

Cheshire West and Chester Council Cheshire West and Chester Safety Advisory Group



Guidance for Event Planning in Cheshire West and Chester



NOTE key changes for 2027:

- Extended lead in times for documents pg40
- Identify medical provider in application and medical plan within the lead in time
- Updated fire safety guidance for event organisers
- Ensure safeguarding documents are in place.
 - Where there is sale of alcohol, challenge 25 must be part of a safeguarding plan.
- Parking dispensation requirements
- That where an organiser promotes an event prior to approval, this is at the organisers reputational and financial risk
- Terrorism Protection of Premises Act will commence.

2027_{v1} Edition



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Introduction

Welcome to Cheshire West and Chester Council's Events Planning Guide for event organisers.

This guide has been designed, in conjunction with the Safety Advisory Group, made up of local emergency services and key council departments, to support you in the process of organising a public event in Cheshire West and Chester.

The Safety Advisory Group offer guidance and support to any organisation holding a public event in Cheshire West and Chester to ensure that events meet the appropriate health and safety standards. Further details about the Safety Advisory Group can be found at the back of this guide.

We want your event to be fun and enjoyable and we will assist you where we can, but please be aware that it is the responsibility of the event organiser to make all the arrangements necessary to ensure an event is safely planned and managed. Experience shows that things can go wrong when organisers make assumptions.

For further event planning guidance please refer to The Purple Guide which has been written by the Event Industry Forum. There is a subscription fee for 12 months online access to the guide.

What do you need to do?

If you are planning an event in Cheshire West and Chester you will need to notify the events team using the event application form. This can be found by going to www.cheshirewestandchester.gov.uk and searching for 'Running an event'. If you would prefer a hard copy please email Events@cheshirewestandchester.gov.uk and this will be sent out to you.

You will need to complete your event application form in time to enable the Safety Advisory Group to gain a greater understanding of your proposal. You should give the following periods of notice.

Please note:

Your information will be circulated among members of the Safety Advisory Group.

Size of Event (number of people attending)	Event form required
Events 5000 or more	Six months
Events between 1000 - 4999	Twelve weeks
Events less than 1000	Eight weeks

Things to consider

Location

When thinking about a location for your event, consider its suitability in terms of accessibility, licensing requirements, proximity to a hospital, public transport links, parking, facilities and current infrastructure etc.

Events on the public highway

Events held on, or due to numbers attending have an impact on a public highway, may require traffic management which could involve road closures, or certain restrictions. By public highway we mean any pavements, walkways, roads, verges, pedestrian areas or public rights of way in Cheshire West and Chester, which are adopted by the Highways authority and maintained at public expense. If your event is in a private location, but is likely to affect the public highway, you will still need to tell us about it.

All traffic management proposals must be approved by the police and the Council's Highways Section. Therefore, it is important that advice is sought at the earliest opportunity during the planning stage to ensure provisions can be made.

- If you are planning on holding an event on a public highway and require a road closure for events under 5000 people attending, we will require your traffic management plans eight weeks before your event.
- For events with 5000 or more people attending, we will require your traffic management plans twelve weeks before your event.
- This is due to administration processes that can include gaining permission from the Secretary of State and checking for any utility works affecting the event.
- There is a fee of £1141 (plus VAT) 2025/26 (subject to an increase for next financial year) for all road closure applications where an income is generated by the event. This fee will be waived for community or charity events.
- Where events fail to submit details or manage traffic in line with required standards, the highways authority will deploy resources to maintain public safety and/or the flow of the network. Organisers need to be aware that full cost recovery of this service, including the fee for a traffic order will be recovered from the event organiser. In this situation the fees would also apply to charity and community events. It should also be noted that where this occurs, future events could be declined on the grounds of insufficient planning to maintain public safety. Where events on public land go ahead without the Safety Advisory Group's approval any event insurance is likely to become invalid and full liability will be passed on to the organiser in the event of any claim for damages/injury.



- Organisers should check the highways roadwork's interactive mapping system www.roadworks.org to ensure their event does not clash with other events or road works in the vicinity.
- Advance warning signs must be placed on the affected roads for a minimum of two weeks prior to the event and appropriate closed signs for the duration of the closure. Any signage (including temporary direction signs) on the public highway requires specific approval from the highways authority. All signs, whether they are black and yellow informational or red and white instructional signs must conform to the Traffic Signs Regulations Act and be displayed by authorised competent personnel.
- Where no waiting cones are required, these must be contracted in through a Traffic Management Company. Police cones will not be available for pre planned events and will only be used for police response.
- All applicants must provide insurance and risk assessments for their event - this must be provided at least six weeks prior to the event. Without this proof then permission cannot be granted.
- Applicants should also ensure that the road is returned to the condition it was given prior to the event i.e. all litter or debris must be removed from the highway.
- Consideration should also be given to any public transport services that may be affected by your event, due to road closures or a higher demand for the services. You should contact all of the services that may be affected.
- Event organisers should also consider how the road closure points are maintained. See the section on stewarding.

Road Closure Format

When a road closure is granted, it is important to understand the type of road you are closing and discuss this with your traffic management company.

Road closure points are best placed at a junction to allow vehicles an alternative route or to turn round. If the road is a quiet cul de sac the layout of the cones can be the standard layout below.

If the road is normally a busy through route, we advise the layout is the enhanced layout of cones. This provides a clear view to drivers that a road is closed to reduce the risk of a motorist either moving the cones or driving through. In both situations where a road closure is granted, Advanced Warning signs are to be placed at each closure point for two weeks prior to the closure taking place.

Standard



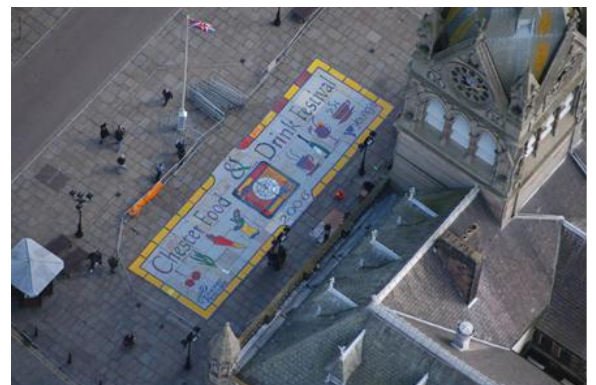
Enhanced



Events on Council land

You will need to gain permission from Cheshire West and Chester Council to hold any event on Cheshire West and Chester land, including the highway and river Dee.

Where this is the situation, the SAG consultation process will be a requirement and has a fee based on the size of the event. This fee is being introduced from 1st April 2025 and will be payable at the point of application and is non refundable.



NOTE: Where an event is on Council owned or managed land, when the event organiser elects to promote or sell tickets prior to "no additional items of concern", which may result in removal of permission to use a piece of land, this is at the Event Organisers own reputational and financial risk.

Public Space Protection Order

Where events occupy or obstruct the highway, approval must be granted for the event to take place.

If approval is not given and an event organiser or individual continues to deliver an event without permission, the organiser would be in breach of Part 6 of the Public Space Protection Order.

Part 6 Prohibition on unauthorised obstruction of the highway

Offence

- 6.1 Any person is prohibited from organising or partaking in any events or activities on the highway of any description which obstruct the highway, or which impede the passage of any other person on the highway without having the necessary licence, written consent or lawful authority issued by the Council to do so.
- 6.2 Any person who refuses to immediately cease obstructing the highway or impeding the passage of any other person on the highway when requested by an authorised officer shall be guilty of an offence.
- 6.3 Nothing in this part applies to persons or organisations who are holding a lawful and peaceful protest

SAG administration fees 2027/28

When an event is on council owned or managed land, including the highway or the river Dee, these events are now subject to an administration fee. Failure to pay relevant fees may result in consent for the land to be withdrawn.

