

CESHIRE EAST COUNCIL

EVENTS

ARRANGEMENTS FOR THE USE OF COUNCIL LAND OR PREMISES

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1.0 Introduction

This guidance has been produced in order to assist both internal and external organisations who are looking to arrange events on Council owned land or premises. It is anticipated that the information provided will apply to events such as summer fetes, carnivals, parades, road races, concerts, bonfires, firework displays and fairs. Details are also provided on how to apply to run a street collection.

For any event to run successfully it is essential that there are strong lines of communication between the interested parties, these including the event organiser, the manager of the site (e.g. town centre, park, car park, leisure centre) the Outdoor Events Manager and the Council's Assets Team.

Applications to hold an event should be made by completing an event application form (see 2.0 overleaf). Some events will also require that either a licence or permission is obtained from the Council's Assets Team e.g. commercial activities, prolonged visits by fairs and circuses on Council owned land. The Assets Team can be contacted via the Property East Helpdesk on property@cheshireeast.gov.uk or by telephoning the Helpdesk on 01270 686888.

Larger events will require specialist guidance and it is anticipated that the organisers of large events external to the Council will employ their own safety advisers who must contact the Outdoor Events Manager and/or the Council's Health and Safety Team prior to the event taking place.

In the case of large public events, contact may need to be made with the Cheshire East Event Safety Advisory Group which includes representatives from:

- Cheshire East Council;
- Cheshire Fire and Rescue Service;
- Cheshire Constabulary;
- North West Ambulance Service;
- Joint Cheshire Emergency Planning Team.

This group acts as a forum to facilitate co-operation between the members of the group and the organisers of large public events.

The Cheshire East Event Safety Advisory Group can be contacted by telephone on 0300 123 5015 or via e-mail on: environmentalprotection@cheshireeast.gov.uk

2.0 Booking an event

In order to arrange an event on Council owned land or premises it is necessary to complete an event application form (see Appendix 1). These can be obtained by contacting the Outdoor Events Manager at the address below and should be returned to the Outdoor Events Manager on completion.

**Cheshire East Council,
Outdoor Events Manager,
Floor 2,
Municipal Buildings, Earl Street, Crewe, CW1 2BJ.
Tel No: 01270 686785, Mobile No: 07834342979.**

Alternatively the form can be downloaded from the Council website and on completion should be forwarded to andrew.latham@cheshireeast.gov.uk. It is essential that the application to hold an event is received at least three months before the date of the event.

The Outdoor Events Manager will ensure that the form is completed correctly and will contact the event organiser for further information if this is required. The Outdoor Events Manager will also contact the manager of the land or premises to inform them of the proposal to hold the event, discuss any implications with them and send them a copy of the completed event application form.

Both the Outdoor Events Manager and the manager of the land or premises will be available to liaise with the event organiser in order to assist them with any procedural issues relating to use of the property. The Outdoor Events Manager will also act as a link with the Assets Section in order to ensure that the proposed use of the property does not conflict with any legal constraints that may be upon it.

As long as there are no issues that need further clarification, the Outdoor Events Manager should be able to provisionally confirm with the event organiser that the land or premises can be used for the proposed event (provided that all other documentation required such as proof of appropriate insurance cover, licences, site plans, risk assessments and emergency evacuation plans is provided with the completed application form) within a period of 28 days from receipt of the form.

Any fees that may be charged for the use of the land or premises can be checked with the Outdoor Events Manager or the manager of the site. Examples of the types of fee that may be levied are given in Appendix 3.

