

## EVENT SUBMISSION – GUIDANCE NOTES

Cheltenham Borough Council, working in partnership with selected agencies want to support event organisers to ensure that events in the Borough are safe, successful and enjoyable for all people involved with events whilst maximising benefits to local residents and businesses as well as helping to manage the impact of events on the wider community.

We and our partners need a certain amount of notice to be able to support your event effectively so please be aware that the earlier we know about what you want to do, the more likely it is that we can support you through this process.

### COMPLETING THE EVENT SUBMISSION FORM

This form should be completed by anyone that wants to organise an event in the Borough ideally at least 2 months before the event is due to take place. This notice period is consistent with the timescales for applications for land-use agreements and licensing applications. The Borough Council and our partners will give advice and support to help ensure that an event is successful from all aspects and this is the first stage in enabling them to do that.

Cheltenham Borough Council does not wish to prevent or hinder small scale impromptu events from taking place, and therefore subject to the event organisers meeting all of the Council's criteria for operating on Council land, certain events and activities shall be exempt from the Event Submission process. This may apply under the following circumstances:

1. Where the event is already established on an annual basis and currently meets all the criteria for operating on Council land.
2. Where the event is small scale and of low risk and the organiser is able to complete the Parks Special Event Application process to the Council's satisfaction.
3. Where the event or application is so small in scale that it barely goes beyond what can reasonably be interpreted as everyday use of a public green space.

Examples of **small scale events** would be; a small community fun-day, which could include stalls, a bouncy castle, a small PA system and some acoustic music. A sponsored walk, run, or cycle ride which takes place solely in one green space and may require a registration gazebo, a course set out with pins and tape and marshalling. A charity or commercial display to promote a product or cause using a towed display and possibly some form of activity (e.g. a mobile climbing wall). The use of the park for organised group exercise classes, or a series of youth activities run by an external organisation.

Examples of **everyday use** would be; a gathering of a local community or friends and family for a picnic, for a special occasion (e.g. the Queen's Jubilee or a children's birthday party) with organised games and activities, but NOT hired equipment such as a bouncy castle. A gathering of people (up to 50) playing team sport and games or a sponsored walk which includes a green space as part of a bigger route.

Please visit the [Council's website](#), email the Parks and Gardens Team at [parksandgardens@cheltenham.gov.uk](mailto:parksandgardens@cheltenham.gov.uk) or call them on 01242 774511 for more details.

The judgment of whether an event or activity is either small scale or everyday use will be determined when the event submission form is first submitted to the business support team in public protection. There will be an initial informal discussion with the relevant officers.

## **PART 1A**

### **Name of enquirer**

The name of the person completing the form (e.g. Mr John Smith).

### **Organisation/Group**

If you are applying on behalf of an organisation or group, please include the name of said organisation or group (e.g. The Friend of xx Gardens).

### **Postal address and Postcode**

The postal address to which all correspondence will be sent.

### **Contact telephone number(s)**

Should ideally include a landline and a mobile number but at least one must be listed.

### **Email address**

The email address via which we can correspond electronically with the enquirer and your website if relevant.

## **PART 1B**

### **Name of event**

The title the event will be given (e.g. Paws in the Park).

### **Date(s) of event**

The dates on which the event will be held (e.g. Saturday 7 July 2012 and Sunday 8 July 2012)

### **Time(s) of event**

The time(s) at which your event will be open to the public (e.g. 10am – 5pm on Saturday 8 July and 11am – 4pm on Sunday 9 July)

### **Set-up and clear-up time**

How long it will take you to set-up and clear-up your event and when (e.g. set-up from 4pm-6pm on Friday 7 July 2012 and clear-up from 4-6pm on Sunday 9 July 2012).

Please indicate the nature of your setting up and the dismantling work required. This

### **Duration of event**

This should be the total number of days including set-up, event and clear-up days.

### **Nature of event and event description**

Clearly identify the nature of your event (community, commercial, private, etc) and provide a brief description (demonstration, concert, etc). Please indicate if you have run a similar event in the past and give details.

### **Location of event**

Please state where your event will be held. List all locations if more than one is applicable (e.g. the route of a charity walk, etc).

**Who owns the land**

Is your event to be held on Council owned land or property or privately owned land or property. If held on privately owned land or property, please state who owns the land.

**Has permission been sought**

If your event is being held on private land or property, you will need to obtain the permission of the landowner and follow their guidance. If the Council owns or manages the land or venue you may need to make a separate booking/application for which there may be an associated fee.

**Target audience**

Who are your target audience (families, under 18's, etc). You must also consider the effect your event will have on the public and if it is suitable for all ages.

**Target audience figure**

Please give an approximate number of people expected to attend your event (this information is mandatory).

**PART 2**

**Will you be selling alcohol?**

If the answer is 'yes' then please be aware that you may need to make a licensing application for which there is an associated fee. Please visit the [Council's website](#), email the Licensing Team at [Licensing@cheltenham.gov.uk](mailto:Licensing@cheltenham.gov.uk) or call them on 01242 775200 for more details.