Events up to 499 attending, including participants spectators and staff £138 (inclusive of VAT)

Events with 500 or more attending including participants spectators and staff £252 (inclusive of VAT)

If your event involves significant infrastructure on Council land or highway, or where there are participants and crowds over 2000, or due to the nature of the event the council feels it would be appropriate, you will require a temporary land licence agreement. Events will be informed if this is required following an application.

Please note that times for access to the land should be identified in your application and event plan and agreed as part of the planning process.

Please refer to page 36 for the lead in time line, which identifies when applications and documents must be submitted.

Events on Private land

When an event is taking place on private land, it is the event organiser's responsibility to gain permission from the land owner. This also includes the use of public rights of ways.

When events are on private land, the land owner and event organiser should take into account the impact an event could have on local residents and how this is communicated to residents including:

- High levels of traffic and total numbers of people attending the event. This may require a traffic order and traffic management.
- Works at unsociable hours that cause noise including camping
- Noise Management plans where regulated entertainment is on site
- Parking for events and safe locations of taxi pick up points.
- Location of toilets and waste management
- Issues related to sales of alcohol and antisocial behaviour and checking correct licences are in place
- Medical provision, welfare and safeguarding
- Illegal substances and how this is controlled and safely managed.
- Safe water supplies and management of waste water or pollution

Ask yourself: Have you submitted your event documents to the landowner in sufficient time to gain final permission?

NOTE: Where an event is on private land, when the event organiser elects to promote or sell tickets prior to "no additional items of concern", this is at the Event Organisers own reputational and financial risk.

The SAG may decline to support an event due to insufficient planning or concerns regards public safety. If an event continues this may invalidate an organisers event insurance.

Creating an Event Plan

Your event plan should be a comprehensive document that details the activities of your event, and who will be responsible for what on the day.

Once your event application form has been through the initial consultation process, the Safety Advisory Group will require you to submit your event plan.

Your event plan should include:

- Title of event
- Contact details of all involved
- proposed date and times
- Timeline of event
- Proposed venue
- Estimated attendance (identify maximum numbers in your event application)
- Target audience
- Description of the event
- Roles and responsibilities
- Stewarding and security provision
- First aid provision
- Fire safety equipment
- Event layout and Site Layout Map
- Risk assessment (including all entertainers and contractors)
- Weather and local conditions
- Evacuation procedure and emergency plans
- Details of traffic management if you intend on using the highway
- Car parking plan and arrangements
- Details of food, alcohol outlets and drinking water provision
- Welfare facilities
- Waste management details
- Admission fees and charges
- Insurance information
- Accessibility information and equality and diversity assessment
- Any other factors specific to the event

It is important to include a timeline of your event, this should include before the event and post event, so everybody involved knows what is happening, when, and who is responsible for doing what.

Ask yourself: Is your event plan comprehensive enough that any other member of your team could deliver the event in your absence?

Duties and responsibilities of event staff

Event organiser

It is essential that where a group are organising an event they appoint a person with overall responsibility for it. This person will become the key contact for the event should any issues/queries arise. This person will be responsible for co-ordinating the relative roles of all those involved in the organisation and the final delivery of the event.

It is crucial that promoters, production companies, event organisers and contractors understand their legal responsibilities in relation to compliance with Health and Safety legislation and arrangements for the security of the event.

They must provide an event plan, which explains the programme and main features of the event and precautions in place to ensure safety.

They **must** check with the site owner before any promotional work is carried out that they have permission to use the land. Please refer to the check list.

Site owner

The event organiser must liaise with the land owner to ensure that the premises have safe access and egress and that plant and substances provided for use are safe and without risk to anyone using the venue.

They must take care to see that a visitor will be safe to use the premises for the purpose required by the hirer

Safety officer

A Safety officer is a person whose sole responsibility is to look at the proposed activities and assess the likely harm to others. The Safety officer ensures that the control measures identified in the risk assessment are being complied with both in the planning stage and during the event.

The person should ideally be someone who understands the principles of risk assessment and views the proposed activity/event from purely a safety aspect. This will assist organisers in identifying potential hazards in the planning stage.

The Safety officer must report any issues to the event organiser.

Contractors, sub-contractors and self – employed workers

A contractor is anyone that has been hired to carry out work, or provide services who are not an employee of the organiser or owner. Contractors in turn may hire other sub-contractors to carry out part of the work for which they have been contracted.

Self-employed people have duties to ensure that anyone who is affected by their work is not exposed to risks to their health.

Each has a responsibility to liaise with other contractors on site and organise the work so that the overall safety of the event and the preparation for it is paramount. They have responsibilities to:

- Produce a health and safety policy.
- Assess the risk to workers and others affected by their activities.
- Inform employees of risks to their health and safety.
- Train their employees
- Provide correct personal protective equipment for employee
- Make suitable arrangements for employees while working on site.
- Check the competence of sub-contractors that are hired by them.
- Provide information to other employees and self-employed people working on site.
- Consult with experts in relation too hazardous items in the event, e.g. fireworks, drones.
- Provide copies of the risk assessments to the event safety officer.
- Ensure they have correct levels of insurance

Ask yourself: are all staff/stewards aware of their roles and responsibilities?

Public Health

Events may be subject to change, or even late cancellation if there is risk to public health. This could be based on either a local or national outbreak and will be communicated to the event organiser as soon as possible.

Some of the changes which may be required are:

- Changes to risk assessment
- Specific risk assessments relating to an issue
- Events could be subject to restrictions on audience, or be held behind closed doors



Health and Safety

All events will be different and have different health and safety risks.

As the organiser you carry responsibility for overall health and safety at the event but you can minimise the risks by:

- Asking all your exhibitors or activity organisers to provide you with a copy of their risk assessments for their activity well in advance of the event and make it clear to them that they are responsible for their contribution.
- Checking, on receipt of the risk assessment, that they have access to all the resources they state they are relying upon. If not, either ensure these can be provided or consider stopping that activity.

Writing a Risk Assessment

Planning for an event will include risk assessment. The Safety Advisory Group requires event organisers to submit a written risk assessment alongside their event plan. The purpose of a risk assessment is to identify hazards, who may be affected by these hazards, assess the risks (likelihood) of harm from the identified hazards, and to identify suitable control measures to eliminate or minimise the risks.

When writing your risk assessment, you will need to consider the following:

- **The event** - location, time, duration, nature.
- **The venue** - capacity, site location/design, access and egress, evacuation routes, facilities, parking.
- **Site construction.**
- **Profile of persons attending.** Identifying those who could be at risk.
- **Identifiable risks and measures to reduce those risks**
- **Fire risk** - use of materials, pyrotechnics/special effects, litter, temporary structures.
- **Other considerations** - weather, noise control, communications, first aid, signage.

You can find a more information and risk assessment template on the HSE website within chapter 2 of the Purple Guide.

Ask yourself: are you confident that you have considered most of the potential hazards in your risk assessment?



Obtaining a Licence

The Licensing Act 2003 covers the sale or supply of alcohol, provision of regulated entertainment and late-night refreshment (i.e. sale of hot food or hot drink between 11pm and 5am). Cheshire West and Chester Council is the Licensing Authority under the Licensing Act 2003.