2.1 Street collections

If it is proposed to conduct a street collection **only**, with no stalls, attractions or other features present (in which case, this activity would be classed as a full public event) then an application should be made via the Cheshire East Licensing Department who can be contacted by telephone on: 0300123 5015 or via email on: licensing@cheshireeast.gov.uk

1.0 Planning an event

Detailed and careful planning is essential to ensure that the event is successful. The following are a selection of the points that will need to be built into the plans for the event:

- Where the event is to be held. Consider:
 - Size of the event and crowd management (e.g. number of occupants in the area at any one time, movement from attraction to attraction etc);
 - Layout and space available for the audience;
 - Access and egress;
 - Temporary structures (and any certification required);
 - Camping areas;
 - Parking/Rendezvous points;
 - Ground conditions – avoid steep slopes and boggy areas;
 - Traffic and pedestrian routes and emergency access and exits;
 - Impact on the local community e.g. by noise levels, traffic, waste, bright lights;
 - Natural hazards e.g. lakes, rivers;
 - Location of services – water, sewage, pipelines, electricity (in particular overhead power cables), telephone.
- When the event is to be held and duration. Consider:
 - Time of the year including the consequences of any extreme weather conditions if the event is to be held outside;
 - Day of the week and the time of the event and the impacts that these will have;
 - Whether any extra lighting will be required for an evening event.
- Who the event is aimed at. Consider:
 - Artist/audience profile – young children, teenagers, the elderly, disabled persons;
 - Need for any specific facilities or additional stewards to ensure that the needs of the anticipated audience are met and safety standards maintained;
 - Whether the audience is seated or standing or both;
 - Alcohol sales.
- What type of activities are to be held. Consider:
 - Specific hazards e.g. animals, fireworks etc;
 - Entrance fees and safe collection of money.
- Will any specialist equipment be deployed. Consider
 - Stages;
 - Tents;

- Bouncy castles;
 - Fairground equipment;
 - Need for barriers/fencing etc;
 - Structures and their stability.
- Will Welfare facilities be required. Consider:
 - Toilets (including provision for the disabled) – whether or not these will be required will depend on the duration of the event and the number required will depend on the estimated number of attendees. Toilets will need to be maintained during the event;
 - Baby changing;
 - Drinking water;
 - First aid;
 - Lost Children/missing persons;
 - Lost property.

- Insurance

All events will require public liability insurance. If the event is being solely organised, managed and run by Council employees (and with no outside exhibitors) for the benefit of a Council establishment, the Council's liability insurance will cover the event. All outside exhibitors must have their own Public Liability insurance and provide proof of this.

Where an outside organisation, including a Parent Teacher Association, is arranging an event on Council property it will be necessary for them to demonstrate that they have appropriate liability insurance to a minimum value of £5m.

All contractors and performers will also need their own public liability cover to a minimum £5 million limit of indemnity. Depending upon the nature of your organisation and the proposed event/activities additional insurance may also be required.

There may be occasions when it is either required by a hire agreement or prudent to arrange cover for equipment that is loaned, leased or rented for an event e.g. hiring a marquee, bouncy castle or a generator.

Should advice be required prior to an event being held, the Outdoor Events Manager should be contacted and the details of the event discussed with him to ensure that the correct levels of insurance cover are in place.

- Other areas. Consider:
 - Fire Safety (including sources of ignition, fire warning systems, escape routes, training of marshals etc);
 - Ambulance requirements;
 - First aid;
 - Power generation/electrical safety;
 - Security/police input;
 - Catering;

- Signage;
- Sight lines;
- Site safety rules;
- Site plan;
- Animals (DEFRA licences, security, protection from the public, food and drink. Also consider provision of veterinary assistance should this be required).

2.0 Organising an event

When the type and size of the event has been decided along with the activities that are to be undertaken, then detailed organisational plans should be drawn up. A record should be made of the measures to be put into place and the event plan should be kept up to date. Among the things that will need to be considered are the following:

- **The event committee** – Overall responsibility for Health and Safety Co-ordination and supervision of stewards should be formally held by the committee and operational responses for event co-ordination of the stewards should be given to a suitably experienced member of the committee.
- **The event safety officer** – Larger events will require the appointment of a competent event safety officer who will be responsible for advising on the safety arrangements at all stages of the event
- **Liaison** – For some of the larger events it will be necessary to contact the local police, fire brigade, ambulance and first-aid providers to inform them of the event and also ask them for specific advice particularly if arrangements such as road closures are necessary. One way of doing this is to contact the local Event Safety Advisory Group.
- **Safety management plan** – This should include:
 - A Safety Policy Statement – Provides details of the chain of command and the duties of persons such as the event manager, safety officer, stewards etc;
 - Risk Assessments – both for the event itself, for any special attractions such as firework displays and from any external contractors involved;
 - Fire Risk Assessment;
 - An Event Programme;
 - Communication Plan/Systems to be deployed;
 - Crowd Management Systems to be put into place;
 - A Transport Management Plan;
 - The Emergency Plan;

Inspection checklists can also be useful to ensure that all control measures are in place before the event opens e.g. are the entrance /exits clear? Is the fire fighting equipment in place? Are first aid facilities in place?

