



# **Guidelines for holding events on BCP Council's outdoor land.**

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## **Organising outdoor events**

Whether it is a small community initiative or a large commercial promotion the Events Team would like to hear from you! Nestled on the south coast just two hours from London, with 15 miles of sandy beaches as well as plenty of parkland and countryside, Bournemouth, Christchurch and Poole are the ideal locations for a wide range of events.

## **How do I apply for my event?**

1. An application form can be found online at [BCP Application Form](#) for you to complete giving as much detail as possible about your event to include proposed date, time, location, expected numbers, set-up and content. You can also submit a more detailed events proposal along with the application form for major events by uploading it or email it to us directly. The more information you give us at the application stage the easier the application process will be.
2. On receipt of your application form we will check the availability of your location and the suitability of the event within that location. Please note these guidelines don't apply to events held on school land. For a minor event we can normally get approval within 10 working days, however a major event will take far longer so please apply in plenty of time.
3. If agreed, a letter of agreement will be issued by an Events Officer detailing any specific conditions, which you as an organiser must sign and adhere to. You will also need to supply us some paperwork for your event in the form of public liability insurance and risk assessments (see section below).
4. If the event is more complex, we will need to discuss this with you further, and we will contact you to discuss the individual details.
5. For major events, a more detailed process will then be undertaken consisting of a licence agreement on receipt of a competent Event Management Plan.
6. **Please do not confirm arrangements or commit yourself to anything costly until you have received signed approval from the events team.**
7. If you would like to make a collection for your chosen charity as part of your event, you will need to obtain a street collection permit. You can do so via the link below.

<https://www.bcpCouncil.gov.uk/Business/Licences-and-permits/List-of-licences-and-permits/Charitable-street-collections.aspx#:~:text=You%20will%20need%20to%20apply,you%20will%20need%20their%20permission>

**Please note collections cannot be made within Bournemouth's Lower Gardens or along the entire seafront promenade. Any collections in Pier Approach must be accompanied by entertainment.**

## **What about Health and Safety?**

### **Minor Events**

For a minor event we require the following paperwork at least **two weeks** prior to your event taking place:

- A comprehensive site-specific risk assessment, a template of which can be requested from the Events Team. If you have a preferred format, please feel free to submit this. For further information on risk assessments, please refer to the Health and Safety Executive (HSE) website - <https://www.hse.gov.uk/event-safety/getting-started.htm>
- A copy of your Public Liability Insurance to a minimum value of £5 million.
- A copy of your Employer's Liability Insurance to a minimum value of £5 million if you are a company which employs staff.
- Please note that depending on the type of activity a higher level of insurance may be requested.
- A Risk Assessment and Public Liability Insurance for all sub-contractors to the event or promotion e.g. entertainers, fencing, staging, marquees etc.
- Depending on the size of the minor event, you may need some of the additional paperwork listed in the section below under major events such as additional measures if there is a bar or catering. We recommend you read the remaining guidance to ensure everything is covered for your event.
- On receipt of your application form, you will receive a **Minor Event Organiser Checklist** template from the Events Team to assist with the required paperwork regarding your event.

### **Major Events**

You will need all of the information listed under the minor events along with a detailed Event Management Plan. The information below gives you an outline of what needs to be considered when planning a major event and should be used as general guidance, with you tailoring it to your specific event.

#### **Guidance**

The HSE's Purple Guide for organising events is a set of guidance widely used in the events industry to give you best practice and will give you plenty of assistance when planning your event. <https://www.thepurpleguide.co.uk/>

#### **Catering**

If you are including catering as part of your event, you will be requested to provide

- A copy of their Public Liability Insurance,
- Basic food hygiene certificate,
- Food hygiene rating (minimum of 4 accepted),
- Date and details of last inspection,
- Details of their registered Local Authority.

**This information will be required at least 2 weeks prior to your event in order for us to liaise with Environmental Health on your behalf.**

Please note that all caterers will be required to have/comply with the following:

- Facilities to wash hands (minimum a bowl, hot water, cold water (or suitably mixed), soap and hand drying facilities).
- A bowl for washing utensils (hot water)
- A documented food safety system for each unit i.e. Safer Food Better Business
- Training certificate i.e. Level 2 (Basic Food Hygiene)
- Take regular temperature checks of hot food
- Wear appropriate over clothing i.e. apron
- Have refrigeration facilities or an equally effective method of keeping high risk foods chilled at or below **8°C**, preferably below **5°C**, during storage, transport and display for sale. It is also good practice to keep raw meats and raw meat products below **5°C**.
- Have hand sanitiser
- Supply a current gas safety certificate for catering units / mobiles
- Have adequate guarding for generators
- Provide adequate and secure storage for generator fuel
- Have adequate provision for the sustainable disposal of food waste
- Have adequate provision for the sustainable disposal of waste water
- All on-site caterers should provide fire retardant structures to work within and provide certification in advance to prove they have fire retardant structures.
- All on-site caterers should provide risk assessments for their working practices, in advance.
- All on-site caterers should provide suitable fire fighting equipment, tested in date.

