diverse roles and functions in relation to the support of events. Not only is the authority keen to encourage a diverse range of events, a number of different services are involved as regulators and advisors. These include that of Licensing Authority, Highways Authority (responsible for the authority's infrastructure and traffic operation), land owner and landlord, organiser of cultural and recreational activities, and performer of statutory functions in relation to health and safety, and food safety.
- 1.3 For their part, event organisers must fulfil a variety of statutory duties and local requirements, each overseen by different Council departments and regulatory bodies.
- 1.4 This policy builds upon the procedure for planning events that was agreed by the Enterprise and Economic Development Overview and Scrutiny panel in July 2010. It seeks to promote a consistent, proactive and integrated approach to the provision of support services and regulatory functions for events by:
  - (a) Specifying the requirements that event organisers must meet in order to run a safe, legal event which benefits the community
  - (b) Identifying Council controlled spaces, highlighting the type of events that will be suitable for each space and setting out the criteria by which applications to use Council land will be judged
  - (c) Defining Terms of Reference for the Safety Advisory Group and outlining the process by which an event may be refused should it not meet minimum standards

## **Event Classifications**

For the purposes of this policy, we have classified different types of events as follows:

### **2 Community Events**

- 2.1 A community event is an event organised by a charity, not-for-profit organisation, community or voluntary group that directly benefits local residents and stakeholders.

### **3 Commercial Events**

- 3.1 A commercial event is one that is organised around an identifiable commercial business or group of businesses who will benefit from the event. It shall not be sufficient to claim an event organised around one business or a group of businesses is in some way of wider community benefit.

### **4 Small Events**

- 4.1 A small event is one where the total number of attendees (including both participants and spectators) does not exceed 499 people.

### **5 Large Events**

- 5.1 A large event is one where the total number of attendees (including both participants and spectators) is 500 or more, but which does not fall within the category of a 'major event'.

### **6 Major Events**

- 6.1 A major event is an organised public activity that is held outdoors, on public or privately owned land, which operates on a regular or one off basis, lasting more than 3 hours over one or more days, for 500 or more people (including both participants and spectators); or if the risk nature of the activity warrants additional assistance and intervention above what is normally expected to ensure a safe and successful event. Major events require substantial forward planning and consultation with the Council's Safety Advisory Group.

## Regulatory Requirements and Best Practice

### 7 General

7.1 The matters that must be addressed by event organisers are set out in this section. Not all will be relevant in every instance but organisers need to be aware of those that apply to their event. The majority of the issues covered in this section are statutory requirements, breaches of which may render the organiser subject to enforcement action.

### 8 Accessibility

8.1 All event organisers are bound by the requirements of the Equalities Act 2010, regardless of the size of the event or whether people will be charged for attending. As such, they are obliged to think ahead and make reasonable adjustments to ensure that disabled attendees (or potential attendees) are not put at a substantial disadvantage compared with non-disabled people.

8.2 'Disability' has a broad meaning. It is defined as a physical or mental impairment that has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities.

8.3 What is a 'reasonable' adjustment will depend on all the circumstances, including the cost of the adjustment, the potential benefit it might bring to other attendees (for example, ramps also benefit attendees with small children), the resources an organisation has and how practical the changes are.

8.4 Reasonable adjustments may include, but are in no way limited to:

- (a) Laying temporary plywood paths on uneven or wet ground
- (b) Installing ramps next to steps
- (c) Providing toilets which are accessible and have adequate lighting for people with visual impairments
- (d) Displaying warning signs if strobe lighting is to be used
- (e) Planning a way of communicating with deaf and hearing impaired attendees in the event of an emergency

8.5 Any adjustments deemed reasonable should be in place before the event begins. Organisers should not wait until a disabled person experiences difficulties at the event, as it may then be too late to make the necessary adjustment.

### 9 Advertisements

9.1 The Department of Communities and Local Government have produced comprehensive guidance on the use of outdoor advertisements and signs. Event

organisers are strongly advised to consult this guide at an early stage in the planning process.

- 9.2 Advertisements and signage will normally require advertisement consent, which must be obtained from the Council's Planning Department. An exception to this is for temporary notices or signs which are intended to advertise any local event being held for charitable purposes, such as a fête or sponsored marathon. Such advertisements must not exceed 0.6 of a square metre or be illuminated.
- 9.3 Any attachment or advertisement on a Listed Building will normally require Listed Building Consent.
- 9.4 Regardless of whether advertisement consent is required, all outdoor advertisements must comply with five 'standard conditions'. They must:
- (a) Be kept clean and tidy
  - (b) Be kept in a safe condition
  - (c) Have the permission of the owner of the site on which they are displayed (this includes the Highway Authority if the sign is to be placed on highway land)
  - (d) Not obscure, or hinder the interpretation of, official road, rail, waterway or aircraft signs, or otherwise make hazardous the use of these types of transport
  - (e) Be removed carefully where so required by the planning authority
- 9.5 For further information and advice, contact the Council's Planning & Transportation Service (see Annex 4).
- 10 Charity Collections
- 10.1 If a charity collection is to be held during the event, the collection organiser must obtain a permit from the Licensing Team. Only one collection can be held in an area at any one time and slots are booked months in advance, so organisers are advised to contact the Licensing Team as early as possible.
- 10.2 For further information and advice, contact the Council's Licensing Team (see Annex 4).
- 11 Community Safety
- 11.1 The Council's Community Safety Team can provide valuable advice and resources about reducing the risk of crime, disorder and anti-social behaviour at events.
- 11.2 It is also advisable for event organisers to discuss their intentions with the Police as early as possible in the planning process. They can provide valuable advice and assist organisers to resolve potential issues before they arise. The Police can make representations against an application for a Premises Licence or Temporary Event Notice, so it will be advantageous to address their concerns before any application is made.

- 11.2 For further information and advice, contact the Community Safety Team and/or Avon and Somerset Police's Liquor Licensing Bureau (see Annex 4).
- 12 Consultation
- 12.1 Organisers are strongly encouraged to consult with local residents or businesses who may be affected by the event, either directly or through their representative organisations, and to address any reasonable concerns that are raised. In many cases the organiser will be making applications in connection to the event (such as for a Premises Licence or road closure), to which local residents and businesses can object. Consulting early and responding to reasonable concerns could improve the chances of an application going unopposed and thus reduce the risk of delay.
- 13 Emergency Vehicles
- 13.1 It is essential that emergency vehicles are able to access the site at all times. Nothing to do with the event can be permitted to restrict access to hospitals and medical centres. Where an event is held on the highway, barriers can be used to close off the road and items such as tables and chairs can be placed on the highway providing they can easily be removed if necessary.
- 14 Fire Safety
- 14.1 The Regulatory Reform (Fire Safety) Order 2005 places the onus on a 'responsible person' to actively pursue and maintain fire safety. In the case of one-off or occasional events, this will usually be the event organiser. The responsible person must carry out a risk assessment and implement appropriate measures to minimise the risk to life and property. The risk assessment must be reviewed and updated regularly.
- 14.2 Avon Fire and Rescue has a statutory duty to enforce compliance with the Regulatory Reform (Fire Safety) Order 2005. They have powers to enter premises and carry out inspections to ascertain whether the Order is being complied with. In cases where a serious fire risk exists and the event organiser has failed to take appropriate steps to rectify it, the Fire Authority can serve an enforcement notice requiring specific improvements to be made in a set period of time.
- 14.3 If the Fire Authority believes that there is an imminent risk of personal injury, they can serve a prohibition notice restricting or prohibiting the use of the event site with immediate effect. It is an offence for the responsible person (or any other person who has control over the premises) to fail to comply with the Order or any notice served under it.
- 14.4 It is therefore advisable for event organisers to involve the Fire Authority at the earliest opportunity in order to obtain advice and make improvements before formal action becomes necessary.