- **Site plan** – A site plan should be drawn up which identifies the position of all of the intended attractions and facilities. It should also include:

- The locations of the entrance and exit points
 - Circulation routes;
 - Vehicle access;
 - Emergency evacuation points and assembly areas.
- **Emergency plan** – A formal plan should be drawn up to deal with any emergency situations which may arise during the event. The complexity of this plan will depend on the size and nature of the event. The emergency plan should give details of the procedures to be employed when evacuating the site, how to stop or suspend the event should this be required and details of liaison with the emergency services. A simple easy to follow plan will be acceptable for a small event.
 - **Temporary structures** – Many events will require temporary structures such as tents, marquees, stalls etc. Decide where this equipment is to be sourced from, who will erect it and what safety checks will be required. The location of these structures should be identified on the site plan. Consider whether barriers will be required to protect the public against specific hazards such as moving machinery, barbecues, vehicles etc. Temporary structures should only be obtained from reputable suppliers and should be erected according to the required guidelines.
 - **Catering** – Ensure that any caterers have been registered as a food business by their local authority and can provide evidence as to this fact. Caterers should be sensibly positioned away from childrens activity areas, near to water supplies and within easy reach of accessible toilets. Adequate space should be left between catering facilities to prevent any risk of fire spread. Caterers must have sufficient fire extinguishers as determined by legislation and should also have a wash hand basin. Caterers should be able to provide a gas certificate and an electrical safety certificate for their trailer and equipment. There should be adequate disposal arrangements in place for dirty water and rubbish.

You may wish to only use caterers who are members of the Mobile Outside Caterers Association and should obtain a list of their menu and charges to ensure that their prices are reasonable.

- **Stewards** – Event stewards must be fully briefed on all aspects of the event including crowd control and emergency arrangements. They should be provided with written instructions, site plans and checklists. It is important that stewards can be easily identified by the public and that they can communicate effectively with each other, their supervisor, the person responsible for health and safety and the event organiser.

All stewards should be properly trained and competent. They will need to be vigilant and be constantly on the alert for any hazards which could develop during the event. They may also be required to guide vehicles around the site, clear exits and deal with behavioural problems. Specific training should be provided for basic first aid assistance and fire fighting. In the case of evening events, they may need to be issued with torches. At all day events, duty rotas will be required.

In the case of events run by the Council, guidance on the appropriate use of volunteers by the Council is available on the Council intranet.

- **Crowd control** – It is of crucial importance to assess the number of people that will be attending the event to ensure that the site can hold them safely and counts may need to be taken of the numbers attending to ensure that overcrowding does not occur. There should be safe and easy movement around all parts of the site and it should be remembered that one particular attraction may draw large numbers of visitors. Consideration should be given to the positioning of cones and appropriate barriers where required and to the provision of a public address system if deemed to be necessary. For the purposes of safe evacuation of the site in the case of an emergency, sufficient space must be available adjacent to the operation to accommodate all persons who may be on site at any time.
- **Provision for the disabled** – Arrangements should be made to ensure that there are adequate facilities for the disabled including parking, welfare facilities and specific viewing areas so that they can safely enjoy the event.
- **On-site traffic** – Vehicles must be managed carefully to ensure segregation from pedestrians and speed limits need to be imposed on site. It may be necessary to only permit vehicular access at specific times and not during the event itself. Separate entrances should be provided for vehicles and pedestrians with specific arrangements for emergency vehicle access. Where car parking facilities are provided these should be stewarded and situated in an appropriate location. If significant delays are likely on entry and exit then the Police and Cheshire East Highways Authority should be consulted. It should be noted that a one mile queue of traffic contains around 300 cars.
- **Off-site traffic** – Unplanned and uncontrolled access and egress to a site can result in a serious accident. Traffic control both inside and outside the site should be discussed with the Police and Cheshire East Highways. Adequate signs and directions should be provided in prominent positions on the approaches to the entrances. Promotional material can also be used to give details of suggested travel routes that will enable people to reach the site more easily.
- **Contractors** - Any contractors used must be competent to undertake the tasks required of them. Contractors must provide a copy of their safety policy and risk assessments and be checked to ensure that they will perform the task safely. Contractors must also provide a copy of their public liability insurance certificate, which must provide a limit of indemnity of at least £5m. Meetings should be held with contractors prior to the event to ensure that they fully understand the management arrangements for the site and the parameters within which they will be required to work.
- **Performers** – should have their own insurance and risk assessments and the same considerations will apply as for contractors.
- **Licensing** – Under the Licensing Act 2003, a Premises Licence or Temporary Event Notice is required for any event involving the sale by retail of alcohol,

