

Rutland County Council

Events Policy

August 2022

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1. Purpose and Background

Rutland County Council is committed to enabling events within the County and recognises that a diverse programme of varied and well-managed activities contributes to the promotion of a vibrant community.

This policy sets out the key principles by which Rutland County Council, with its key partners including Leicestershire Police, Leicestershire Fire & Rescue Service, the East Midlands Ambulance Service, and other organisations, approach the management of events.

The principles are based on a range of requirements which arise from legislation, guidance and other Council policies. By setting these out clearly the Council aims to make the process of applying to hold an event in Rutland consistent and transparent, leading to more successful and efficiently planned events.

This policy applies to all public events held in in the County that meet the definitions below.

It sets out roles and responsibilities and acknowledges the significant time and effort that can be involved in facilitating them.

2. Benefits

A well-managed and appropriate events policy brings positive benefits to the County, including:

- Helping promote the area as a place of business, culture and community
- Playing a key part in Rutland County Council's vision by drawing visitors to the County
- Providing commercial opportunities both at and surrounding events
- Stimulating inward investment and business growth
- Enhancing the image of the County
- Providing residents with an interesting, fun, and diverse range of activities
- Enhancing Rutland County Council's cultural offering and reputation
- Developing a strong, creative and engaged community

3. Objectives

The objectives of this policy are to:

- Support the effective planning and management of events through pre-event consultation and planning with event organisers and Partners

- Maximise the safety of event attendees and the event workforce through safety being prioritised within decision making
- Provide a framework for the event notification process
- Minimise disruption to residents and businesses
- Ensure that events are as accessible as possible
- Promote the Council’s licensing objectives
- Develop an events programme and encourage local groups to organise or participate in new or existing events
- Provide a fair, consistent and coordinated approach to how events are supported and facilitated by the Council.

4. Definition of Events

An event is defined in this policy as:

“A planned activity in a specific location and for a limited period of time that members of the public can attend. The activity can take place either indoors or outdoors, on public land or in/on private property. The activity or occasion can reasonably be expected to cause a public gathering that is not part of the normal course of business at that location and time.”

5. Categorising Events

The following information will be required from event organisers in order to determine what safety measures may be required and which fees and charges apply.

Event notifications will always need to be submitted to the Council where the event will involve:

- VIP Attendance
- Military Attendance
- An Impact on the Highway
- An Impact on the Community

In addition, events notifications will also need to be submitted where events are of a specific scale.

Size	Audience Capacity	How to Apply	When to Apply
Small	Up to 500	No notification required unless meeting one or more of the other conditions above	Minimum of 12 weeks before the event
Medium	500 to 4,000	Event Notification Form, Risk Assessments and	Minimum of 20 weeks before the

		Event Management Plans must be submitted.	event
Large	Over 4,000	Pre-application consultation with the Events Team, Event Notification Form, Risk Assessments and Event Management Plans must be submitted.	Minimum of 36 weeks before the event

Notes:

The audience capacity is the maximum number of attendees expected at the event at any one time.

Medium and large notifications will be reviewed by the Safety Advisory Group (SAG).

5.1 Event Types

Commercial

Commercial events are those that are intended to make a profit, including product launches, corporate events, other marketing and promotional activities. This also includes livestock shows, circuses, fairgrounds, and ticketed festivals.

Community

These are events organised by local not-for-profit, community or voluntary groups that directly benefit the residents of Rutland and do not provide significant advertising or other commercial benefit to a profit-making business or organisation.

Charity

Events organised by registered charities and are predominantly fund-raising or awareness-raising events for the benefit of the charity. A registered charity number should be provided.

Sports and fitness

Sporting or physical activity events organised with or without a charge to those attending the activity.

Civic

Events organised by a County, Town or Parish Council, or by the Lieutenancy or Shrievalty.

5.2 Other Considerations

Location

For example, is the event taking place within a park, on a highway, or in a building?

What is the purpose of the event?

For example, is the event a family fun day, a concert or a political demonstration?

What structures and activities will be included?

For example, will the event have a circus big top, funfair rides, a large stage, large tent, an inflatable or a fireworks display?