## Appendix B – Draft Events Policy

- 14.5 For further information and advice, contact Avon Fire and Rescue (see Annex 4).
- 15 Food Safety
- 15.1 Food poisoning can be at best very unpleasant and at worst extremely hazardous to health, particularly for older people or young children. It is preventable by following simple rules and planning ahead. There is no formal approval process for catering at small community events, however, organisers are encouraged to contact Public Protection for advice and support.
- 15.2 Any professional caterers must be registered under the Food Safety Act 1990 and have received some training in food hygiene; this applies even if food is being given away for free. An outline of the type of catering and facilities should be provided to the Public Protection Team in advance of the event.
- 15.3 For further information and advice, contact the Council's Public Protection Team (see Annex 4).
- 16 Health and Safety
- 16.1 Event organisers have a duty to ensure that the health, safety and welfare of both people working and attending their event are well managed. The key tool to assist with this duty is to undertake a risk assessment of the activities and implement the findings. Organisers are advised to consult *The Event Safety Guide* (also known as *The Purple Book*), which is published by the Health and Safety Executive and can be downloaded for free from their website. It covers various topics from electrical safety through to first aid provision. Although it is primarily aimed at music events and outdoor festivals, it contains guidance that is relevant to all types of event.
- 16.2 Guidance on risk assessments for small events can be downloaded from the Council's website.
- 16.3 Large and major events will require substantial forward planning and the risk assessment should be undertaken by a competent person. The assessment should form part of a wider Event Management Plan detailing how the event will be run.
- 16.4 For further information and advice, contact the Council's Public Protection team (see Annex 4).
- 17 Licensing
- 17.1 Event organisers are responsible for ensuring that they have the appropriate licence for the activities they are proposing. A licence is required for any event which involves one or more of the following:
- (a) Sales of alcohol – Including the provision of alcohol in exchange for donations or as part of the ticket price

- (b) Regulated entertainment – Entertainment provided for the public (or a section of the public), or with a view to making a profit
- (c) Late night refreshment – Hot food or drink served between 11.00pm and 5.00am

17.2 Many venues already hold a licence so organisers should check whether the proposed event will be covered by an existing permission.

17.3 If there is no such licence, the organiser must apply for one of the following:

- (a) Temporary Event Notice (TEN) –

This is an ‘occasional’ licence which can be used for events that last no longer than 96 hours and involve no more than 499 people.

A TEN must be submitted at least ten clear working days before the day of the event, not counting the day it is received and the day of the event itself. TENS submitted after this deadline cannot be accepted.

- (b) Premises Licence –

A Premises Licence is necessary for any event for which a TEN is unsuitable. Premises Licence applications must be advertised and time is allowed for local residents and responsible authorities (e.g. the Police, Fire Brigade and Trading Standards) to make representations. If representations are made, the Licensing Sub-Committee will determine the application.

The application process is substantially more complex than that of a TEN and takes a minimum of two months.

17.4 The Licensing Team will process and determine all applications within the statutory timescales set out in the Licensing Act 2003.

17.5 For further information and advice, contact the Council’s Licensing Team (see Annex 4).

## 18 Planning Permission

18.1 The Town and Country Planning (General Permitted Development) Order 1995 as amended grants a general permission for the temporary use of land for up to 28 days in any calendar year. The period is restricted to 14 days in the case of the holding of a market (which includes a car boot sale) and motor sports. Regularly held events that exceed the 14 / 28 day limit will require planning permission. It should be noted that if the land in question is within the curtilage of a building these ‘permitted development rights’ do not apply. Also, these rights do not always apply to the use of land as a caravan site and are more restrictive if the land is within a Site of Special Scientific Interest.



- 18.2 For further information and advice, contact the Council's Planning Services (see Annex 4).
- 19 Street Trading
- 19.1 Organisers should ensure that traders operating at the event have the correct authorisation.
- 19.2 A pedlars' certificate allows a person to sell goods (usually trinkets, household goods and other handmade objects), whilst on foot. The pedlar cannot remain in one place; they must go to their customers to sell their items rather than allow customers to come to them. A pedlars' certificate is obtained from the Chief of Police for the area in which the pedlar lives.
- 19.3 Anyone who wishes to sell from a fixed location on the public highway must apply for a Street Trading Consent. Applications must be made to the Council's Licensing Team and will be determined within 12 weeks. The application fee may be waived if all profits are donated to charity, however, the application period remains the same.
- 19.4 If a licensed charitable street collection is taking place, the organiser may sell goods providing all proceeds are contributed to the collection. This does not require a separate Street Trading Consent.
- 19.5 For further information and advice about pedlars' certificates, contact Avon and Somerset Police (see Annex 4).
- 19.6 For further information and advice about street trading and charity collections, contact the Council's Licensing Team (see Annex 4).
- 20 Temporary Structures
- 20.1 Organisers of events who intend to erect temporary structures such as grandstands, stages, lighting, sound or control towers, tents, marquees or canopies should contact Building Control well in advance of the event and provide sufficient details including layout plans and construction details/calculations to enable the structural stability of the structure to be verified. The Building Control section will check the information provided and undertake inspections to ascertain the structural stability of any significant temporary structures.
- 20.2 For further information and advice, contact the Council's Building Control service (see Annex 4).
- 21 Trading Standards
- 21.1 The organiser should notify Trading Standards if the proposed event involves shops or stalls trading in food, drink or goods. Trading Standards officers may attend the event

to carry out inspections to ensure fair trading in accordance with the following legislation:

- (a) Weights and Measures Act 1985, which makes it a criminal offence to give short weights or measures to customers
- (b) Sale of Goods Act 1979 and Supply of Goods and Services Act 1982, which require that goods correspond with any description given, are of satisfactory quality and are fit for purpose
- (c) Copyright, Design and Patents Act 1988 and Trade Marks Act 1994, which impose severe penalties for those convicted of selling counterfeit goods
- (d) Licensing Act 2003, which prohibits the sale of alcohol to persons under the age of 18

21.2 Although individual traders will be subject to enforcement action if they operate illegally, the organiser has overall responsibility for ensuring that all activities taking place at the event are run in compliance with the law.

21.3 For further information and advice, contact the Council's Trading Standards Duty Officer (see Annex 4).

## 22 Waste Management and Recycling

22.1 Where an event is held on Council controlled land, it will be a condition of the land use agreement that the organiser must restore the land to Grade 'A' condition as defined in the Code of Practice on Litter and Refuse issued under Part IV of the Environmental Protection Act 1990. Failure to do so will lead to the immediate termination of the agreement and the Divisional Director of Environmental Services may arrange for the necessary cleaning work to be undertaken and charged to the organiser.

22.2 If the event is held on the highway under a road closure order, the organiser should restore the road to the Grade 'A' standard of cleanliness before the road reopens at the end of the event. In exceptional circumstances, the Grade 'B' standard will be acceptable but this will be at the discretion of the Council's Neighbourhood Environment Teams.

22.3 Suitable waste and recycling companies (other than the Council's commercial waste and recycling services) can be found in local directories and via the internet. Any waste contractor or carrier used must be registered with the Environment Agency. The organiser must ensure that all duty of care responsibilities are followed, details of which can be found on the Environment Agency website.

22.4 The Council is committed to minimising the use of landfill; organisers should therefore provide suitable facilities for recycling as much litter and waste as possible, such as glass bottles and jars, cans, plastic bottles, cardboard, food and newspapers and magazines, unless otherwise agreed by the Council. Where an application is made to use Council land, consideration will be given to recycling arrangements prior to the application being granted.

- 22.5 For further information and advice, contact the Council's Waste Services (see Annex 4).

### **Restricted Events**

- 23 The Council will not grant permission for an event on the highway or Council controlled land to organisations, or allow any advertisements, which are either directly involved with or associated in any of the following activities:
- (a) Tobacco manufacturers and distributors
  - (b) Alcohol manufacturers
  - (c) Extreme political parties or organisations
  - (d) Any business involved in the manufacturer or sales of armaments
  - (e) Companies involved in the sex industry
  - (f) Manufacturers of instruments of torture
  - (g) Businesses involved in animal experimentation
  - (h) Businesses involved in the fur trade
  - (i) Any organisations involved in blood sports, which involve the use of animals or birds to catch, fight or kill each other
  - (j) Any illegal activity
  - (k) Any activity that might cause disharmony on the grounds of race, religion, sexual orientation or disability
  - (l) Any other activity reasonably deemed to be inappropriate by the Council's nominated officers (the Divisional Director of Environmental Services and the Divisional Director of Tourism, Leisure and Culture)
- 24 Where an event on the highway or Council controlled land will include the use of performing animals, the organiser must provide proof that the animals have been properly registered and give details of the registering authority. Organisers will be expected to comply with all relevant animal welfare legislation and established best practice.