provision of late night refreshment and/or regulated entertainment which is defined as :

- Live or recorded music;
- Plays;
- Films;
- Boxing or wrestling;
- Indoor sporting events;
- Performance of dance by either artistes or the general public.

Under the Gambling Act 2005, licences or permits may be required if the event is to provide any form of gambling. This includes certain types of prize draw or raffle.

- **Local residents, businesses, churches etc** – Notice of the proposed event should be given to local residents, businesses, town councils and churches (who may have their own events planned) particularly if large vehicles and equipment will be arriving on site during the build up and breakdown stages of the event. They should also be warned of the times when noise levels could be high such as when fireworks are detonated or concerts are in progress.

Arrangements should be put into place to deal with litter and other waste and also with any other nuisances such as odours and bright lights. Sufficient sanitary provision should also be made available.

- **Public transport** – If the event involves use of the public highway then local bus and taxi companies should be informed well in advance.
- **Road signs** – Any signs placed on the highway should be approved by Cheshire East Highways who will ensure that they comply with the relevant legislation.
- **Security** – Depending on the type of event, arrangements may need to be put into place to deal with any security issues that might arise. These may include security issues that might arise during the event, securing property overnight, cash collection and counting, and banking arrangements.
- **Electricity, gas and water supplies** – Where electricity, gas or water is to be used, detailed arrangements must be put into place to ensure that the facilities are safe. All portable electrical appliances including extension leads should be tested for electrical safety and a record kept, evidence of testing may be required. Any hired equipment should come with a certificate of electrical safety.

Where events are taking place outside, residual current circuit breakers should be used and if possible the power supply stepped down to 110 volts. All cables will have to be safely channelled/routed to eliminate any electrical and tripping hazards. Any potential hazards due to extreme weather should also be assessed and appropriate controls put into place.

Portable gas supplies for cooking should be kept to a minimum in designated areas away from the general public. The same should apply to any fuel

supplies as required for portable generators and the like. Generators should be suitably fenced off to prevent access from public areas. All of these arrangements should be shown on the site plan.

- **Car boot sales** – these can be organised in different ways:
 - (a) Pitches are rented to outside individuals and the organisers are not involved in selling;
 - (b) The organisers are involved in selling.

There are two types of sellers at car boot sales:

- (a) Traders;
- (b) Private sellers.

Buyers have legal rights under consumer protection legislation when dealing with traders. A person may be considered by law to be a trader if:

- (a) The goods offered were bought specifically to sell;
- (b) The individual regularly sells goods at sales.

All goods should be correctly described and be safe. For further advice contact should be made with the Cheshire East Trading Standards Section.

- **Contingency plans** – should be put into place to deal with situations that might arise such as extreme weather conditions. Decisions may have to be made as to whether or not, for example, the event should be cancelled, extra equipment hired at short notice, or the event moved inside.
- **Clearing up** – Arrangements will have to be put into place to deal with the disposal of waste and rubbish that will accumulate during and after the event. If items such as discarded hypodermic needles are found then these will need to be disposed of using trained people with specialised equipment.
- **Information point** – there should be a clearly identified information point set up where enquiries can be made concerning matters such as lost children, lost property and information about the event. It should be noted that there are strict procedures to be followed when dealing with lost children who should be supervised by an appropriately trained person who has also been cleared by the DBS (Disclosure and Barring Service).
- **Animals** – If an event includes animals a licence must be obtained from DEFRA and should specify where they will be kept and the arrangements that will be made to ensure their security.