Regulated entertainment includes:

- indoor sporting events
- performance of a play
- films
- boxing or wrestling entertainment
- live or recorded music
- performance of dance or anything similar

For such events which do not exceed 499 people, and 168 hours (i.e. seven consecutive days) duration, a Temporary Event Notice (TEN) can be applied for.

If you are playing music at your event, which is incidental to the main act of your event (i.e. the music is not advertised to attract people) then you do not need to obtain a licence. However, if it is the main activity and the venue does not have a premises licence, you will need a TEN.

If you are using a live band or music that is copyright protected, you may need to obtain a licence from the Performing Rights Society.

For events exceeding 499 people or 168 hours, a premises licence must be obtained. As a general rule, you will be expected to submit your TEN no less than **ten days** before the event and for a premises licence **twenty-eight days** before the event.

To collect money or sell articles for the benefit of charitable or other purposes you will need a street collection licence.

Cheshire West and Chester Council does not currently require buskers to be licensed, however you will be encouraged to comply with a voluntary code of conduct to avoid causing noise nuisance or an obstruction. [guide-to-busking \(cheshirewestandchester.gov.uk\)](https://www.cheshirewestandchester.gov.uk/guide-to-busking)

You can apply for licences online or you can contact a member of the Licensing team on 0300 123 7737 or email: licensing@cheshirewestandchester.gov.uk

Ask yourself: do you have enough lead in time to apply for a licence?

Insurance

Event organisers must ensure insurance cover exists to indemnify them against any civil litigation.

The type and level of insurance required depends on the event you are organising and the risks involved.

If the event is on Council property you will be required to demonstrate you have public liability insurance to a level appropriate to your event. Public liability insurance covers injury to a third party or damage to their property which is caused by the negligence of the insured. As an event organiser you may want the security of knowing that if there are any allegations of that nature the insurance company will cover any costs of defending or settling a claim.

Once your event application form has been submitted, we will advise what level of public liability insurance is required if the event is on Council land.

For events on private land, the event organiser will need to agree the level of insurance cover with the land owner.

You should also check that any contractors (caterers, amusement suppliers and entertainers) have their own insurance.

Local Authority Controlled Schools and Departments seeking to organise events will normally be covered by the Council's own insurance.

Policing and stewarding

Policing at an event

There is a public perception that police permission is required to hold events on the public highway. In fact, the police have no authority to either approve or ban such events and police powers to regulate traffic for planned events are extremely limited.

However, failure to:

- Give the police notice of the date, time and venue/route of any procession, or give the police variation of such details from those previously notified to the police may constitute a criminal offence, as would failure to comply with the changes, conditions or prohibitions imposed by the police on processions or assemblies.



This will be communicated to the police by submitting an event application form.

The police may make contingency plans to deal with potential public safety issues as a result of any event taking place, and take any action deemed necessary to resolve any public disorder or threat issues that occur.

For road events such as parades and processions you will need to present traffic management plans which the highways and police agree with. Event organisers need to be aware that it is likely that the police will not provide an event service or no waiting cones to pre-planned events and other arrangements should be put in place. Early discussion (through the Safety Advisory Group) is advisable.

Stewarding at an event

The event organisers responsibility is to ensure there are enough stewards to cover the size of the event and areas of risk. In particular this includes road closure points.

Staffing levels may differ, depending on some of the following factors:

- if the event is staged indoors or outdoors
- weather conditions
- sale of alcohol
- timing of your event
- types of entertainment
- site characteristics
- audience profile (e.g. children, vulnerable people, etc.).
- road closures to enable an event area
- security considerations

In 2001, the Private Security Industry Act, which is managed by the Security Industry Authority (SIA), was brought in to raise standards of professionalism and skills within the security industry and to promote and spread best practice. Under the Act, organisers must consider the level of security that may be required and it is now advised that security and essential event staff should be completing the ACT (Action Counter Terrorism) Awareness eLearning. [ACT Awareness eLearning \(nbcc.police.uk\)](https://nbcc.police.uk)

ACT Awareness eLearning will provide nationally recognised corporate counter terrorism guidance to help people better understand, and mitigate against, current terrorist methodology. The following eLearning Modules are available:

- Introduction to Terrorism
- Identifying Security Vulnerabilities
- How to Identify and Respond to Suspicious Behaviour
- How to Identify and Deal with a Suspicious Item
- What to do in the Event of a Bomb Threat
- How to Respond to a Firearms or Weapons attack
- Summary and Supporting Materials

Where marshals and stewards are monitoring roads and road closure, it is advised that all marshals and stewards carry a whistle to warn of a significant risk. This could include a vehicle breaching a road closure. In this situation three long loud blasts should be blown to attract attention of those at risk. Also see the road closure marshal check list on the web site under **'Help with planning your event'**

The level of security will also be determined by circumstances such as attendance of VIPs, high-profile chart acts, the duration of the event, the presence of large amounts of money at the event, an onsite bar or allowing alcohol on site. More information can be found at www.sia.homeoffice.gov.uk

Ask yourself: are you going to brief your stewards prior to the event and have you provided the correct high viz jackets and whistles where required?

The Terrorism (Protection of Premises) Act 2025 (also known as Martyns Law)

Following the Manchester Arena Bombing Enquiry and the recommendations that came out of the enquiry, the Government has agreed a legal bill to consider the risk events face from acts of terrorism and how this can be reduced.

At this time the Bill has not commenced, but legal requirements will become part of an event planning process in the future. Updates and information is available at the Protect UK web site [Martyn's Law | ProtectUK](https://protectuk.org.uk).

Traffic management and parking arrangements

You may need to consider how your participants and audience are going to attend your event. Is there significant public transport or are the majority of people going to arrive by vehicle? Do you have a number of gates for people to arrive at? Are there separate gates for participant and audiences?

If you are expecting a large number of vehicles to be arriving at your event, you may need to think about whether you need traffic management in place.

Traffic management can only be carried out by qualified persons through either a traffic management company or persons trained under chapter 8. This includes any road closure or signage for an event.

To be granted a road closure, there are a number of documents which will be required. These are:

- Comprehensive traffic management plan
- Public liability insurance.
- Proof of qualification (if you are not using a traffic management company).
- A temporary traffic regulation order (TTRO) application form or event application form.

When it comes to what parking arrangements are needed, it may be worth considering:

- Will there be sufficient space for all vehicles?
- Are all car parks fully signed and lit appropriately?
- Will there be parking for blue badge holders?
- If your primary car park is on grass, do you have an alternative parking area in the event of bad weather? If there is not enough parking due to wet weather, the event should cancel.
- If parking on grass during dry periods. Ensure the grass is cut short to reduce fires from hot exhausts.
- Do you need an overflow area?
- What is the distance from the car park to the event area?
- A full parking plan with numbers of spaces and locations should be included in the event plan.
- When parking EV, electric vehicles, allow sufficient space so that doors can fully open. This is to enable fire access in the event of a battery ignition and delay an electrical fire spreading. Where possible, ensure EV parking is at the bottom of any hills or slopes in a parking area.

Event Vehicles on the Highway

For some events, there is a need to park essential event vehicles on the road. While the road may be closed for the event, any vehicle required to park on the road can still receive a parking ticket. To seek a dispensation to allow essential event vehicles to park on the road, even if the road is closed, the organiser will need to apply for a parking dispensation for each vehicle at a cost to the organiser.

Online Application Process

Click and open the website link below or copy and paste the website address below and open in your preferred browser.