### **Charges for Additional Services**

- 25 Where a large or major event requires input from Council officers which goes beyond the standard advice and guidance provided to all event organisers, the Council reserves the right to charge for services rendered. However, this does not apply to support provided by the Safety Advisory Group whose services remain free at all times.

## PART 2 – EVENTS ON COUNCIL CONTROLLED LAND

### Application to use Council land

- 25 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.
- 26 Annex 2 lists the key public outdoor spaces within Bath & North East Somerset and outlines the type of events that will be appropriate for each location. Where an event is proposed which falls outside of the permitted uses for a particular space, the organiser must satisfy the Council that his/her proposals are appropriate to the nature and scale of the space.
- 27 Application fees are set annually by the Council and include a discretionary discount for charitable or community events. A site bond may be required by the Parks and Estates Team to cover the costs of any reinstatement works should the event result in damage to Council land or property. The bond will be returned if no damage is caused.
- 28 An application will not be granted unless the organiser has taken out adequate public liability insurance, usually with a minimum cover of £5,000,000. Furthermore, the organiser must be able to show that he/she has undertaken a risk assessment appropriate to the scale of the event.
- 29 Applications to use public land will be determined by reference to the following criteria:
- (a) The suitability of the event to the proposed location, taking into account the nature and duration of the event, the surrounding area, and, for events in Bath, the city's World Heritage status.
  - (b) Whether the proposed event will conflict or compete with other activities taking place in the locality at or around the same time.
  - (c) The need to allow reasonable intervals between events, to let the land recover and/or limit the impact of noise on local residents.
  - (d) The organiser's past record of event management.
  - (e) The social, economic and environmental impact of the proposed event. Detailed guidance on this is provided in Defra's '*Sustainable Events Guide*'. Event organisers are strongly encouraged to address this component before making a formal application. Factors to consider include, but are not limited to:
    - (i) Transport. Any large event is likely to lead to additional traffic on the roads as people travel to and from the venue. Measures should be put in place to reduce the use of cars and encourage alternative means of transport. These could include providing a shuttle bus service or publicising public transport routes.
    - (ii) Waste management and recycling. The Council strongly supports the principle of 'reduce, reuse and recycle' and event organisers must keep to a minimum the proportion of litter and waste or refuse going to landfill sites.

- (iii) Energy use and CO<sub>2</sub>. Bio-diesel powered generators, wind or solar power should be used wherever possible. If renewable sources are not available, modern and well maintained generators will be the most energy efficient option.
- (iv) Social wellbeing. Events may bring additional benefits to the community, whether by raising money for charity, promoting a good cause, or encouraging neighbours to get to know one another.

### **Consultation with Safety Advisory Group**

- 30 Major Events, as defined in paragraph 6.1, must be referred to the Safety Advisory Group (see Part 4). A dialogue with the Safety Advisory Group should be initiated no later than four months before the event to allow the organiser time to address any concerns raised. Consultation with the Safety Advisory Group and compliance with its recommendations are conditions of the land use agreement.

### **Cancellation of land use agreement**

- 31 The Council reserves the right to revoke the land use agreement in either of the following circumstances:
- (a) If the event is one which, under paragraph 6.1, must be referred to the Safety Advisory Group and:
    - (i) the organiser fails to consult the Safety Advisory Group, or
    - (ii) the organiser fails to comply with the recommendations of the Safety Advisory Group and the Safety Advisory Group is satisfied there is a risk to public safety.
  - (b) If Neighbourhood Services are satisfied that the weather conditions (whether current or forecast) would pose a risk to the health and safety of persons attending the event or of damage to the land.
- 32 If the Neighbourhoods Team or the Safety Advisory Group believe it is necessary to revoke the land use agreement, they will make a recommendation to the Divisional Director of Environmental Services who will decide whether the agreement should be revoked. The Divisional Director may authorise another officer of the Council to make the decision in his absence.
- 33 The decision of the Divisional Director of Environmental Services or authorised officer is final. The Council will not be liable for any costs incurred by the organiser arising from revocation of the land use agreement in accordance with this policy.

### Public transport

- 34 Where it is likely that exceptionally large numbers of trips to the central Bath area will be generated by an event, the Council may require the organiser to underwrite the cost of providing additional Park & Ride services to all three sites.

### Consultation

- 35 The organiser is responsible for carrying out all consultation prior to the event. The organiser must engage with local councillors, residents, businesses and any others affected by the event, to ensure that any 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.
- 36 The organiser may be required to provide evidence that consultation has taken place; it is therefore advisable to keep a record of any steps taken and retain copies of any letters sent.
- 37 The organiser must carry out any other consultation deemed necessary by the Council.

### **PART 3 – EVENTS ON THE PUBLIC HIGHWAY**

38 If an event is to be held on the public highway, permission to close the road must be obtained by the Council's Traffic and Safety Team.

#### **'Informal' Road Closures**

39 In accordance with the guidance issued by the Secretary of State for Communities and Local Government in August 2010, it is not proposed to charge for road closures to enable small street parties and "not for profit" events in certain circumstances.

40 The circumstances when a formal closure is not required will be where:

- (a) The event affects a cul-de-sac rather than a through road.
- (b) Vehicle movements are below 200 per day.
- (c) The closure is of a small residential road where the diversion route is considered to be obvious to local motorists and diversion signage is not required.
- (d) The event is organised by residents of the street and is not a commercial event organised for financial gain.

41 Events not requiring a formal closure and advertisement will still need to be agreed by the Highway Authority and the event organiser will be responsible for posting road closed signs, notifying the emergency services and all residents affected by the event.

42 The decision on whether advertisement and a formal closure is required for an event will be taken by the Highways Service Manager, in the capacity of the Council's designated Traffic Manager, Traffic Management Act 2004.

#### **Closure of Roads**

43 More than one closure in a 12 month period

43.1 No road or section of road can be closed more than twice in any one 12 month period for the purposes of a street event without prior authorisation by the Secretary of State for Transport. For this reason the Council cannot guarantee closure of any road which has already been closed for a street event in the previous 12 month period.

43.2 In any event, the Council is unlikely to support any road or section of road being closed more than twice in a 12 month period for a street event. Where a third closure in a 12 month period is considered, the organiser will need to show that the residents of the affected road or roads have no objection to the proposal and are happy with any alternative arrangements.

- 43.3 Where a road or section of road has already been closed or otherwise affected for a significant length of time within a 12 month period due to works on the highway, the Council may decide not to support any further closures on that road or part of road, for purposes of a street event, within that 12 month period.
- 44 'Landlocked' roads
- 44.1 Wherever possible 'land locking' of streets is to be avoided (where a road or roads not themselves closed are surrounded by closed roads, meaning that vehicles cannot enter or leave the 'landlocked' roads). Where this is unavoidable, alternative parking arrangements outside of the landlocked area must be made available for those households so affected, including shuttle transport to/from that parking if necessary. Consultation for landlocked roads must be as for closed roads, including individual letter drops and 'plain English' notices on street.