For further advice on the use of mobile food vendors, food standards and health & safety information please click [here](#).

### **Ancillary activities and requirements**

Some ancillary activities may require additional paperwork to be provided in advance of your event. Below are a few examples:

**Inflatables & Funfair Rides:** Any inflatable (such as bouncy castles) or funfair ride needs to be accompanied by an ADIPS or PIPA certificate, Public Liability Insurance for a cover of £10m and a full risk assessment. Please consult –

<http://www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm>

for more information on how to safely host an inflatable at your event.

**Animals:** Dependent on the activities, animals may need to be registered under the Performing Animals Act. In which case we will need their performing animal licence which must be issued from the Council in the area in which the animals reside in, a risk assessment from the company and their insurance documents. These documents must be sent to us at least 2 weeks prior to the event to be checked by our animal welfare team. The welfare needs of animals must be considered and planned for including how they will be moved in the event of an emergency on site. Please contact us for further information if this is applicable to you. **Animals are not to be given out as prizes in any circumstances.**

**External providers:** As the event organiser, you should ensure that you have retained copies of insurances for any external parties providing entertainment at your event, for example, children's entertainers, face painting etc.

### **Balloons and Sky Lanterns**

Please note that there can be no release or mass release of balloons or sky lanterns on Council Land. This includes bio-degradable latex and foil balloons.

### **Fireworks**

Firework displays should be enjoyable and spectacular occasions – but they obviously need some responsible planning. The good news is that there is straightforward guidance to help you written by the HSE. [Fireworks guidance](#).

## **Music**

You will need to consider whether the music you have is suitable for the environment you are in. For example, live music stages need to take account noise and residents. The style of the music needs to be suitable for the audience you are performing to. If you have any form of music at your event (including background music) you must ensure you have the relevant PPL and PRS licence for it. Further information on this can be found at; <https://pplprs.co.uk/>. You may be asked to provide evidence of obtaining this. You will need to outline how you intend to sell tickets to your event (if applicable).

## **Licensable activities**

You will see from the application form that some activities require the land on which the activity is to take place to be licensed. The Events Team will guide you through the relevant licence you will need on receipt of your application.

Where BCP Council does not hold a premise licence for the area and your event is under 499 people, a Temporary Event Notice (TEN) can be applied for. Please note obtaining a TEN does not give you permission for the use of the land so this will need to be done in addition to the event application form.

<https://www.bcpCouncil.gov.uk/Business/Licences-and-permits/List-of-licences-and-permits/Temporary-event-notice.aspx>

<https://www.morningadvertiser.co.uk/Article/2022/04/12/top-tips-on-tens>

Where a BCP premise licence is used, you will be required to adhere to the conditions on the licence. These will be supplied to you as part of your agreement.

When you hold an event with licensable activities, your plan will need to cover how you will manage these activities. Additional information on alcohol management and noise management will be required.

## **Logistics**

This is an important aspect to any event. Have you considered the following aspects?

### **Access & Egress:**

- What are the access points to the site?
- Are there any barriers or gates that pose issues?
- Have you considered facilities for disabled access?
- Are their entry and exit points and are these sufficient for the numbers?
- Consider emergency exits and emergency vehicle access. Is there a need for an extra access point for emergency responders in the event of an emergency.
- Pedestrian and vehicular movement needs to be considered.

### **Security / Stewards:**

- Stewards play an important role in providing information and with security maintaining public safety, so numbers need to be assessed based on your audience and the areas that need covering.
- Consider what you need your security and stewards to do, some roles must be carried out by an SIA approved security officer.
- Roles and responsibilities between Security & Stewards must be clearly defined
- Materials and structures left onsite for long durations may require security to be present.

### **First Aid:**

- The majority of events will require you to have first aid provision on site.
- The HSE guide has a useful table and information to help you decipher what provision should be present at your event.

**Toilets:**

- Some sites may already have facilities onsite that can be used within your planning.
- The HSE guide has guidelines in place to ensure you have the correct provision at your event.
- Consideration needs to be given to length of time on site and the activities taking place.

**Gazebos / Marquees:**

- Temporary structures will require weighting as staking is not allowed on Council land.
- All marquees should be constructed by a reputable company and flooring included within. See <https://www.hse.gov.uk/event-safety/temporary-demountable-structures.htm>
- Relevant sign off certificates will be required.

**Traffic Management:**

- You need to manage the traffic coming to your event with a plan of how this will be covered.
- Consideration should be given to all modes of transport and should not impact the highway.
- If you are closing roads for your event, then consideration needs to be given to how these are managed, and the relevant road closures applied for.
- If you are expecting large numbers of people, you may wish to identify local parking.