- Website link > [Dispensation permits and Chester city centre access | Cheshire West and Chester Council](#)
- Website address > <https://www.cheshirewestandchester.gov.uk/residents/transport-and-roads/parking-and-permits/dispensation-permits-and-chest>

Once the 'Dispensation permits and Chester city centre access' webpage is open, please take a moment to read the details and should you wish to proceed, you will then need to click on the orange 'Apply'

Telephone Application Process

If you do not have access to the internet or have difficulties applying online, you can call the Parking Services contact centre on 0300 123 7024 (choose option 2).

Once you have registered your details and made payment via the telephone, Parking Services will then add your details to their system, and you will be issued with a virtual permit.

For any specific parking questions or additional details relating dispensation permits and Chester city centre access, please contact the Parking Services team on Parking@cheshirewestandchester.gov.uk

Ask yourself: to prevent a build-up of traffic on the highway, what arrangements are in place?

Venue Plan

The event should have a site plan of the venue to assist the general management of the event and arrangements for any emergency. This is a requirements for events on Council managed land, or where the event requires a traffic regulation order.



The plan should detail the following:

- the location of all infrastructure on-site.
- means of escape provision from site.
- means of escape provision from structures such as marquees and stands on site.
- access arrangements for the emergency services.
- any water supplies for firefighting.
- firefighting equipment provision.
- fire warning points and designated storage areas.

The site should be arranged so as to allow for adequate means of access by firefighting appliances to within 50 metres of any part of a structure. Where structures are on the road, a route of access for fire appliances must be maintained.

Access routes should be not less than 4 metres wide, should have no overhead structure or cable less than 4.5 metres above the ground, and should be capable of taking the weight (about 12.5 tonnes) of firefighting appliances in all weathers.

Emergency vehicle routes within the site should be kept clear of obstruction at all times.

Access to hydrants and other water supplies should not be obstructed or obscured.

There should be adequate means of escape arrangements for the site, marquees, stands and other structures. This provision is to be determined following consultation with the fire service.

More information can be found at www.cheshirefire.gov.uk/

Fire prevention

Under the Regulatory Reform (Fire Safety) Order 2005, you must create a fire-safe environment in and around your event, including temporary structures such as tents and marquees.

It is the event organiser's responsibility to:

- undertake a fire risk assessment.
- reduce the fire risk to a minimum and implement appropriate fire precautions.

- ensure, as far as is practicable, the safety from fire of relevant persons.
- prepare a fire safety strategy designed to deal with any fire emergency.
- review the fire risk assessment and fire safety strategy at least annually, and when changes occur.
- Please refer to the Traffic Management and Parking section regarding measure to reduce the risk of fires in parking areas.

To assist event organisers Cheshire Fire have a link for event organisers to consider fire safety planning at outdoor events.

[Cheshire Fire & Rescue Service - Outdoor Events and Event Safety](#)

Matters that must be considered to comply with the Regulatory Reform (Fire Safety) Order 2005 are:

- how and where is a fire most likely to start?
- can the risk be eliminated or reduced?
- how will the fire be detected?
- how will the alarm be raised?
- what is the evacuation procedure?
- what fire-fighting equipment is required?
- do all stewards and event personnel know what to do in the event of a fire?
- what procedures are in place for calling the fire brigade?

For more guidance on fire safety at open air events, please see national guidance.

<https://webarchive.nationalarchives.gov.uk/20120919143742/http://www.communities.gov.uk/documents/fire/pdf/158379.pdf>

Ask yourself: if your event involves fire breathing, who will be in charge of carrying a portable fire extinguisher?



Emergency Plan

As part of the event planning process it is important to consider what you would do in the event of a health and safety related incident or emergency. Incidents that could require an emergency plan include:

- severe weather conditions.
- equipment failure.
- loss of services and utilities.
- overcrowding.

Unfortunately, there is no 'one size fits all' solution to the subject of emergency planning, as your plan will depend on the nature of the event, its location and the numbers attending.

Your general risk assessment will help you to write your emergency plan, but as a basic requirement it should include details on how you would:

- alert and mobilise resources (e.g. emergency services).
- contain the situation and remove people from danger.
- treat casualties.
- deal with the non-injured.
- liaise with the emergency services.
- manage public information (e.g. media).

Emergency Evacuation Plan

An emergency evacuation plan should be drawn up by the event organiser in liaison with the Safety Advisory Group.

The plan should provide arrangements for:

- identification of key decision-making workers, with an agreed chain of command.
- stopping the event.
- identification of emergency routes and access for the emergency services, this includes the egress of the crowd and participants.
- people with special needs.
- identification of holding areas for performers, workers and the audience.
- Ensure staff are aware of the RUN, HIDE, TELL message and what to do in the event of an evacuation.
- Where an event is in a COMAH zone (control of major accident hazards) additional consideration should be given to requirements specific to the site which can include planning consent and evacuation.

Ask yourself: Are all staff/stewards aware of the emergency evacuation plan?

Crowded Places and Crowded Spaces

With the current risk of terrorist attacks at major events posing a real threat to public safety, it is important to understand a number of factors with your event:

- DO YOU know what the size of your crowd will be?
- DO YOU have an Event Plan which would provide information during an incident?
- DO YOU have a clear evacuation or in-vacuation plan in place?
- DO YOU know what your medical response will be?
- DO YOU understand the RUN, HIDE, TELL principles, and how would you communicate during a RUN, HIDE, TELL scenario?

For more information - <https://www.cheshire.police.uk/advice-and-support/terrorism-and-major-incidents/run-hide-tell/>

While large events should consider this as part of their planning process, smaller events should have an understanding on this if a significant incident happens.

The National Counter Terrorism Security Office (NaCTSO) has produced a guidance document relating to Crowded Places.

This guide is intended to give protective security advice to those who are responsible for organising major events and event security, irrespective of size and capacity and is not specific to any particular type of event. It is aimed at those events where there may be a risk of a terrorist attack either because of the nature of the event or the number or nature of the people who host or attend.

It highlights the vital part you can play in the UK counter terrorism strategy.

Page 24 of the enclosed guidance identifies items relating to events.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/701910/170614_crowded-places-guidance_v1a.pdf

If you require further information or training awareness in counter terrorism protective security then please contact ctsa@cheshire.pnn.police.uk

JESIP – Joint Emergency Services Interoperability Principles

JESIP is to help our emergency services save more lives when we experience major and complex incidents by working better.

JESIP is a national standard which Emergency Services and multi-agencies, jointly work towards within the UK. For event organisers it is important to be aware of JESIP as your plans will provide onsite information in the event of an emergency or major incident.

Whether you are organising an event or attending an event, the information provided helps the Emergency Services work together with this shared principle, to save lives.

Please note, if the emergency services arrive on site, they will want to talk to the event manager(s) and may wish to view your event plan.

<https://www.jesip.org.uk/joint-doctrine>

If there is an emergency at your event, which requires you to call 999, it is recommended you follow the (M) ETHANE message.

M	MAJOR INCIDENT	Has a major incident been declared by the Joint Emergency Planning Team? (if no, follow ETHANE)
E	EXACT LOCATION	What is the exact location of the incident?
T	TYPE OF INCIDENT	What is the incident? Flood, fire, utility failure etc
H	HAZARDS	What hazards or potential hazards are identified?
A	ACCESS	What are the best routes for access and egress?
N	NUMBER OF CASUALTIES	How many casualties are there and what is their condition?
E	EMERGENCY SERVICES	What and how many, emergency services are required or are present?