### Traffic Management

- 45 The organiser must provide a Traffic Management Plan indicating proposals for the following, with plans where appropriate. The Traffic Management Plan will effectively be a summary of all actions proposed to ensure the requirements outlined in paragraphs 48 – 64 below are fulfilled:
- (a) Road closures and/or other restrictions on vehicle movements including a timetable for start and finish of all restrictions
  - (b) Method of closing roads including details of signing/barrier and marshalling arrangements, including numbers/locations of marshals and details of company providing marshals
  - (c) Diversionary routes and diversion signing schedules
  - (d) Temporary arrangements for buses (including alternative bus routes/stops where applicable)
  - (e) Proposed Park & Ride operations (if applicable)
  - (f) Access arrangements for emergency vehicles
  - (g) Areas where parking is to be suspended
  - (h) Alternative parking proposals for the above
  - (i) Alternative access arrangements agreed with residents in 'landlocked' streets
  - (j) Parking and/or other transport arrangements for event participants and relatives/spectators
  - (k) Details of arrangements agreed with businesses and/or other public destinations whose access is restricted by the event
  - (l) Details of all signing arrangements for both legal and consultation/information purposes, including timescales for erection, checking and removal of signs
  - (m) Crowd control measures, and maximum capacity, where applicable



- 46 The Traffic Management Plan must be supplied by the organiser as part of the application process and must be approved by both the Council's Traffic and Safety team and the Police.
- 47 For major events, the Traffic Management Plan will be considered by the SAG along with the rest of the Event Management Plan. It may be advantageous for the organiser to meet with the Traffic and Safety team and the Police to discuss their plans prior to meeting with the full SAG.

### Timings

- 48 Conflicts with other events
- 48.1 Large events with significant impact on the major road network must only be held on Sundays or Bank Holidays. Smaller events with no impact on the major road network may be permitted on other days.
- 48.2 The Organiser must satisfy the Council that the event does not conflict with:
- (a) Any other events within the vicinity of the event
  - (b) Any works on the highway within the vicinity of the event
  - (c) Any diversionary routes in operation within the vicinity of the event
- 48.3 Information regarding other events may be gained from the 'What's On' calendar on [www.visitbath.co.uk](http://www.visitbath.co.uk), though this may not include smaller community events such as street parties.
- 48.4 Information regarding works on the highway may be obtained from the Council's Highways Maintenance Team. The road space may be booked for an event in advance for which a fee will be chargeable. This will ensure that no other statutory undertaker books the road for repair and maintenance works on that date.
- 49 Duration of closures
- 49.1 Road closures must be kept to the minimum length of time required to hold the event. Where an organiser is promoting closures whose length is considered unreasonable or unwarranted, these will not be supported by the Council.

### Public transport

- 50 Access to bus and rail stations
- 50.1 Access to all bus stations must be maintained for buses and taxis at all times.
- 50.2 Access to all railway stations must be maintained for buses, taxis and private vehicles at all times.

51 Operation of Park & Ride services

- 51.1 Where it is likely that large numbers of trips to the central Bath area will be generated by any event, Park & Ride to all three sites must be in operation, with the cost being underwritten by the organiser (see paragraph 65 below). B&NES reserves the right to insist on this as a condition of permission for the event being granted.
- 51.2 The start and finish time, and frequency, of Park & Ride services may be varied depending on the event.

52 Re-routing of bus services

- 52.1 Where existing bus services require re-routing due to temporary traffic restrictions associated with the event, the organiser will be recharged for all temporary bus arrangements such as movement of stops, publicity, extra buses and loss of revenue (see paragraph 65 below).

**Consultation & Publicity**

53 Prior consultation

- 53.1 The organiser is responsible for carrying out consultation prior to the event. The organiser must engage with local councillors, residents, businesses and any others affected by the event, to ensure that the impact of any temporary arrangements is minimised and that, wherever possible, arrangements are agreed with local people to mitigate any inconvenience caused by the event.

54 Web page

- 54.1 For large and major events, the organiser must arrange for all details of the event to be provided online on a website other than the Council's (this should include all temporary arrangements such as closures, diversion routes, suspended parking, amended bus routes, parking arrangements etc and contact details for those requiring further information) for a minimum of four weeks in advance of the event.

55 On-street notices

- 55.1 The organiser must erect and maintain legal notices along routes where temporary arrangements will be in effect and in 'landlocked' streets. Where the proposed closures and/or parking restrictions are of a more complex nature, 'plain English' notices will be required to supplement the legal notices. B&NES reserves the right to insist on the use of plain English notices where considered necessary. All notices must be erected in advance of the event and maintained until the event has taken place. The organiser should be able to provide evidence that this requirement has been met, for example, by taking photographs of the signs.

### 56 Letter drops and advertising

- 56.1 The organiser must arrange for informative letter-drop to all households along routes where temporary arrangements will be in effect and in 'landlocked' streets, and provide evidence that this has taken place. Where there are several households at one address (e.g. multiple flats in a converted house), a letter should be dropped for every household. For large or major events, the letter must include reference to the website required by paragraph 54 and provide a contact telephone number for further information.
- 56.2 For events having a significant impact on the major road network, the Council will advertise the temporary arrangements by publishing a notice in a local newspaper no later than 8 weeks before the event.

### 57 Advance signing

- 57.1 Depending on the scale of the event and inconvenience to road users, the organiser must arrange for advance informative signs to be placed on all major road approaches to the event location, and maintained until the event has taken place. Such advance signing will always be required where there is a significant impact on the major road network. See Annex 3 for minimum lead-in times for consultation signage.

### 58 Removal of signs etc

- 58.1 The organiser is responsible for the removal of all temporary signs, notices, barriers, traffic cones and so on, as soon as the event is over.

### 59 Other consultation

- 59.1 The organiser must carry out any other consultation deemed necessary by the Council.

## **Parking**

### 60 Council-owned car parks

- 60.1 All Council-owned car parks must remain open at all times, unless otherwise agreed with the Council. The organiser will be required to provide additional temporary signing to car park(s) where normally signed routes to the main entrance are obstructed by temporary arrangements associated with the event.

- 61 On-street parking
  - 61.1 Due to the inconvenience caused to frontagers, suspension of on-street parking on residential streets should be avoided if at all possible. Where suspension of on-street parking is proposed, the organiser must engage with affected frontagers and agree suitable alternative arrangements.
  
- 62 Pay & Display parking bays
  - 62.1 Where Pay & Display parking bays are suspended, there may be a charge to the organiser to cover the loss of revenue; organisers should contact Parking Services to discuss.
  
- 63 Tow-away of vehicles
  - 63.1 Where tow-away of parked vehicles is required to ensure temporary waiting restrictions are enforced, special arrangements apply and the organiser will need to contact Parking Services direct.

### General Access

- 64 Access to business premises and public services
  - 64.1 Where access to business premises and/or public destinations such as churches, or doctors' surgeries is restricted due to temporary arrangements associated with the event, the organiser must engage with the relevant organisation to agree alternative arrangements, including publicity where appropriate.

### Costs

- 65 Park & Ride
  - 65.1 Where the Council deems that a Park & Ride service is necessary, the organiser is required to underwrite the cost of providing this service outside of its normal hours of operation. If the service is well-used on event day, income may offset costs to the extent that there is minimal, or no cost, to the organiser.
  
- 66 Rechargeable costs
  - 66.1 The organiser will normally be recharged for the full cost of the following, where applicable:
    - (a) Arrangement fees for temporary traffic regulation orders, including advertising costs
    - (b) Closure of bus stops, preparing and putting up notices to passengers

- (c) Any extra buses which need to be operated on lengthened diversion routes, to maintain frequency of service
- (d) Loss of revenue from suspended Pay & Display parking bays
- (e) Minor engineering works to the highway (such as the temporary removal of posts/barriers/kerbs) to allow the event to take place
- (f) Costs of Council staff erecting and maintaining legal notices where tow-away operations are proposed
- (g) Costs of Council Highways staff time spent in arranging the event

66.2 In order to support small community events such as neighbourhood street parties, the Council will not recharge the organiser for the cost of advertising outlined in sub-paragraph (a) above.

### **Major Events**

- 67 Major Events, as defined in paragraph 6.1 of this policy, must be referred to the Safety Advisory Group (see Part 4). A dialogue with the Safety Advisory Group should be initiated at least four months before the event, to allow the promoter time to address any concerns raised. Consultation with the Safety Advisory Group and compliance with its recommendations are conditions of the land use agreement.
- 68 The Council may not support, or may withdraw its support from, a road closure if the event is one which, under paragraph 6.1, must be referred to the Safety Advisory Group and:
- (a) the promoter fails to consult the Safety Advisory Group, or
  - (b) the promoter fails to comply with the recommendations of the Safety Advisory Group and the Safety Advisory Group is satisfied there is a risk to public safety.
- 69 If the Highways Service or the Safety Advisory Group does not consider it appropriate to support a road closure, they will make a recommendation to the Divisional Director of Environmental Services who will decide, after consultation with the Cabinet Member and Director for Service Delivery, whether support should be withdrawn. The Divisional Director may authorise another officer of the Council to make the decision in his absence.
- 70 The decision of the Divisional Director or authorised officer is final. The Council will not be liable for any costs incurred by the promoter arising from the withdrawal of support for a road closure in accordance with this policy.