Animals should normally be penned in a separate area unless they are used to being close to people/petted. They should be protected from unwelcome attention and in particular from excited children who may not realise that their behaviour may cause distress to an animal. All animals should be provided with adequate food and drink and veterinary assistance should be readily available should this be required.

- **Accidents** - All accidents should be recorded on the appropriate forms and a report made to Cheshire East Council within 24 hours of the incident occurring. In the case of a serious accident, the names and addresses of witnesses should be obtained, photographs taken and a report made by the organisers. Immediate action should be taken to prevent any further incidents occurring.

The above is a brief summary of some of the main points that will need to be considered. It is by no means an exhaustive list. Each event will present challenges specific to itself and hazards other than those listed above will need to be assessed and the appropriate control measures put into place. Much more detailed information can be obtained from the HSE website.

5.0 After an event

After the event, an inspection of the site should be carried out to ensure that nothing has been left on the site which could present a hazard to future users. Any damage which has been caused during the event should be noted, as a charge may be levied on the organisers for reinstatement of the land or for rectification of any other damage. If structures are left standing overnight then security arrangements may have to be put into place.

6.0 Risk assessment

The organiser of the event must ensure that all risk assessments have been undertaken. The aim of a risk assessment is to minimise the risk to participants, the public, volunteers and staff. There are many different formats available for recording risk assessments but whichever one is used the following steps must be undertaken:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on any precautions that need to be taken
- Record the findings and implement them
- Review the assessment and update if necessary

Risk assessments should be retained for a number of years after the date of the event in case any legal proceedings against the organisers are subsequently initiated.

7.0 Useful publications

A list of useful publications and other sources of information giving more details on matters related to event safety is provided below:

- The Health and Safety Executive Website – hse.gov.uk – e.g. page entitled ‘Guidance on running events safely’
- Fire safety risk assessment – open air events and venues – Department for Communities and Local Government Publications, ISBN -13:978 1 85112 823 5
- The rospa website – some information on firework safety.
- The Fire Service website – fireservice.co.uk – pages on bonfire safety and firework safety
- Managing crowds safely. A guide for organisers at events and venues – Health and Safety Executive HSG 154, ISBN – 9780 7176 1834 7.
- Risk assessment – A brief guide to controlling risks in the workplace – Health and Safety Executive INDG 163 (rev4) ISBN 9780 7176 6463 4.

Appendix 1

Cheshire East Borough Council Event Application Form



Name of Event: _____

Event Location: _____

Event Date: _____

Section One - Organiser Details

- Name of organisation: _____
- Event organiser/s: _____
- Contact address: _____

- Postcode: _____
- Tel No. – Home: _____
- Tel No. – Work: _____
- Mobile No: _____
- Fax No: _____
- e-mail address: _____
- Event public enquiries number: _____

Section Two - Event Details

- Description of event proposed:
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.....
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- Is this a (please tick one box only):

Charity event

Fund raising

Non-commercial

Community service event

Commercial

• For Charity Event - Name of Charity:

• Charity Registration Number:

• Will all income raised go to the Charity concerned? (please tick) Yes No

If no, please give details:

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.....

• Date/time to enter site for preparation:

• Start time each day:

• Finish time each day:

• Date/time the site will be vacated after the event:

• Is the event free? Yes No

If no, what is the admission price?

• Will you be selling programmes? Yes No

If yes, what is the proposed price?

Note: Any proposed entrance fees must be discussed with the appropriate department as compulsory admission charges may not be possible for legal reasons and this includes the sale of programmes.

• Approximate numbers to attend:

• Possible alternative site:

• Possible alternative date:

• Do you intend to use the following:

Highway Directional Signs Banners/Posters

(written approval must be obtained from the relevant Department)

• Please provide full details:

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.....