Audience

Who is expected to attend the event? For example, is it predominantly a family event, or would the activities attract large groups of teenagers or young adults? Is it for local people or might there be possible transport issues resulting from people travelling some distance to attend?

6. The Notification and Consultation process

The stages of the notification process are:

- Pre-consultation (Pre-notification discussion - mandatory for large events only)
- Notification and payment of any fees
- Processing and validation
- Planning meetings and consultation with agencies
- Confirmation
- Evaluation and debrief

The notification process is managed online and all Event Notification Forms must be sent electronically to events@rutland.gov.uk

The Event Notification Form can be found at Appendix 1.

All forms will be checked and once verified as complete, applicants will be informed about whether the event will be subject to consultation.

Where an event requires a road closure, the event organiser is required to submit a Temporary Traffic Regulation Order (TTRO) application, which is assessed by the Council's Highways Department. During the assessment of the notification, approval for any road closures will be cross-checked with the Highways Department. The TTRO application form can be found at Appendix 2.

Consultation will involve meetings taking place with the necessary Council departments and external agencies to ensure all effected groups are aware and prepared for the event.

This will be partly dependent on the size of event being planned. Small events will not be subject to full consultation where they will have minimal impact on the venue or the surrounding area. If a small event does require consultation this will generally only occur on the first occasion unless there are concerns raised once it has taken place. Consultation on medium and large events will involve members of the SAG and may involve Partners including Ward Councillors, Cabinet Members, and Parishes, depending on the impact the event is likely to have.

For all medium and large events the Director of Places will be notified at the initial notification stage by the events team. The Director will advise Cabinet, Ward Councillors and Elected Councillors as appropriate.

7. Safety Advisory Group (SAG)

The remit of the Safety Advisory Group (SAG) is to advise on whether an event should proceed on safety grounds. The consent of the Council if the event is taking place on Council property may be withdrawn upon advice of the SAG.

The core members of the SAG are Rutland County Council (Environmental Services, Food Safety, Events, Licensing, Highways, Transport, Public Health), Leicestershire Police, Leicestershire Fire & Rescue Service, and the East Midlands Ambulance Service.

Members of the SAG will expect to review an Event Management Plan (EMP) before any events. An EMP is required for all large and major events and some elements may be requested for medium and small events.

The EMP will include, but not be limited to:

- Access / Egress plans for attendees
- Cancellation procedure including adverse weather conditions
- Child and vulnerable adult protection
- Complaints procedure
- Concessions and caterers
- Crowd management
- Emergency control
- Emergency contingency plans
- Entertainment details
- Environmental / Sustainability impact
- Equal opportunity statement
- Event communication plan including named contacts and responsibilities
- Fire safety and evacuation

- First aid / medical
- Food safety
- Licensing requirements
- Lost children and property procedures
- Marketing
- Noise management
- Public liability insurance
- Resident and Business Liaison
- Risk assessments
- Security and stewarding provision
- Site plans
- Signage around the site
- Statement of intent
- Production and event timetable – including set up and break down
- Ticketing procedure (if ticketed)
- Transport management – including parking and public transport
- Volunteering plan
- Waste management
- Welfare and sanitary provisions

The SAG will also co-ordinate any safety de-brief meetings that take place post event. A debrief is required by Rutland County Council for all large events. A debrief will also take place for small and medium events if there have been any safety concerns noted by the Council or any of the partners. Safety concerns must be notified to events@rutland.gov.uk to trigger a debrief for small events.

All issues will be discussed with the event organisers so that the safety risk can be resolved. It is recognised that cancellation of an event is the last resort but in cases where there is increased risk to public safety if the event proceeds, this recommendation will be passed to Director / Executive level.

8. Confirmation

Once consultation has taken place with the necessary agencies, documents have been reviewed and the Council is satisfied that all requirements have been met then an agreement in principle will be issued. This agreement will be subject to compliance with any pre-event conditions, payments (including deposits) and the requirement to obtain any licences etc.

9. Events on Council land or premises

Normally no more than one event will be approved to take place on the same day in any location (an exception may occur when the events are complementary and are

taking place alongside one another with the agreement of both organisers). Event organisers may be required to move venue or date for other reasons.