### **Removal of signage etc**

- 71 The organiser is responsible for procuring and paying for the supply, placement and removal of all temporary signage, traffic cones, barriers etc, and maintenance in place of the same. Apparatus which is not removed immediately after the event may be removed by Council operatives, with the cost being recharged to the organiser.

**Proof of solvency**

- 72 The organiser may be asked to provide proof that they will be able to cover any rechargeable costs outlined in paragraphs 65 – 66. If they are unable to do so, the Council may require a bond to be paid in advance of the event, which will be returned if no rechargeable costs are incurred.

**PART 4 – SAFETY ADVISORY GROUP TERMS OF REFERENCE**

**Scope**

- 73 Bath & North East Somerset Council recognises that public events can make a positive contribution to community life, however there is potential for risks to public safety and adverse environmental impacts unless proper event management is in place. In recognition of this, the multi-agency Safety Advisory Group (SAG) has been established to consider the public safety implications of major events and sports events/venues within the authority, and foster good working relationships with organisers to ensure high standards of spectator safety are maintained.
- 74 The SAG will review Major Events as defined in paragraph 6.1, whether they are taking place on Council owned land or elsewhere in Bath & North East Somerset.
- 75 The SAG will also consider events which take place in designated sports ground as defined by the Safety of Sports Grounds Act 1975 and/or include the use of a regulated stand as defined in the Fire Safety and Safety of Places of Sport Act 1987.
- 76 However, the Chair of the SAG may decide that certain events falling within its remit are of sufficiently low risk that consultation with the SAG is unnecessary. The organiser will nonetheless be able to obtain advice from individual members of the SAG if required.
- 77 The SAG may also advise on other events that it believes, for whatever reason, carry a substantial risk.
- 78 Specific duties relating to Sports Grounds
- 78.1 Bath & North East Somerset Council has statutory duties under:
- (a) The Safety of Sports Grounds Act 1975 (the 1975 Act):
    - (i) To consider applications for and to issue to qualified persons safety certificates for designated sports grounds containing ‘such terms and conditions as the local authority consider necessary or expedient to secure reasonable safety at the sports ground’.
    - (ii) To serve a prohibition notice in respect of a sports ground if the authority consider that ‘the admission of spectators to a sports ground or any part of a sports ground involves or will involve a risk to them so serious that, until steps have been taken to reduce it to a reasonable level, admission of spectators to the ground or to that part of the ground ought to be prohibited or restricted’.
    - (iii) To enforce within its area the provisions of the 1975 Act.
  - (b) The Fire Safety and Safety of Places of Sports Act 1987 (the 1987 Act):

- (i) To consider applications and issue safety certificates for Regulated stands within the Authority containing ‘such terms and conditions as the local authority consider necessary or expedient to secure reasonable safety in the stand when it is in use for viewing the specified activity or activities at the ground’ .

78.2 In imposing terms and conditions for spectator safety, the Council will consult:

- (a) Avon and Somerset Police
- (b) B&NES Building Control service
- (c) Great Western Ambulance Service
- (d) Avon Fire and Rescue Service

78.3 The legislation is applicable to all sports grounds within the authority’s area but in particular those grounds as outlined in paragraphs 116 – 117 of this policy.

### **Aims**

- 79 To provide advice to Bath & North East Somerset Council on matters relating to public safety and other arrangements relating to major events taking place within Bath & North East Somerset.
- 80 To assist Bath & North East Somerset Council in the exercise of its powers as the enforcing authority under the Safety of Sports Grounds Act 1975 and the Fire Safety and Safety of Places of Sport Act 1987 in respect of the safety certification of designated grounds and regulated stands within Bath and North East Somerset.

### **Objectives**

- 81 To provide a forum within which the Council and other agencies can discuss and scrutinise the safety arrangements in place for major events.
- 82 For Safety at Sports Grounds specifically:
  - (a) To encompass all matters concerned with crowd safety.
  - (b) To provide specialist advice to the Public Protection Service Manager so that s/he may effectively discharge his/her powers and duties on behalf of Bath and North East Somerset Council as required under the 1975 and/or 1987 acts.
  - (c) To provide a forum within which the Council and other agencies may develop a corporate approach to spectator safety.
  - (d) To continually review and react to advice published in legislative and other guidance documents.

### **Membership**

- 83 The SAG will include of right, senior representatives from:



- (a) Bath & North East Somerset Council
- (b) Avon and Somerset Police
- (c) Avon Fire and Rescue
- (d) Great Western Ambulance Service NHS Trust

84 According to the event, other Council teams maybe recruited to the SAG for specialist advice. These may include:

- (a) Corporate Health and Safety
- (b) Emergency Management Unit
- (c) Environmental Protection
- (d) Licensing
- (e) Food Safety
- (f) Building Control
- (g) Traffic and Safety
- (h) Transportation and Highways
- (i) Parking Services
- (j) Neighbourhood Services
- (k) Property and Legal Services
- (l) Planning Services
- (m) Health and Safety at Work

85 The Chair of the SAG will be a senior officer within the Council who will have the status and authority to act quickly where necessary.

86 Other representatives will, likewise, be from a suitably senior position within their respective professions.

87 The roles of the core members are contained within paragraphs 107 – 115.

88 An invitation to attend the SAG is also extended to other organisations as required. This may include for example appropriate representatives of:

- (a) St John Ambulance/Red Cross or other medical provider
- (b) The Football Licensing Authority
- (c) The owner of the property on which the event will take place

### **Meetings**

89 The Chair of the SAG will be responsible for convening its meetings.

- 90 The number of SAG meetings in any year will be flexible and responsive and take into account the demand placed on it relating to the number of events taking place during the year. The SAG will aim to meet event organisers two months prior to the event in order to allow sufficient time for organisers to implement its recommendations. However, a longer lead in time may be appropriate for very large events.
- 91 However, for Safety at Sports Grounds, there will be a minimum of one meeting scheduled at each of the sports grounds listed in paragraphs 112 – 113.
- 92 Each meeting of the SAG will have the minutes of the meeting recorded and circulated to all attendees.
- 93 In relation to Safety at Sports Grounds, the Group will meet specifically to:
- (a) Inspect the general condition of the sports ground and stands to ensure continuing compliance with the condition of the General Safety Certificate.
  - (b) Receive reports from members of the Group in relation to any matters concerning the amendment/addition/deletion of any conditions contained within the General Safety Certificate.
  - (c) Discuss reports relating to any significant incident at the sports ground and consider appropriate action to take.
  - (d) Liaise with the management of the sports ground to promote good working practices.
  - (e) Carry out any specific meeting/inspection of the sports ground in relation to the issue of a Special Safety Certificate.
- 94 SAG members may be requested by the Chair to attend meetings or carry out additional duties to achieve the aim and objectives of the Group.

### **How does the SAG work?**

- 95 One week before the meeting the event organiser will be required to submit a detailed Event Management Plan incorporating, among other things, site plans, details of temporary structures, risk assessments, and a traffic management plan. This will be considered by the Chair of the SAG and if suitable forwarded to the SAG for their consideration prior to the meeting.
- 96 This Event Management Plan is important to help the members of the SAG understand the event and properly consider the implications before meeting the organisers.
- 97 At the SAG meeting the event organiser will be invited to outline the event to the members who will then provide comments and advice on their specific area of responsibility. At the end of the meeting the event organisers will be made aware of issues that they need to address which will be confirmed in writing by the Chair of the SAG.
- 98 The meetings will be minuted and a copy circulated to all attendees.