Note: The council reserves the right to remove any unauthorised advertising and to recover the cost incurred from the event organisers.

- Do you intend to utilise or permit any of the following attractions at the event? If so, please tick the appropriate boxes (some of these may not be permitted at all sites).

Fireworks/pyrotechnics <i>(NB Use, or sale of, Chinese Lanterns is not permitted at any events).</i>	<input type="checkbox"/>	Live music **	<input type="checkbox"/>
Carnival/procession	<input type="checkbox"/>	Live entertainment **	<input type="checkbox"/>
Fairground equipment	<input type="checkbox"/>	Lost children point	<input type="checkbox"/>
Aircraft	<input type="checkbox"/>	Barrier/fencing	<input type="checkbox"/>
Parachutists	<input type="checkbox"/>	Marquees	<input type="checkbox"/>
Balloon launch	<input type="checkbox"/>	Portable generator *	<input type="checkbox"/>
Hot Air Balloons	<input type="checkbox"/>	Power supply	<input type="checkbox"/>
Horses/donkeys other animals	<input type="checkbox"/>	Toilets	<input type="checkbox"/>
Motorcycles	<input type="checkbox"/>	Alcohol**	<input type="checkbox"/>
Other motor vehicles	<input type="checkbox"/>	Food/drink concessions	<input type="checkbox"/>
Public On Site Parking	<input type="checkbox"/>	Security (SIA Registered)	<input type="checkbox"/>
Inflatable's (e.g. bouncy castle)	<input type="checkbox"/>	Train hire	<input type="checkbox"/>
Portable staging	<input type="checkbox"/>	Bonfire/barbecue permit	<input type="checkbox"/>
P.A. System	<input type="checkbox"/>	Foreshore boat	<input type="checkbox"/>
Stewarding	<input type="checkbox"/>	Living history or other	<input type="checkbox"/>
On site communications	<input type="checkbox"/>	Market stalls	<input type="checkbox"/>
Water (limited supply at some sites)	<input type="checkbox"/>	Re-enactment groups	<input type="checkbox"/>
Live animals/fowl <i>(NB Live 'gold fish' etc permitted as prizes)</i>	<input type="checkbox"/>	Drones	(N <input type="checkbox"/>

Other: (please specify)

.....

.....

.....

Note:

- (1) Please supply as much information as possible on all of the items above.
- (2) After this application has been submitted, no additional items may be included without the express consent of the appropriate department.

* Generators are generally not permitted on the highway.

** A Temporary Event Notice or Premises License may be required if your event consists of activities such as music, dancing, singing or the provision of alcohol.

- Do you anticipate the need for:

Road closure	<input type="checkbox"/>	Traffic diversion	<input type="checkbox"/>
On street parking restriction	<input type="checkbox"/>	Car park closure	<input type="checkbox"/>

If you have ticked any of the above, please provide full details of locations, dates and times:

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If a formal traffic order is required, then please allow at least 8 weeks notice.

- Please provide details of the number, weight and size of delivery vehicles and/or participating vehicles and whether they intend to remain on site overnight?

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- You will be required to ensure that the toilet facilities are adequate. Please submit details of your proposals to include method of disposal and if toilets are hired, the name and address of the hire company:

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- Please identify the method to be used in order to maintain the area free of litter and refuse:

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Note:

- The event organiser should ensure that the site is regularly litter-picked during the event and at the end of each day to ensure that the Council's obligations under the Environmental Protection Act 1990 - Code of Practice on Litter and Refuse is discharged. If the event organiser fails to do this then the Council reserves the right to carry out the works in default and charge the event organiser the cost incurred.
- It is the event organiser's responsibility to arrange removal of all rubbish from the site. You will not be permitted to use any Council skip/litter bins etc., for disposal.
- Where permanent catering facilities are available in the vicinity of the site where the event will take place, the organisers must advise the caterers at least three months before the event takes place of the refreshments they will be providing.
- Will you be requiring car parking space for event staff? Yes No
and/or general public? Yes No
(A fee may be chargeable in certain circumstances).