JESIP

Working Together – Saving Lives

CO-LOCATE

Co-locate with commanders as soon as practicably possible at a single, safe and easy identified location near to the scene

COMMUNICATE

communicate clearly using plain English

CO-ORDINATE

Co-ordinate by agreeing the lead service. Identify priorities, resources and capabilities for an effective response, including the timing of further meeting

JOINTLY UNDERSTAND RISK

Jointly understand risk by sharing information about the likelihood and potential impact of threats and hazards to agree potential control measures

SHARED SITUATION AWARENESS

Shared Situation Awareness by using METHANE and the Joint Decision Model.

Communication

Ideally you should communicate your event details with all affected parties (local residents and businesses) during the early planning stages to avoid any potential issues or problems, but as a general rule you should do a letter drop to all affected addresses one month before your event. The letter should include your name and contact details and explain what, where and when your event is.

During the event consider providing radio contact between the event organiser and key members of staff and having a public-address system on stand by for announcements and instructions for the public. For smaller events a portable loud-hailer may be sufficient.

A control room can act as a base for all communication systems, as well as being a lost child and lost property location. You can monitor the event from this room, control any incidents and direct resources, but you must ensure the room is staffed during the event.

It is essential you have an agreed chain of command when making decisions which is communicated amongst all those involved.

Ask yourself: have you drawn up a key contacts list for all staff/stewards? This should form part of your event plan

Medical arrangements

You must ensure your event has adequate medical resources.

The medical provision will depend on many contributing factors such as the nature of the event, its location, proximity to definitive care, expected numbers etc. Medical provision can be provided by private providers or voluntary aid societies such as St John or British Red Cross. The local NHS Ambulance Service may also provide medical services. All will charge for the service they provide.

It is also the responsibility of the event organisers to minimise the effects of an event on the healthcare provision for the local population and to reduce its impact on the local NHS facilities and ambulance service. Where a medical provider is contracted in, they would contact the local NHS Service of the event details.



When contracting a medical provider, consideration of the quality and suitability of medical cover and staffing is an essential part of this process. Where a medical provider is Care Quality Commission (CQC) registered, there is a greater level of regulation and quality control. While this is not a legal requirement, it should be taken into consideration, specifically when planning large or complex events and would be seen as good practise as identified by the Care Quality Commission to ensure that people attending temporary events are safe and protected from risk. What this service is contracted, please include this information in the application form.

Safeguarding, Lost children and Vulnerable Adults

If an event has children taking part or attending, the event should document how children are to be protected and what they would do in the situation of a concern being raised.

For Council-funded or sponsored events at which children are taking part or attending, a sufficient child safeguarding policy and safeguarding procedures are mandatory requirements and are a condition of Council funding or sponsorship.

The policy and procedures should include details of how children are to be protected:

- In respect of **all** relevant matters below, and
- Include details of what the event organiser would do in the situation of a concern being raised.

The event organiser should also have a separate policy and procedures with relevant measures to protect vulnerable adults.

- ***Lost Children and Vulnerable Adults***

A procedure for lost children and vulnerable adults should be included.

Any facility must be managed by qualified staff or appropriate staff, who have recently undergone appropriate checks on suitability.

Guidance from the NSPCC should also be sought as to the relevant legislation relating to people working with children. For larger events, you may want to discuss your facility with your security manager and police officer in charge.

Useful Information

Useful information to help event organisers to comply with the above requirements can be found at the following links:

[Writing safeguarding policies and procedures | NSPCC Learning](#)

[Procedures for missing children at sports events](#)

- ***Age-restricted products, including alcohol***

In respect of the sale of age related products, including alcohol – a Challenge 25 policy should be in place at the event as well as a plan to deal with a potential situation in which an underage person is purchasing products or where an underage person is purchasing or consuming alcohol.

Such products include but are not limited to alcohol, tobacco, vapes, fireworks and sex articles.

The policy and procedures must include details of measures in place to ensure that age-restricted products are only sold to individuals of or above the relevant age.

Age-restricted products are items for which there is a *statutory minimum age* for purchase or use. These restrictions are based on the potential for:

- Physical or emotional harm
- Risk of crime or disorder
- Long-term health consequences
- *Regulated Entertainment*

Regulated entertainment may include live music, recorded music, performance of a play or performance of dance and must comply with any regulated entertainment requirements, including any applicable licence conditions. The content of the show should be assessed against any conditions attached to the regulated entertainment, and consideration should be given to whether children ought to be accompanied by an adult.

In addition, the event procedure should include details of any additional safeguarding measures to protect children.

If a film is to be shown, the British Board of Film Classification should be displayed and, for any film with a classification other than U (universal), procedures should be in place to ensure the viewing audience complies with the relevant requirements (e.g. PG, 12A, 12, 15, 18).

Further information can be found at this link: [British Board of Film Classification \(BBFC\) | BBFC](https://www.bbfc.co.uk/)

- ***Sale of sex articles and/or provision of sexual entertainment***

If children are to attend the event, the organiser should ensure that, if any sex articles are to be sold at the event and/or if there is to be any live performance or display of nudity, a procedure must be in place to ensure that children are not exposed to the articles or the performance and, in addition to these measures, that neither reaches the threshold at which the Local Government (Miscellaneous Provisions) Act 1982 would apply and a licence would be required.

- ***Performance by children***

If children are performing in the event, child performance licence requirements must be observed.

The law requires children of compulsory school age to be licensed by the Council if involved in performances of all kinds, including:

- in licensed premises

- where a charge is made, for admission or otherwise
- any broadcast performance
- performances which are recorded by any means and intended for public exhibition

The application must be applied for by:

- the person responsible for the organisation of, or the engaging of the child in, the activity; or
- the person responsible for the production of the performance in which the child is to take part

The application must be returned to the Education Welfare Service, Child Licensing Team, at least 21 days before the event.

If less than 21 days' notice is given, the licence may be refused.

- ***Complaints Procedure***

There must be a complaints procedure in place that is clear, accessible and well-managed.

Reporting

If the organiser or a member of the public has concerns about a child's welfare, or feel that they may be being abused or neglected, please call the Integrated Access and Referral Team (iART) or the Emergency Duty Team (EDT) for help and advice. Alternatively you can call the police.

Telephone: i-ART - 0300 123 7047

The team can be contacted 8.30am to 5pm from Monday to Thursday and 8.30am - 4.30pm on Friday.

If you have an urgent concern outside these hours, or over a bank holiday, please call the **Emergency Duty Team (out of hours) on 01244 977277***.

- Email: i-ART@cheshirewestandchester.gov.uk

[Report a concern about a child | Cheshire West and Chester Council](#)

Ask yourself: Do you have a safeguarding plan in place in response to your planned activity, how do you plan to deal with lost children or vulnerable adults? If your event is a parade, how will you reunite a lost child with their parent or carer?

Do you know who your nominated person would be? And is this documented in your event plan?

Temporary Structures

Temporary structures can be anything from marquees and grandstands to stages and podiums. Appropriate safety documentation should be obtained for your own purposes from the company providing the equipment.

This should include:

- risk assessment.
- method statement.
- current public liability insurance.
- company health and safety policy.
- certificate of work completion.

All structures should be:

- capable of withstanding wind forces and bad weather conditions.
- erected by competent persons.

Marquees should be:

- situated at least six metres apart, have adequate emergency lighting and escape routes;
- inherently or durably flame-retardant (certificate of compliance may be required);
- regularly checked for supporting poles, frames, guys, stakes and anchoring prior to the contractor leaving the site.