- 99 Some events may be attended by individual SAG members to observe how the event is run.
- 100 For larger scale events the SAG may request a debrief meeting with the event organiser in order to review arrangements and make any necessary changes.
- 101 If it is the collective view of the SAG that the event should not go ahead then this will be communicated to the Public Protection Service Manager and Divisional Director of Environmental Services who will formally write to the event organiser. Each SAG member retains the right to object to any event.
- 102 The SAG exists to consider plans presented by event organisers and offer guidance to help them discharge their responsibilities. It is not the role of the SAG to assist in the planning of events or the writing of safety plans. The members of the SAG will not accept nor adopt any of the responsibilities of the event organiser.

**Role of Bath & North East Somerset Council - General**

- 103 The Council will chair the SAG and act as spokesperson for conveying the view's of the SAG to event organiser and senior managers.
- 104 With regard to public events, the Council will advise on matters relating to use of Council land, licensing, emergency planning, food safety, health and safety at work, noise control, sanitation, water provision, temporary structures, parking provision, and the use of public highways.
- 105 The Council will liaise with Avon and Somerset Police concerning any issues concerning traffic management, emergency planning and crime and disorder which are created by an event.
- 106 In relation to Sports Grounds specifically:
- 106.1 The Council has delegated this function to the Public Protection Service Manager who has in turn delegated this to the Education and Enforcement Manager within the Public Protection Team who is empowered to:
- (a) Issue and amend safety certificates.
  - (b) Issue, suspend and withdraw prohibition notices.
  - (c) Make applications to the Department of Culture, Media and Sport in respect of ground designation orders.

**Role of the Chair of the Safety Advisory Group**

- 107 The role of the Chair is to:
- (a) Ensure that the SAG properly discharges the responsibilities delegated to it by Bath & North East Somerset Council.

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- (b) Ensure that decisions taken by the SAG are implemented as soon as possible.
- (c) Ensure that decisions made by the SAG reflect the policies of Bath & North East Somerset Council.
- (d) Ensure that the membership of the Safety Advisory Group reflect the interests of all parties.
- (e) Advise Bath & North East Somerset Council on behalf of the SAG all matters relating to safety of sports grounds as required under the Safety of Sports Grounds Act 1975, Fire Safety and Safety of Places of Sports Act 1987 and all associated legislation and guidance.
- (f) Provide advice and guidance to the Education and Enforcement Manager, Public Protection on the service of Prohibition/Enforcement Notices where a sports ground places spectators at serious risk.
- (g) Act as liaison for conveying the views of the SAG to event organisers.
- (h) Advise, on behalf of the SAG, the Public Protection Service Manager and Divisional Director of Environmental Services where it is recommended that any event should not be allowed to take place.
- (i) Prepare an annual report to the Strategic Director's Group, Divisional Director's Group and Cabinet Members. The report will highlight –
  - (i) Any significant policy changes within the events sphere
  - (ii) Give a commentary on each event considered by the SAG
  - (iii) Outline event opportunities for the forthcoming year
  - (iv) Specify any risks to which the Council may be exposed and place them on the risk register
  - (v) Specify existing events which may need to come under the scrutiny of the SAG
  - (vi) Recommend ways in which to improve the efficiency, effectiveness and profile of the SAG

### Role of Bath & North East Somerset Building Control

- 108 This Service will be represented by a Principal Surveyor and/or his/her appointed deputy who will attend meetings of the Safety Advisory Group where a Building Control Surveyor's presence is expected to be relevant and necessary. Building Control fulfil the role of "building authority" as defined by The Safety of Sports Grounds Act 1975.
- 109 The role of the Service is to:
- (a) Provide a lead officer within the SAG on buildings and barriers and temporary structures relating to events.
  - (b) Provide technical support to the SAG in relation to all matters concerning Building Regulations and allied legislation, appraisal of published documents relating to Safety of Sports Grounds and inform on any implications arising.

- (c) Contribute to the preparation, monitoring and amending as necessary of the General/Special Safety Certificate in consultation with members of the SAG.
- (d) Identify and take appropriate action in respect of any breach of Building Regulations or any structural or safety matters which present a danger to spectators at any event or sports ground.
- (e) Advise the Safety Advisory Group on any structural dangers within a Sports Ground within Bath & North East Somerset.
- (f) Make recommendations to the Safety Advisory Group on ground and stand capacities.
- (g) Report any breaches of the General/Special Safety Certificate in relation to Building Control's role and Building Regulation issues.

### **Role of Avon and Somerset Police**

- 110 The Service will be represented by a Senior Officer and/or his/her appointed deputy who will attend meetings of the Safety Advisory Group where a Police presence is expected to be relevant and necessary.
- 111 The role of the Service is to:
- (a) Advise on all technical/legal aspects of legislation within the remit of Avon & Somerset Police.
  - (b) Advise on policing, public safety and crowd management matters relating to public events.
  - (c) Advise on matters relating to the issue of the General/Special Safety Certificate in relation to the Police role and relevant issues as referred to in the *Guide to Safety at Sports Grounds* (the *Green Guide*) and other relevant publications.
  - (d) Identify any breaches of the General/Special Safety Certificate in relation to the Police role, public order and other relevant issues affecting spectator safety.
  - (e) Contribute to the preparation, monitoring and amending as necessary of the General/Special Safety Certificate in consultation with members of the SAG.

### **Role of Avon Fire & Rescue Service**

- 112 The Service will be represented by a Senior Officer and/or his/her appointed deputy who will attend meetings of the Safety Advisory Group where a Fire & Rescue Service presence is expected to be relevant and necessary.
- 113 The role of the Service is to:
- (a) Advise on all technical/legal aspects of fire safety legislation within the remit of Avon Fire & Rescue Service relating to public safety at events, particularly the Regulatory Reform (Fire Safety) Order 2005.
  - (b) Advise on fire safety matters and access for Fire & Rescue Service personnel referred to in the *Guide to Safety at Sports Grounds* and other relevant

publications such as *Fire Safety Risk Assessments – Open Air Events and Venues*.

- (c) Advise on matters relating to the issue of the General/Special Safety Certificate in relation to the Fire & Rescue Service role and relevant issues.
- (d) Advise on any breaches of the General/Special Safety Certificate and/or fire risk assessment in relation to the Fire & Rescue Service role and other relevant fire safety issues.
- (e) Contribute to the preparation, monitoring and amending as necessary of the General/Special Safety Certificate in consultation with members of the SAG.
- (f) Identify and take appropriate action in respect of any breach of the Fire Safety Regulations or fire risk assessment which present a danger to spectators.

### Role of Great Western Ambulance NHS Trust

- 114 The Service will be represented by a Senior Officer and/or his/her appointed deputy who will attend meetings of the Safety Advisory Group where an Ambulance Trust presence is expected to be relevant and necessary.
- 115 The role of the Service is to:
  - (a) Advise on all technical/legal aspects of legislation within the remit of Great Western Ambulance NHS Trust in relation to public events or safety at sports grounds.
  - (b) Advise on medical provision and risk assessment referred to in the *Guide to Safety at Sports Grounds* or *Event Safety Guide* as appropriate.
  - (c) Advise on matters relating to the issue of the General/Special Safety Certificate in relation to the Ambulance Service role and relevant issues.
  - (d) Advise on any breaches of the General/Special Safety Certificate and/or medical risk assessment in relation to the Ambulance Service role and other relevant medical issues.
  - (e) Contribute to the preparation, monitoring and amending as necessary of the General/Special Safety Certificate in consultation with members of the SAG.
  - (f) Identify and make recommendations in respect of any breach of medical safety matters which present a danger to spectators.

### Designated Sports Grounds and Regulated Stands within B&NES

- 116 Designated Sports Grounds under the Safety at Sports Grounds Act 1975 within Bath & North East Somerset:
  - (a) Twerton Park – Designated stadium
- 117 Regulated Stands under the Fire Safety and Safety at Places of Sport Act 1987 within Bath & North East Somerset:

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- (a) 2 Regulated Stands at Bath Race Course
- (b) 2 Regulated Stands at Bath Rugby, Recreation Ground, Bath

### ANNEX 1 – TIMESCALES FOR PLANNING AN EVENT

All timescales are for guidance only and represent the latest date that tasks should be completed. It is strongly recommended that event organisers begin their preparations as early as possible in order to minimise the risk of last minute complications.