If yes, please indicate the approximate number of vehicles attending the event; indicate on your site plan your proposed car parking area and how you intend to manage the parking of those vehicles:

.....

Section Three - Insurance

- Event Organisers are required to hold a current policy of Insurance in respect of Public Liability or Third Party risks (including products liability where appropriate). The relevant limit of indemnity shall be an amount approved by the Council's Risk and Insurance Section and Legal Section. Under no circumstances shall this be less than £5 million and the Council reserves the right to require a higher limit if deemed necessary.
- Organisers will be required to produce evidence of their insurance cover together with that of any exhibitor, band/dance group, sub-contractor, caterer etc. whom they have instructed/authorised to appear at the event.

Note: All documentation must be produced at least 8 weeks before the Event. Failure to comply may result in the Council refusing to grant permission for the holding of the event.

Section Four - Emergency Services

- You are requested to notify the Police and other appropriate Emergency Services
Please indicate contact made:

Police	<input type="checkbox"/>
Ambulance Service	<input type="checkbox"/>
St. John Ambulance	<input type="checkbox"/>
Red Cross	<input type="checkbox"/>
Fire	<input type="checkbox"/>
CAA – Airport	<input type="checkbox"/>
Other:	<input type="checkbox"/>

Please supply details of the first aid cover to be provided:

.....
.....

Section Five – Accidents and Incidents

It is a requirement that event organisers record the details of any accident, incident or near miss that occurs during an event and that a report is made to Cheshire East Council within 24 hours of the event concluding. Reports should be made to “The Outdoor Event Manager”, by email andrew.latham@cheshireeast.gov.uk or by telephone on 01270 686785 or Mob: 07834342979

Reports must include details such as, dates, times, full names and addresses involved, venue, activity, details of the incident, weather conditions, medical reports from First Aiders. For all accidents or incidents that are RIDDOR reportable, details/reports must be given to the enforcement authority.

Section Six - Additional Requirements

Where appropriate a detailed site plan showing the positions of stalls, marquees, arena, exhibition units, car parking etc. and list of programme items is required. In respect of races etc. a detailed route plan which must also show location of route stewards, must be provided.

This must be forwarded at least 8 weeks prior to the event.

Section Seven

If permission is granted for the event, I hereby agree to comply with the conditions set out in this form and any departmental terms and conditions and all reasonable instructions given by all authorised Officers of the Council:

Signed _____

Position _____

Date _____

I have enclosed, where necessary, the following:

Documentation	Yes	No	Evidence of insurance	Yes	No
Signed Terms and Conditions	<input type="checkbox"/>	<input type="checkbox"/>	Insurance for event organiser	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan/Route Plan	<input type="checkbox"/>	<input type="checkbox"/>	Individuals participants	<input type="checkbox"/>	<input type="checkbox"/>

If you have answered **no** to any of the questions, please give details why:

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.....
.....

APPENDIX 2

Event Safety – Brief outline of Main Requirements

Each event is different and the measures that have to be taken to secure the safety of participants and members of the public will depend on factors such as size of the event, the location, the nature of the activities being carried out and a myriad of other factors. All events should be well planned and from a safety perspective it is of vital importance that issues such as the arrangements for emergencies are considered and put into place and that all necessary risk assessments are carried out to identify any hazards and to ensure that the appropriate measures are put into place so that the safety of all who are involved with the event or may be affected by it is not compromised.

Guidance on safety at events can be found on the HSE website – hse.gov.uk – e.g. page entitled ‘Guidance on running events safely ‘ and it is recommended that any event safety organiser becomes familiar with the advice contained within it.