All temporary structures must adhere to the National Outdoor Events Association Code of Practice for Outdoor Events and the institution of structural guidance.

Gazebos.

Where a gazebo is used, the event organiser should implement the following:

Gazebo requests should form part of an event plan for a one off event.

- The area must maintain 2m walkway for pedestrians without impacting the highway.
- The gazebo must be a folding single unit. Separate pole gazebos would not be supported.
- Each leg should have a 20kg weight on a 3m x 3m gazebo with 4 legs, and 25kg on a 6m x 3m with 6 legs.
- If gazebo are on grass, the gazebos can be pinned, but confirmation there are no utility services below the surface must be checked.
- Weights should not cause a tripping hazard

- Weights should be tethered with lines that are clearly visible or weight attached to the legs
- Weights should have soft edges to avoid causing cuts and scrapes
- Weights should be securely attached
- Weights should be on the ground (NOT above people's heads)
- Max wind speed is 50 – 55kph or 30mph – 35mph
- Wind speed should be monitored using wind speed meter (anemometer) and if reaching maximum limits the gazebo should be dismantled or the roof canopy removed. If an anemometer is not available, action should be taken at much lower wind speeds to ensure a safety margin.
- As part of the planning process, the wind forecast should be checked prior to the gazebos being installed.

Crowd Control and Barriers

When dealing with large numbers of people at events it is important to consider how the crowd will behave.

As an event, you need to understand how many people can fit in the space and the expected number of people who will attend. Understanding your crowd demographic should be included within your event planning.



If the crowd will need to be segregated from your event, you may want to consider using barriers. Barriers can provide physical security, and prevent and restrict access to equipment and areas.

You should always ensure that barriers are appropriate for their designated use, and can withstand any reasonable foreseeable loading.

Ask yourself: Have you included the use of barriers in your risk assessment?

Have you measured the event area to ensure you have ordered enough barriers?

Amusements

If you are planning to include amusements such as fairground rides, bouncy castles etc you need to ensure they are approved for commercial use. Guidance on safety of inflatable devices is available at www.pipa.org.uk (Pertexa Inflatable Play Accreditation) and guidance on the safety of fairground rides available at www.adips.co.uk (The Amusement Device Inspection Procedures Scheme).

Ask yourself: have you asked for evidence of appropriate PIPA/ADIPS certification to ensure the amusements are approved for commercial use?



Accessibility information

Event organisers are required under the Equality Act 2010 to take reasonable measures to ensure that they are not discriminating against disabled people. The people you have to consider are:

- wheelchair users.
- people with mobility impairments.
- visually impaired people.
- hard of hearing people.
- deaf people.
- people with hidden impairments (e.g. speech).
- people with learning disabilities.
- people with mental health issues.

In many cases, people with a disability will wish to take part in a sporting event, whether for fitness, taking part with friends, for a charitable cause or a personal goal.

For example:

- a blind runner assisted by a sighted guide in a walk or running event
- an amputee wishing to take part in a swim event.
- a competitor with learning difficulties wishing to take part in a charity cycle.

The needs of a participant may need to be considered on an individual basis to assess options and the potential to take part.

Before deciding whether to attend an event, disabled people (and carers) will need to know certain accessibility information to enable them to make informed decisions about whether to attend that event.

Generally, when attending an outdoor event, disabled people will need to know information on the following things:

How do I get there?

- is the venue served by public transport?
- is there a taxi rank nearby?
- where can people be dropped off or collected?
- is the pedestrian route accessible for wheelchairs?
- how far do I have to walk to the venue?

At the Venue

- what is the surface like?
- will there be mobility issues?
- is there any disabled areas or platforms?

Parking

- are there designated accessible parking bays for blue badge holders? if so do these need to be pre-booked?
- are there public car parks (council, NCP etc) nearby? are there designated bays for blue badge holders?

Are there any accessible toilets?

- is there a changing places toilet at the event?
- are these operated by RADAR key? if so, where can I obtain a RADAR key?
- if there are no toilets at the event, where are the nearest accessible public toilets?

Signage

- is there accessible signage, directing people to and around the event? Information in alternative formats
- will there be any British Sign Language information at the event?
- if there is a programme or other literature, how do people obtain a copy in Braille, large print, audio, or in other languages?

Refreshments

- if food is available, can this be blended on request?
- are there sugar-free drinks for people with diabetes?
- are there cups with handles or drinking straws available for people who find plastic cups difficult to hold?

Food Safety

Maintaining food safety at events is harder than in a shop premise as services are not available in the same way. To minimise the risk of food poisoning to your visitors ask for the following as part of your initial engagement discussions:

- Proof of being a registered food premises.
- A copy of the most recent Food Hygiene Inspection Report demonstrating that the business has a 4 or 5 Food Hygiene rating (or that the total score is no greater than 20 with individual scores no greater than 10 on the operator's latest food hygiene inspection*).
- A copy of your food provider's food safety management system for your event which should detail how they will keep food safe and highlight whether they are used to attending events. This should include provision of a clean potable water supply; running hot and cold water and refrigeration; cleaning and waste disposal.
- Evidence to support that the staff attending your event are properly trained in food safety. This could be in the form of a risk assessment.

*Some businesses are out of scope of the food hygiene rating system, but will have a risk rating score from their local authority food inspector.

Noise Control

Music from events can be very disturbing for nearby residents and in some cases businesses. Event organisers who do not consider noise impacts carefully may find their plans are restricted by an enforcement notice where a noise nuisance is considered likely.

To limit the likelihood of restriction, consider the following;

- hold the necessary licence for music.
- consider the location of your event, music and speakers very carefully. some locations i.e. hillsides, open areas, residential areas do not lend themselves to events where amplified music, bands or microphones are required.
- check whether there have been other events at that location that may result in heightened local sensitivity to noise intrusion.
- keep the music volume to within the boundary of your site if you are in a residential area and minimise the duration of the event. In general noise beyond 11pm must not be audible beyond the site boundary.
- consult with all affected neighbours if noise cannot be contained and agree times and measures to mitigate sound including communication routes during the event for any public concerns.
- if your event is a concert, appoint qualified noise consultants with experience of limiting off site noise, who can both minimise the off-site impact and demonstrate that you are meeting your licence conditions. This would include the production of a Noise Management Plan.

Ask yourself: have you informed local residents at least one month prior to your event and given them a contact number to report any noise nuisance?

Animals at events

There are various animal welfare rules and risks associated with the use of animals. To limit your risk be aware of the following:

- E. coli risk - all animals have E. coli in their gut and this is commonly transferred to yards fences and fleeces. E. coli infection can be fatal especially to young children.
- Pets or fish as prizes – as part of protecting animal welfare, this is not allowed within Cheshire West
- Where animals are part of events, appropriate animal welfare arrangements must be in place. Details of any activity involving animals must be detailed in your event application and event plan.

Sky Lanterns, Fireworks, Balloons and Drones

Sky Lanterns

Sky lanterns are prohibited from organised release on Council-owned or Council-controlled land and at Council-endorsed or supported events (including those not on Council land).

Fireworks

The law says you must not set off or throw fireworks (including sparklers) in the street or other public places.

You must not set off fireworks between 11pm and 7am. The exceptions are:

- Bonfire Night, when the cut off is midnight
- New Year's Eve, Diwali and Chinese New Year, when the cut off is 1am

If you plan on running an event involving fireworks take into account the information about firework safety.



Balloons

Due to the risk to wildlife and littering, balloon releases are not encouraged.

Balloon releases would not be allowed on Council owned or managed land.