#### Twelve months before

- Obtain permission to use the land/building where the event is to be held.
- Apply for a charitable street collection permit (if applicable).

#### Six months before

- Consult with local residents and Ward Councillors.
- Refer to *The Event Safety Guide* for guidance on health and safety considerations.
- Undertake risk assessments addressing fire, health and safety issues.
- Check whether the event location has permission for any licensable activities you wish to provide. If not, make arrangements to apply for a Temporary Event Notice or Premises Licence.
- Apply for a road closure order (if applicable).
- Apply for towing and removal of vehicles from roads that will be closed for the event (if applicable).
- Discuss your plans with the police.

#### Four months before

- If the event requires consultation with the Safety Advisory Group, contact the Chairperson.

#### Three months before

- Apply for a premises licence (if applicable).
- Apply for a street trading consent (if applicable).
- Inform Building Control of any temporary structures that will be on site (if applicable).

#### One month before

- Submit a Temporary Event Notice (if applicable).
- Take action to comply with Safety Advisory Group recommendations (if applicable).



**ANNEX 2 – COUNCIL CONTROLLED GREEN SPACES**

This information was adapted from the Council’s Green Spaces Strategy which was ratified by the Corporate Executive on 7 March 2007. Details of all Council controlled green spaces, regardless of size, can be found in the Strategy.

<b>Site</b>	<b>Ward/Parish</b>	<b>Type</b>	<b>Hierarchy</b>
Alexandra Park	Widcombe	Formal	Neighbourhood
Alice Park	Lambridge	Formal	Neighbourhood
Beacon Field	Peasedown St John	Formal	Neighbourhood
Beazer Maze, Weir & Riverbank	Abbey	Formal	Local
Carrs Wood	Twerton	Natural	Neighbourhood
Clandown Recreation Ground	Radstock	Formal	Neighbourhood
Green Park	Kingsmead	Formal	Local
Hedgemoor Park	Lansdown	Formal	Neighbourhood
Henrietta Park	Abbey	Formal	Neighbourhood
The Hollies	Midsomer Norton N	Formal	Doorstep
Kensington Meadows	Walcot	Natural	Neighbourhood
Keynsham Memorial Park	Keynsham N/E/S	Formal	District
Norton Radstock Greenway	Midsomer Norton N	Formal	District
Parade Gardens	Abbey	Formal	Local
Queen Square	Kingsmead	Formal	Doorstep
Royal Victoria Park	Kingsmead	Formal	District
Saltford Recreation Ground	Saltford	Formal	Neighbourhood
Sydney Gardens	Bathwick	Formal	Neighbourhood

Hierarchy	Description	Functions / Features	Permitted Uses
<b>District</b>	Over 10 ha. Site functions / features designed in such a way to not cause unreasonable nuisance to neighbours.	<p><b>Formal</b> district spaces often include the functions / features of a formal neighbourhood space plus:</p> <ul style="list-style-type: none"> <li>• Venue for appropriate major outdoor events</li> </ul> <p><b>Natural</b> district spaces often include the functions / features of a natural neighbourhood space plus:</p> <ul style="list-style-type: none"> <li>• Marked and maintained paths where appropriate</li> <li>• Signage around the site giving information about the space</li> <li>• Venue for educational activities</li> </ul>	<ul style="list-style-type: none"> <li>• Fêtes, fairs and similar</li> <li>• Open air concerts and music festivals</li> <li>• Trade shows</li> <li>• Sporting events</li> <li>• Horse shows, agricultural shows, dog shows, car and caravan shows and similar</li> <li>• Open air entertainment including theatre, opera and historic re-enactments</li> <li>• Firework displays</li> <li>• Processions, marches and carnivals</li> <li>• Religious events</li> <li>• Public outdoor meetings</li> </ul>
<b>Neighbourhood</b>	Over 2 ha. Site functions / features designed in such a way to not cause unreasonable nuisance to neighbours. Can sometimes be of national historic landscape importance as well as local importance.	<p><b>Formal</b> neighbourhood spaces often include the functions / features of a local space plus:</p> <ul style="list-style-type: none"> <li>• Formal activities for young people 12 and over</li> <li>• Formal provision for active pursuits, e.g. tennis courts, bowling greens</li> <li>• Venue for larger appropriate neighbourhood events</li> <li>• Opportunities for local people to become involved in the management of the site and to provide voluntary labour towards the maintenance of the site</li> </ul> <p><b>Natural</b> neighbourhood spaces often include the following functions / features:</p>	<ul style="list-style-type: none"> <li>• Fêtes, fairs and similar</li> <li>• Small scale open air concerts and music festivals</li> <li>• Trade shows</li> <li>• Local sporting events</li> <li>• Horse shows, agricultural shows, dog shows, car and caravan shows and similar</li> <li>• Open air entertainment including theatre, opera and historic re-enactments</li> <li>• Firework displays</li> <li>• Processions, marches and carnivals</li> <li>• Religious events</li> <li>• Public outdoor meetings</li> </ul>

		<ul style="list-style-type: none"> <li>• Entrance signage with details of site interest</li> <li>• Somewhere to sit</li> <li>• Somewhere for shade</li> <li>• Significant natural interest</li> <li>• Opportunities for local people to become involved in the management of the site and to provide voluntary labour towards the maintenance of the site</li> </ul>	
<b>Local</b>	Over 1 ha. Site functions / features designed in such a way to not cause unreasonable nuisance to neighbours.	<p>Often include the functions / features of a doorstep space plus:</p> <ul style="list-style-type: none"> <li>• Formal play (equipped) for children aged up to 12 years</li> <li>• Informal active pursuits, e.g. walking, jogging, work outs etc</li> <li>• Features of horticultural or landscape interest</li> <li>• Venue for appropriate small-scale local events</li> <li>• Areas specifically managed for wildlife benefit</li> </ul>	<ul style="list-style-type: none"> <li>• Fêtes, fairs and similar</li> <li>• Small scale open air music concerts and music festivals</li> <li>• Trade shows</li> <li>• Local sporting events</li> <li>• Open air entertainment including theatre, opera and historic re-enactments</li> <li>• Firework displays</li> <li>• Processions, marches and carnivals</li> <li>• Religious events</li> <li>• Public outdoor meetings</li> </ul>
<b>Doorstep</b>	Over 1000 m <sup>2</sup> . Situated / designed so that casual use of the space does not cause unreasonable nuisance to neighbours.	<p>Often include the following functions / features:</p> <ul style="list-style-type: none"> <li>• Informal play (unequipped), with adult supervision as appropriate</li> <li>• Somewhere to walk</li> <li>• Somewhere to sit</li> <li>• Somewhere for shade</li> <li>• Somewhere to appreciate nature</li> <li>• Somewhere to meet friends</li> </ul>	<ul style="list-style-type: none"> <li>• Fêtes, fairs and similar</li> <li>• Trade shows</li> <li>• Local sporting events</li> <li>• Open air entertainment including theatre, opera and historic re-enactments</li> <li>• Firework displays</li> <li>• Processions, marches and carnivals</li> <li>• Religious events</li> <li>• Public outdoor meetings</li> </ul>

**ANNEX 3 – ADVANCE NOTICE AND SIGNAGE FOR TEMPORARY HIGHWAYS ARRANGEMENTS  
(FOR EVENTS HAVING A SIGNIFICANT IMPACT ON THE MAJOR ROAD NETWORK)**