**Will there be commercial traders?**

If the answer is 'yes' then please be aware that you may need to make a licensing application for which there is an associated fee. Please visit the [Council's website](#), email the Licensing Team at [Licensing@cheltenham.gov.uk](mailto:Licensing@cheltenham.gov.uk) or call them on 01242 775200 for more details.

**Will you be making charitable collections?**

If the answer is 'yes' then please be aware that you may need to make a licensing application for which there is an associated fee. Please visit the [Council's website](#), email the Licensing Team at [Licensing@cheltenham.gov.uk](mailto:Licensing@cheltenham.gov.uk) or call them on 01242 775200 for more details.

**Will there be any form of entertainment?**

Please give details and officers may wish to ask further questions. Please visit the [Council's website](#), email the Environmental Health Team at [envhealth@cheltenham.gov.uk](mailto:envhealth@cheltenham.gov.uk) or call them on 01242 264135 for more information.

**Will you be selling food?**

At this stage we simply need to know if you plan to sell food at your event. An environmental health officer may need to undertake certain checks before or during your event. Please visit the [Council's website](#), email the Environmental Health Team at [envhealth@cheltenham.gov.uk](mailto:envhealth@cheltenham.gov.uk) or call them on 01242 264135 for more information.

**Will you be erecting any form of structure either temporary or permanent?**

Any structures will require inspection prior to your event opening to the public and any corporate health and safety issues may be raised by the Events Consultative Group.

Please visit the [Council's website](#), email Building Control at [BuildingControl@cheltenham.gov.uk](mailto:BuildingControl@cheltenham.gov.uk) or call them on 01242 264321 for more details.

### **Will you be making any traffic management proposals?**

If your event is likely to spill out onto the highway, or an event on a public highway that may impact businesses, communities or residents, you will need to apply to the Gloucestershire County Council. You should also advise the integrated transport team at the borough council who can be contacted at [travelplus@Cheltenham.gov.uk](mailto:travelplus@Cheltenham.gov.uk).

### **Will you have Public Liability Insurance?**

The Council requires evidence of valid public liability insurance with a Limit of Liability of £5m or above (depending on the type of event being proposed). For certain events the Council may require an increased Limit of Liability. In the absence of such evidence of public liability insurance the event will not be permitted to take place.

When we receive your event submission form, we will contact you by email or post to let you know that we are processing it.

## **ASSESSMENT OF SCALE OF EVENT**

When an event submission form is received an assessment will be made, based on the answers provided, as to the scale of the event being proposed (please refer to the flowchart below for more details).

### **Category A**

Typically events where less than 500 people are expected to attend will be considered Category A events. These events will require some further form of \*application and the organiser will be referred to the relevant department or agency to make the necessary applications once the event submission has been processed.

\*Please be reminded that some applications have an associated fee. More information regarding fees will be available from the relevant department or agency.

### **Category B**

Typically events where 500 people or more are expected to attend are considered large scale public events (Category B) which will be considered by the ECG, though smaller events may require the involvement of the ECG depending on the type of event.

Event organisers will be invited to attend an ECG meeting and may be asked about their experience and competence in managing events and will be required to present their plans and relevant risk assessments.

The ECG will act as a consultative forum for events in the borough for both the organiser of an event and relevant officers and ward councillors.

If the event is likely to require significant input from other agencies, officers may approach other agencies with a view to setting up a Safety Advisory Group, This group will be made up of officers from the council as well as representatives from other agencies such as the police, fire service, county council highways etc depending on the event. The SAG has formal terms of reference with the overall aim to ensure that as far as possible that risk to public safety is minimised for the event. Ward councillors may be in attendance as observers.

## Appendix 5

The ECG or SAG will review each Category B event through a formal de-brief, identifying any significant incidents or 'near misses' and making recommendations where appropriate to the event organiser and/or documenting learning points for the future.

**EVENT SUBMISSION – FLOWCHART**

Event submission form received by Business Support at Cheltenham Borough Council

A copy of the event submission form is circulated to the core members of the Event Consultative Group (ECG) and relevant ward councillors by the Business Support & Licensing Team Leader and the Community Protection Team Leader and the scale of the proposed event will be agreed (Category A or B)

Event assessed as  
**Category A**

Event assessed as  
**Category B**

Event submission requires further  
action

Event submission requires input from  
ECG

Event organiser is referred to the  
relevant department to make the  
relevant applications (Licensing,  
Planning, Parks & Gardens, etc)

An ECG is convened consisting of  
representatives as are considered  
appropriate for the event being  
proposed (council officers, ward  
councillors, community groups, etc)

See guidance notes for more detail

Event organisers will be invited to  
attend ECG meetings. They may be  
asked about their experience and  
competence in managing events and  
will be required to present their plans

The ECG will provide a forum to both  
the organiser of an event and the  
council officers to assist with the  
management of an event (Licensing,  
Planning, Parks & Gardens, etc)

A SAG may be convened for significant  
events consisting of representatives  
from across the council and other  
agencies and including ward councillors  
as observers.

Event organisers will be invited to  
attend SAG meetings. They may be  
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will be required to present their plans  
and risk assessments.