Drones

Using drones at an event can be used for many reasons, usually for a commercial element which includes promotion and marketing, crowd management and traffic management.

If using a drone for commercial purposes, there are regulations you must uphold to which an event organiser must be aware of. An event organiser or drone operator must be aware that:

- Operators must have unaided visual sight of the drone at all times. No First Person Vision Goggles (FPV) to be used, spectacles are fine.
- It is recommended that all pilots are CAA approved and have followed the current training for the use of drones. A PfCO (Permission For Commercial Operations Licence) MUST be in place and valid from the CAA (Civil Aviation Authority) with regards to ANYONE that benefits financially or reward from any footage produced.
- The drone must stay below 400ft (120m) to avoid any conflict with manned aircraft.

- Drones must not fly over or within 500ft (150m) of any congested area, which include built up areas, or where there are more than 1,000 people in one place.
- Or fly over or within 150ft (50m) less than 1,000 people or properties.
- During take-off or landing, a small unmanned surveillance aircraft MUST NOT be flown within 30 metres of any person that is not under the operators control.
- You must have permission from the land owner for your take-off and landing area, however drones under 250g do not need consent to launch in a public space but they cant fly over event crowds, residential or commercial areas and the pilot be over 17 years of age must have identification.
- You must have permission off the CAA before any drone work for heavy or complex drone activity.
- If you are thinking of using a drone at your event please find more information on the flight of drones.
- Under new legislation there are some areas within Cheshire West and Chester and close to airports where drones must not be used. Due to the size of the protection area, this does include some urban areas. Permission will be required by the Air Traffic control for that relevant Air space if within 5km of any airport.
- The use of drones is a complex item and anyone wishing to fly a drone must be very clear on if they can or cant fly during an event.

[The Drone and Model Aircraft Code \(caa.co.uk\)](http://caa.co.uk)

Face painting

If you are planning on involving face painters at your event, ensure they are properly trained, have public liability insurance and can have access to clean water.

Any face paints used should be water soluble and hypoallergenic.



Electricity, water supply, lighting and toilets

Depending on the site, generators may be required. All generators must be suitable for the required load and should be installed and maintained by a competent person, and a risk assessment must be provided.

If your event site has electricity, all electrics must be installed by a competent person. An electrical safety certificate must be provided.

The provision of free drinking water is important at all events, and water tanks/hydrants may be required. The organiser must ensure that the water is of a drinkable quality.

For events of a longer duration or where camping is included, the event organiser has responsibilities to ensure the water quality is appropriately managed and tested to maintain public health, particularly where the water supply is from a private supply. Please refer to the link below for more information regarding temporary water supplies.

[Actions to take for a local authority where events using temporary supplies of drinking water take place - Drinking Water Inspectorate \(dwi.gov.uk\)](#)

If the event needs lighting, priority should be given to first aid points, toilet areas, pedestrian routes, car parks, information points, access and egress.

When planning toilet provision, consideration should be given to the location, access, construction, type of facilities, including the provision for hand-washing facilities, maintenance, cleaning, lighting and signage.

As a general rule you should provide at least one toilet per 100 people attending, although this will depend on the type of event. For example, this number would not be suitable for a wedding, however perfectly acceptable for a music event.

Particular attention should be given to accommodating the needs of disabled people. Accessible unisex facilities should be made available on level ground without steps. Your toilet supplier will be able to advise on the types of toilets available and the number required.

Ask yourself: are your welfare facilities sufficient for the scale and nature of event?

Litter collection

You will need to provide suitable waste receptacles and ensure arrangements are in place to clear up any litter around the event site. Arrangements must also be made for the removal of waste from the event site immediately after the event. Please note that costs may be incurred from the landowner if litter is not removed from the site.

Reduction in Single Use Plastic. (SUP).

Reflecting the need to protect our environment and tackle climate change, the Government are encouraging the phasing out of avoidable single use plastics. Single use plastic (SUP) items are designed to be used only once before being thrown away. This includes (but is not limited to) hot and cold drinks cups and lids, drink bottles, cutlery, bin bags, and PPE (for example gloves and aprons). Packaging on many products can also involve a large amount of SUP such as bags, polystyrene, bubble wrap.

You should seek to reduce avoidable single use plastics as much as possible within your event plans.

Examples of currently legal single use plastics where alternatives can be used are:

- Bottled drinks
- cling film
- zip lock bags
- mini condiments such as sauce and butter
- bags (including plastic bin bags)
- Styrofoam and polystyrene
- balloons
- Wet wipes
- glitter

In addition to voluntary reductions, the Government has recently introduced new legislation regarding single use plastics, banning and restricting their use. Breaking this law can incur fines, and you could be ordered to cover the cost of the investigation. Businesses breaking the law can be reported to Trading Standards.

Ask yourself: Have you reduced avoidable single use plastic use as much as possible?

Ask yourself: Have you considered engaging with a local reusable cup scheme to provide your cups for the event?

Ask yourself: have you recruited enough stewards and volunteers to help with litter collection during and post event?

Funding your event

You need to think:

- How you are going to fund your event?
- How will you pay for any infrastructure, services or activities at your event?
- If you are unable to fully fund your event, do you have any procedures in place in the event of a cancellation?

Cheshire Community Action provides funding support to charities and community groups and can also do a funding search for you. They also have an email newsletter which will list the latest funding opportunities.

Ask yourself: are you happy you can accommodate any additional costs?

Promoting your event

Once you have had your event form and risk assessments agreed by the safety advisory group you will want to start promoting it to ensure you get a good audience!

Find out if you are going to clash with any other local events or even try and tie your event into another local one to enhance each other's event.

Part of the application will review if your event will clash with other events at the same location or if there are other events that could have an impact on transport or logistics.

The earlier your application is received, any impacts can be considered. If there is a direct clash and the event is on council land or the highway, your event date may be declined.

It is recommended that you check your event date is possible prior to promoting to the public.

If you are planning a large-scale event, you may want to inform Marketing Cheshire if your event is likely to attract visitors from outside of the region.

You can promote your event via social media platforms such as Facebook and Twitter. Social media is a great way to promote your event as this can usually be done free of charge and you can keep track of how popular your event is getting. If your event is beginning to prove popular, please discuss this with the Chester West and Cheshire Event Team on Events@cheshirewestandchester.gov.uk.

If you want to hand out leaflets on the street to promote your event, you need to be aware that you are responsible for the litter that is dropped as a result of you handing out leaflets. You could face penalties for littering and it is therefore advised that you arrange for any dropped leaflets to be picked up.

Another thing to remember is that, if promoting an event you must not obstruct the public highway.

Ask yourself: has sufficient planning been carried out, and agreed prior to promoting your event?

This guidance is here to assist events to consider essential steps when planning an event. Along with this information there are many additional documents that can be used to plan and communicate your event to ensure it runs safely and smoothly.

The key to running a good event is good planning with no surprises on the day!

NOTE: Where an event is on Council owned or managed land, when the event organiser elects to promote or sell tickets prior to “no additional items of concern”, which may result in removal of permission to use a piece of land, this is at the Event Organisers own reputational and financial risk.

Where an event is on private land, when the event organiser elects to promote or sell tickets prior to “no additional items of concern”, this is at the Event Organisers own reputational and financial risk.

The SAG may decline to support an event due to insufficient planning or concerns regards public safety. If an event continues this may invalidate an organisers event insurance.