ITEM	DETAILS	LOCATION	DELIVERY AND CERTIFICATION	LEAD-IN TIME
<b>Advertisement &amp; Notification</b>				
Advertisement	B&NES statutory advertisement of Order	Publication in local paper		8 weeks in advance of event
Leaflet drop	Information leaflet with links to website and a contact telephone number	All frontages on designated route, venue streets, access routes and landlocked roads	Hand delivered and certified by organiser or their agent	4 weeks in advance of event
<b>On-Street Statutory Notices</b>				
Legal Notices	Copies of formal B&NES legal notice fixed to lamp posts and signposts	At frequent locations on all roads affected by a legal Temporary Traffic Regulation Order	Erected, maintained (weekly inspection) and certified by organiser or their agent	Erect 3 weeks in advance of event and maintain until event day
Legal notices for tow-away areas	Copies of formal B&NES legal notices fixed to lamp posts and signposts	On all roads where tow-away is proposed	Erected, maintained and certified by B&NES	Erect at least 6 weeks in advance of event and maintain until event day. These signs will be erected by our contractor and checked weekly by Parking Services staff. The cost will be recharged to the event organiser

<b>On-Street Advisory Signs</b>				
Parking bay signs	Where considered necessary by the Council, plain English signs with details of proposed restrictions fixed to lamp posts and signposts	All parking bays on designated course route, venue streets & access routes	Erected, maintained (weekly inspection) and certified by organiser or their agent	Erect 6 weeks in advance of event and maintain until event day Design and location of these signs must be agreed with Parking Services
AA Information Signs – general	AA large metal signs fixed to lamp posts and signposts with details of event times and dates	Major approach roads to event site	Erected, maintained (weekly inspection) and certified by AA Signs	Erect 2 weeks in advance of event and maintain until event day
AA Information Signs- on event route	AA large metal signs fixed to lamp posts and signposts with details of proposed restrictions	Designated course route, venue streets & access routes	Erected, maintained (weekly inspection) and certified by AA Signs	Erect 6 weeks in advance of event and maintain until event day
AA Diversion Signs	AA large metal signs fixed to lamp posts and signposts	Diversion routes	AA signs	Event day
Cones	'No Parking' cones	Areas of suspended parking	Erected, maintained and certified by organiser or their agent, including details of any vehicles parked at the time	In advance of event (discuss with Parking Services)
Road closures	Mixture of 'A' boards and barrier mounted sign	All road closure sites	Erected and supervised by organiser or their agent	Event day

<b>Other Notification &amp; Consultation</b>				
Other media	Local newspapers, local radio & TV		Press releases by organiser and B&NES	From 8 weeks in advance of event
Website	Advance notice of closures and suspensions, plus diversion routes and contact details for enquiries	Website to be arranged by Organiser	Organiser	Minimum 4 weeks in advance of event
General notification	Letters and emails	Ward Councillors, emergency services, residents' groups, places of worship, businesses, motoring organisations, coach operators and others as specified by B&NES	Delivered by organiser	8 weeks in advance of event

## **ANNEX 4 – CONTACT DETAILS**

### **Avon Fire and Rescue**

mark.burton@avonfire.gov.uk  
0117 926 2061 ext 463 /  
timothy.leigh@avonfire.gov.uk  
0117 926 2061 ext 460

### **Licensing Team**

licensing@bathnes.gov.uk  
01225 477531

### **Avon and Somerset Constabulary Liquor Licensing Bureau**

liquorlicensing@avonandsomerset.pnn.police.uk  
01225 842475

### **Parking Services**

parking@bathnes.gov.uk  
01225 477134

### **Community Safety Team**

communitysafety@bathnes.gov.uk  
01225 477248

### **Events Advice and Support**

event@bathnes.gov.uk  
01225 396181

### **Development Control**

development\_control@bathnes.gov.uk  
01225 394041

### **Public Transport Team**

transportation@bathnes.gov.uk  
01225 394201

### **Environmental Protection**

environmental\_protection@bathnes.gov.uk  
01225 396628

### **Trading Standards**

trading\_standards@bathnes.gov.uk  
01225 397653

### **Health, Safety and Food Team**

public\_protection@bathnes.gov.uk  
01225 477508

### **Traffic and Safety Team**

transportation@bathnes.gov.uk  
01225 394256

### **Highways Maintenance Team**

highways@bathnes.gov.uk  
01225 394253

### **Waste Services**

councilconnect@bathnes.gov.uk  
01225 394041

## ANNEX 5 – SOURCES OF FURTHER INFORMATION

### Related Council Policies and Guidance

#### ***Green Space Strategy***

Bath & North East Somerset Council

<http://www.bathnes.gov.uk/environmentandplanning/parksandopenspaces/Pages/consult.aspx>

#### ***Local Cultural Strategy***

Bath & North East Somerset Council

<http://www.bathnes.gov.uk/councilanddemocracy/policiesplans/localculturalstrategy/Pages/default.aspx>

#### ***Events Management Strategy***

Bath & North East Somerset Council

<http://democracy.bathnes.gov.uk/CeListDocuments.aspx?MID=3014&RD=Minutes&DF=20%2f07%2f2010&A=0&R=0>

### Health and Safety / Risk Assessments

#### ***The Event Safety Guide: A guide to health, safety and welfare at music and similar events (The Purple Book)***

Health and Safety Executive

<http://www.hse.gov.uk/pubns/books/hsg195.htm>

#### ***Working together on firework displays: A guide to safety for firework display organisers and operators***

Health and Safety Executive

<http://www.hse.gov.uk/pubns/books/hsg123.htm>

#### ***Giving your own firework display: How to run and fire it safely***

Health and Safety Executive

<http://www.hse.gov.uk/pubns/books/hsg124.htm>

#### ***Managing crowds safely: A guide for organisers at events and venues***

Health and Safety Executive

<http://www.hse.gov.uk/pubns/books/hsg154.htm>

#### ***Fairgrounds and amusement parks: Guidance on safe practice***

Health and Safety Executive

<http://www.hse.gov.uk/pubns/books/hsg175.htm>

#### ***The Good Practice Safety Guide for Small and Sporting Events Taking Place on the Highway Roads and Public Places***

Home Office

<http://www.homeoffice.gov.uk/publications/police/operational-policing/event-safety-guide>

#### ***Safety at Events (A Guide to Risk Assessments)***

Bath & North East Somerset Council

<http://www.bathnes.gov.uk/business/LicencesStreetTrading/Pages/RoyalWeddingRiskAssessment.aspx>



***Fire Risk Assessments***

Avon Fire and Rescue

<http://www.avonfire.gov.uk/Avon/Commercial+fire+safety/Fire+Risk+Assessment.htm>

***Fire Safety Risk Assessments for Open Air Events and Venue***

Department for Communities and Local Government

<http://www.communities.gov.uk/publications/fire/firesafetyassessment>

Accessibility

***Equalities Act 2010 – Guidance for Service Providers***

Equality and Human Rights Commission

<http://www.equalityhumanrights.com/advice-and-guidance/guidance-for-service-providers/>

***Attitude is Everything – Improving Deaf and Disabled People’s Access to Live Music***

<http://www.attitudeiseverything.org.uk/>

Miscellaneous

***Event Planning Toolkit***

Bath & North East Somerset Council

<http://www.bathnes.gov.uk/eventstoolkit>

***Sustainable Events Guide***

DEFRA

<http://www.defra.gov.uk/sustainable/government/advice/documents/SustainableEventsGuide.pdf>

***Guidelines for the use of Performing Animals***

RSPCA

<http://www.rspca.org.uk/allaboutanimals/wildlife/captivity/performinganimals>

***Outdoor Advertisements and Signs: A Guide for Advertisers***

Department for Communities and Local Government

<http://www.communities.gov.uk/publications/planningandbuilding/outdooradvertisements>

***Register of Licensed Waste Carriers***

Environment Agency

<http://www2.environment-agency.gov.uk/epr/search.asp?id=EP8&&type=register>

***Waste Duty of Care Responsibilities***

Environment Agency

<http://www.environment-agency.gov.uk/business/topics/waste/40047.aspx>

***Keeping Food Safe***

Food Standards Agency

<http://www.eatwell.gov.uk/keepingfoodsafef/>

This Events Policy can be made available in a range of languages, large print, Braille, on tape, electronic and accessible formats from the Public Protection Team.

Tel: 01225 396759

Fax: 01225 396142

Email: [public\\_protection@bathnes.gov.uk](mailto:public_protection@bathnes.gov.uk)