In general, the main issues that need to be considered are as follows, (please note that this is not an exhaustive list:

- Venue and site design;
- Planning – Build up, load in, the event itself, Load out and break down;
- Event Plan;
- Event safety management team;
- Communication;
- Emergency arrangements;
- Site safety rules;
- Risk assessments – written;
- Insurance;
- Arrangements for dealing with any contractors;
- Liaison with the emergency services (Police, Fire, Ambulance) where required;
- Fire safety;
- Crowd Management;
- Transport management;
- Structures;
- Local residents;
- Barriers;
- Electricity;
- Food, drink, water;
- Alcohol and Bar areas;
- Merchandising;
- Amusements, attractions and Promotional displays;
- Lavatories;
- Waste Management;
- Noise;
- Fireworks, Pyrotechnics, Lasers etc;
- Facilities for people with special needs;
- First aid arrangements;
- Information;
- Children;
- Animals;
- Media;
- Ticketing arrangements;
- Security arrangements;

APPENDIX 3

Event and Site Charges

When considering whether or not to run an event on land or premises owned by the Council, it should be noted that should the event proceed there will be a range of fees that will be charged by the Council and that will be come payable by the organiser/s of the event. These include:

- (i) Legal fees for matters such as contracts and licences
- (ii) Surveyors fees which are payable to the Assets Service
- (iii) Fees pertaining to matters such as the hire of a park/recreation ground (which will include deposits/bonds that are returnable if the site is left undamaged and tidy).

The table overleaf indicates fees, however, initially contact should be made with the Outdoor Events Manager by e-mail at andrew.latham@cheshireeast.gov.uk or by telephone on 01270 686785 Mobile No 0783442979.

PAVILLIONS (non sporting use)		
Monday to Thursday per hour, minimum of 2 hours		£ 17.94
Friday, Saturday & Sunday		£ 20.71
Association - excluding Summer - Monday to Thursday 1pm - 4.30pm		£ 15.58
Per session (Senior Citizens) etc. Friday 1pm - 4pm		£ 15.48
Pavilion use - Community groups, charities, childrens parties etc per 2 hours		£ 17.94
EVENTS		
Filming on Green Space - fee per half day		£ 195.00
Low Users - Chargeable Activities. (Fitness Classes) - (per day, max 10 sessions; then subject to		£ 6.00
EVENTS - New		
Commercial Events		
Small Scale 1 - 500 Attendees		
Cost Per Day *additional days charged at 90% of day rate		£ 210.00
Deposit - returnable if site left in undamaged and tidy condition. If damage exceeds value of deposit additional costs will be recovered		£ 500.00
Medium Scale 501 - 2500 Attendees		
Cost Per Day		£ 415.00
Deposit - returnable if site left in undamaged and tidy condition. If damage exceeds value of deposit additional costs will be recovered		£ 500.00
Large Scale 2501 + Attendees		
Cost Per Day *additional days charged at 90% of day rate		£ 745.00
Deposit - returnable if site left in undamaged and tidy condition. If damage exceeds value of deposit additional costs will be recovered		£ 1,000.00
Charity / Community Events		
Small Scale 1 - 500 Attendees		
Cost Per Day *additional days charged at 90% of day rate		£ 52.50
Deposit - returnable if site left in undamaged and tidy condition. If damage exceeds value of deposit additional costs will be recovered		£ 125.00
Medium Scale 501 - 2500 Attendees		
Cost Per Day *additional days charged at 90% of day rate		£ 103.75
Deposit - returnable if site left in undamaged and tidy condition. If damage exceeds value of deposit additional costs will be recovered		£ 250.00
Large Scale 2501 + Attendees		
Cost Per Day *additional days charged at 90% of day rate		£ 186.25
Deposit - returnable if site left in undamaged and tidy condition. If damage exceeds value of deposit additional costs will be recovered		£ 750.00
Fairs and Circuses		
Fee per operational day and each set up / take down days		£ 330.00
Legal Services contract preparation cost.		£ 350.00
Asset Services surveyors charge. (Fee per site annual not per occasion).		£ 350.00
Deposit - returnable if site left in undamaged and tidy condition. If damage exceeds value of deposit additional costs will be recovered		£ 500.00

Fees and charges subject to approval March 2018

Other useful contacts are:

property@cheshireeast.gov.uk - for negotiating the licence/legal fees

licensing@cheshireeast.gov.uk – for information on street collections

Parks & Open Spaces – ANSA elaine.webster@ansa.co.uk 01270 686708.

Form to be returned to:

**Andrew Latham
Cheshire East Council,
Outdoor Events Manager,
Floor 2, Municipal Buildings,
Earl Street, Crewe, CW1 2BJ**