Appendices

First steps to planning an event

Think of your event

- Why are you doing it? What is your aim and output?
- Consider the size of the event and lead in time.
- Where will it be? Who owns the land?
- When will it take place? Could it clash with other events?
- How will you deliver it? people, money, contractors, promotion etc.

Make a request

- If using the highway or footpaths, submit an event form.
- If using Council land, submit an event form.
- If on private land with significant numbers of people and or has music or sale of alcohol, give notice to the Events Team.
- Once your event form has been submitted it will be sent to the Safety Advisory Group for consultation and recommendations and agreements will be made.

Finalise the details

- Produce your event plan.
- Assess the risks and reassess.
- Produce a time line of all activities from the start of set up until the last item is completed on the close down.
- Identify your team leaders and the tasks they need to do. Identify all tasks in the time line.
- Draw up a site plan and route map.
- If using Council land, you will need to gain approval to use it and you may be required to sign a Land Licence.
- Identify and confirm insurance requirements.
- If you are having a charitable street collection, apply for your licence early. Without this you cannot collect.
- If there is live music for a fee or sale of alcohol, submit your temporary event notice (TEN) or premises licence early. A premises licence requires three months' notice and a TEN requires at least ten working days.
- Communicate with residents.
- If closing roads identify a traffic management provider and agree a plan with the Safety Advisory Group.
- Identify any vehicles that need access and agree dispensation you will need to speak to Parking Services - parking@cheshirewestandchester.gov.uk.
- Confirm any toilet, gate or access arrangements.

Event checklist

	Event of 5000 or more	Events between 1000 - 4999	Less than 1000	Date and sign when completed
Confirm use of the site	Six months before event	Six months before event	Three months before event	
Event application form completed and sent to Events team	Six months before event	Twelve weeks before event	Eight weeks before event	
Event Documents, (event management plan, risk assessments, site plans, public liability insurance etc)	Twelve weeks before event	Eight weeks before event	Eight weeks before event	
Traffic Management proposals sent to Events team	At least twelve weeks before event	At least eight weeks before event	At least eight weeks before event	
Advance warning signs on affected roads	Two weeks before event	Two weeks before event	Two weeks before event	
Time Limited Premises Licence application completed. (If Required)	Three months before event	Three months before event	Three months before event	
Temporary Event Notice (TEN) application form.	Ten working days before event	Ten working days before event	Ten working days before event	
Land licence agreement signed and returned to Events team (if needed)	Ten weeks before event	Eight weeks before event	Eights weeks before event	
Inform local residents of the event, and provide a contact number or email, in the event of any noise nuisance. Inform local residents of any road closures that may affect them.	One month before event	One month before event	One month before event	

Please note: not all items will be applicable to every event, and some complicated events may require a greater lead in time. We require the above documents (where applicable) prior to your event being agreed.

Please send all documents to **Events@cheshirewestandchester.gov.uk**

SAG further information

The Cheshire West and Chester Safety Advisory Group's main purpose is to ensure that events in the borough meet the best standards of public safety and event operations.

The Safety Advisory Group comprises representatives from the following agencies who will form the core membership and should be represented at all meetings:

- Cheshire West and Chester Council departments: Licensing, Events, Health and Safety, Environmental Health, Street Scene, Building Control, Highways, Insurance.
- Cheshire Fire and Rescue Service
- Cheshire Constabulary
- North West Ambulance Service
- Joint Cheshire Emergency Planning Team

The Safety Advisory group meet on a regular basis to:

- Maintain an overview of forthcoming events and discuss those events which are considered to have the potential to present a significant risk to public safety.
- Determine whether there is sufficient time for an event to be planned safely taking into account all the relevant factors such as the nature of the event, its size, location and perceived risks.
- Promote best practice in safety and welfare by acting in an advisory capacity to both the organiser of an event and other agencies and individuals involved.
- Request if deemed necessary that the event risk assessment, safety management plan and contingency plan are submitted to the group.
- Ensure as far as is reasonably practicable that events cause minimal adverse impact on all parties likely to be affected.
- Consider the current advice published in all available guidance documentation.
- Consult the Local Authority in the exercise of its powers under the Licensing Act 2003 including the consideration of additional licence conditions.
- Receive any relevant reports in relation to matters found during inspections by members.
- Review events to establish learning points, especially significant incidents or near misses, in order to provide opportunities for improvement.
- Consider any reported safety issues relative to public events.

The comments or suggestions provided are advisory; however, they are made by professionals in the interest of public safety and should not be dismissed lightly. Failure to follow advice from the Safety Advisory Group may affect public liability insurance, licence permissions and leave the organiser exposed to possible litigation.

Should the group identify a significant issue which is fundamental to the safety of the event and this cannot be resolved with the organisers, it will clearly detail in writing to the organiser their responsibility for public safety, the risks posed and what action is required to reduce the risk to an acceptable level.

Depending on the size or complexity of your event, the Safety Advisory Group may feel it necessary to invite you along for a discussion.

Please also note that in line with the Council Privacy Policy, personal information will be shared to external agencies of the Safety Advisory Group.

Useful Contacts

Environmental Health (Food, Noise, Health and Safety, Water Supply, Caravans) 0300 123 7 038 (Your query will be logged by the contact centre and allocated to the relevant team)

Emergency Planning: 01244 973869

Equality and Diversity: 01244 976008

Health and Safety: 0300 123 7 038

Highways Office - Out-of-hours emergencies: 0300 123 7036

Licensing Authority: 0300 123 7737

Markets: 01244 402340

Parks and Open Spaces: 0300 123 7026

Street Scene: 0300 123 7026

Insurance: 01244 972393

Cheshire Constabulary Events Planning Officer: 01606 362710

Cheshire Constabulary Traffic Management: 01606 363188

Cheshire Fire and Rescue Service: 01606 868700

Northwest Ambulance Service: 01204 498400

For all other enquiries, please contact the Events team by email
Events@cheshirewestandchester.gov.uk

Accessing Cheshire West and Chester Council information and services

Council information is also available in Audio, Braille, Large Print or other formats. If you would like a copy in a different format, in another language or require a BSL interpreter, please email us at **equalities@cheshirewestandchester.gov.uk**

إذا أردت المعلومات بلغة أخرى أو بطريقة أخرى، نرجو أن تطلب ذلك منا.

যদি আপনি এই ডকুমেন্ট অন্য ভাষায় বা ফরমেটে চান, তাহলে দয়া করে আমাদেরকে বলুন।

Pokud byste požadovali informace v jiném jazyce nebo formátu, kontaktujte nás

Jeżeli chcieliby Państwo uzyskać informacje w innym języku lub w innym formacie, prosimy dać nam znać.

ਜੇ ਇਹ ਜਾਣਕਾਰੀ ਤੁਹਾਨੂੰ ਕਿਸੇ ਹੋਰ ਭਾਸ਼ਾ ਵਿਚ ਜਾਂ ਕਿਸੇ ਹੋਰ ਰੂਪ ਵਿਚ ਚਾਹੀਦੀ, ਤਾਂ ਇਹ ਸਾਥੋਂ ਮੰਗ ਲਵੋ।

如欲索取以另一語文印製或另一格式製作的資料，請與我們聯絡。

Türkçe bilgi almak istiyorsanız, bize başvurabilirsiniz.

اگر آپ کو معلومات کسی دیگر زبان یا دیگر شکل میں درکار ہوں تو برائے مہربانی ہم سے پوچھئے۔

Tel: 0300 123 8 123 **Textphone:** 18001 01606 867 670

email: equalities@cheshirewestandchester.gov.uk

web: www.cheshirewestandchester.gov.uk