**Signage:**

- Do you require signage to be erected for the duration of your event?
- Certain areas may require specific types of signage e.g. highways.
- Flyposting isn't permitted on Council land.

**Electricity:**

- Most outdoor areas do not have access to power
- Generators must be super-silent diesel powered (ideally using HVO fuel)
- Drip trays must be used
- Generators must be cordoned off for public safety.

**Content:**

- Consider the content you are planning and what effect this will have on your event in terms of numbers and logistics
- Is your content suitable for the surroundings for example: effects on residential areas?

**Training and Awareness**

- Consider appropriate training for staff and organisers
- Include staff briefing sessions for all staff and contractors. Staff briefings to include but not limited to:
  - Event overview
  - Access and Egress points
  - Fire safety
  - First aid
  - Emergency procedures
  - Key staff
  - Radio etiquette
  - Specific event information

**Management of Money on/off site**

- Consider cash reconciliation, record sheets and receipts.
- Make sure cash is counted and recorded by two members of staff
- Do not leave cash unattended
- Consider appointing a treasurer
- When moving large amounts of money ensure security presence

## **Counter Terrorism**

- Counter Terrorism measures need to be considered as part of a major event.
- New legislation is currently going through parliament called Martyn's Law as part of the Protect Duty. Further details can be found here ["Martyn's Law" - What you need to know | ProtectUK](#)
- Consideration should be given to suspect packages within your planning
- See, Check and Notify (SCaN) and ACT protocols should all be included in EMPs. <https://www.youtube.com/watch?v=qkgN4Bwhpf8>

## **Events By The Water**

- Is your event on the beach? Do you need to take into consideration tide times and heights
- Are there aspects of your event in the water? Do you need to consider water safety cover

## **Sustainability**

You will need to tell us how you are making your event more sustainable as part of your application. This should include areas such as

- **Local Area** – Look after the local community by reducing the amount of litter, congestion & noise at your event.
- **Energy & Water** – Look at inventive & alternative ways to reduce energy & water usage during your event. Could solar power, cycle power or biofuel generators be used instead of silent diesel generators?
- **Transport** – Promote walking, cycling & travelling by public transport to your event as these are more environmentally friendly. Have you considered promoting the use of existing schemes such as Beryl Bikes (<https://beryl.cc/news/welcoming-our-beryl-bikes>)
- **Reduce & reuse**- What equipment is really needed for your event? To reduce waste items, only buy what is needed and reuse or borrow where possible. If you are planning on having keepsakes try to ensure they are recyclable.
- **Responsible sourcing** – Support local businesses by using them to provide services and products during your event where possible.
- **Recycle waste** – Provide clearly labelled recycling bins as well as general refuse bins. Aim to have a zero waste-to-landfill policy for your event.
- Waste Management

Please consult the below link for steps on making an event sustainable

<https://www.eventbrite.co.uk/blog/make-an-event-more-environmentally-sustainable-ds00/>

## **Waste Management**

Events bring large numbers of people to our town. They can also cause a lot of waste and leave a large carbon footprint. Event waste management is therefore fundamental to maintaining the cleanliness and appearance of the Borough.

We ask that event organisers consider their waste requirements and plan for the disposal of waste and recycling that will be produced before, during and after the event.

## **Event Management Plan**

Major Events must produce a comprehensive Event Management Plan covering all aspects of your event and you may be required to present your plans to our BCP Safety Advisory Group approximately three months before your event. <https://www.hse.gov.uk/event-safety/safety-advisory-groups.htm>

Your event plan will need to cover the following areas as a minimum although more information should be included depending on risk assessment and event content.

- Itinerary and content plan (including set up, event and breakdown)
- Site plan
- Information of Marshalls / Stewards / Security
- Communication plan
- Waste disposal
- Catering and trading details (if applicable)
- First Aid
- Toilet provision
- Traffic Management
- Vehicle access
- Evacuation and incident procedure
- Missing / found person procedure
- Safeguarding procedure
- Equality and Diversity measures
- Crowd Management
- Contingency planning <https://www.hse.gov.uk/event-safety/incidents-and-emergencies.htm>
- Fire Safety
- Health and Safety provision
- Contractor information
- Noise Management
- Alcohol Management Plan (if applicable)
- Risk Assessment
- Separate Fire Risk Assessment and where relevant consideration should be given to external fire risks such as wildfires
- RVPs clearly marked on site plans / maps
- Use “What Three Words” for locations

### **Cost of Events**

The minimum charge for holding an event on council land is from £21+ VAT for a small one-day charitable event. This fee increases with the size and duration of the event. The exact cost will be advised on receipt of the application form.

Events with commercial activities will be charged a significantly higher commercial fee based on the amount of activity being undertaken.