Additionally, the following events will not be approved on Council land or premises, including the public highway:

- Events that are deemed inappropriate such as those that will have a detrimental effect on the “normal use” of the area and those that fail to comply with the terms and conditions of hire
- Events that promote any political campaigns or controversial issues which may be damaging to community relations, are illegal or offensive, or are likely to provoke public disorder
- Any event that includes the use of performing animals, except those which are normally regarded as domesticated in the United Kingdom (e.g. horses, dogs, cats, birds used in falconry demonstrations, etc.)
- Any event that includes animals as prizes
- Any event that includes balloon or Chinese lantern releases
- Any event that does not provide adequate documentation or certifications and cannot demonstrate that it should progress to the next stage of the process
- Any events that cannot demonstrate to the SAG that it can be delivered in a safe and robust manner
- Any event that discriminates against others, including those under protected characteristics
- Any event or activity that is prohibited by Council bylaws

The Council reserves the right to refuse any application for use of its land or premises, and also the right to impose additional conditions regarding an event.

Any decision to refuse an event will be made at Director / Executive level.

10. Fees and Charges

Full details of the Council's fees and charges can be found on the Council's website. Fees and charges, including premises hire, road closures, parking suspensions and event application fees, are reviewed annually and agreed by the Council. In some cases the costs for an event will vary due to the nature of the event itself, and a flat rate cannot be used. In these cases, it is deemed appropriate that Council can determine a principle of full cost recovery for events.

All application fees must be paid when the application is submitted and are non-refundable. Fees must be fully paid 45 days before the event.

Some events may meet the following criteria in which case the Council may consider waiving fees.

- Where an event is delivered in partnership with the Council
- Where an event delivers on a specific Council initiative
- Where an event is organised by a registered charity for community benefit
- Civic events (see Section 5)

Fees will only be waived on a one-off basis and each event will be considered on a case-by-case basis. The decision to waive fees will be taken at Director / Head of Service level.

If an event organiser would like to be considered under this criteria, a request should be sent by email to events@rutland.gov.uk

11. Exemptions

There may be occasions where an event cannot be foreseen or planned in advance, but where there is significant public interest. In these rare cases there may be deviations to this policy.

Exemptions to the notification process and timelines stated above will only be considered for those events where it is shown that the Council could not have been notified in advance and there is significant public interest. Any decision will be made in line with the structure outlined in Section 7 of this policy.

If an event is notified to the Council at short notice the event organisers must still provide the documents as outlined above to ensure that the safety of the public has been considered. The documents must be provided to the Council prior to the start of the event. In short notice events it is the responsibility of all partnership agencies to work together to achieve a safe outcome.

If an event organiser believes their gathering is not a public event and maybe exempt from timelines listed above and all fees or charges an email should be sent to events@rutland.gov.uk.

12. General Conditions

The following conditions will apply to all events:

12.1 Safety

Responsibility for safety rests with the organiser but the Council and its partners have a duty to ensure all relevant health & safety guidance is followed, including the preparation of full risk assessments and method statements. The first priority of all involved in managing events must be human safety. Every event should have a

designated safety officer. Event organisers must also consider the safeguarding of children, young people and vulnerable adults to protect them from harm.

Role of the Event Organiser and their obligations:

- Provide complete and accurate event documentation within the required timeframes and respond promptly to any queries raised by the Council or member of the SAG.
- Ensure that any information given on behalf of the organisation they represent is accurate and that they have the legal authority to enter agreements on behalf of that organisation or have the delegated legal authority.
- Ensure insurance and liability cover is in place appropriate to the nature of the event.
- Permissions, licences and safety documentation must be sought well in advance, in accordance with the timetables set out in this document.
- The event organisers should ensure the event is run according to the submitted plans.
- Plans must be in place for contingencies such as fire, accident, crowd disturbance, bad weather, criminal or terrorist activity etc. This will include measures to safely evacuate the site.
- In the case of emergencies, the organisers must ensure that there are systems in place for summoning help, and that access can be immediately provided for the emergency services.
- The event organisers must ensure that children, young people and vulnerable adults are protected from harm, including ensuring that there are robust arrangements in place for lost children, and any health and wellbeing concerns that may arise during the event.

Non-compliance may jeopardise the event; impact future events planned by the organiser; and may also result in the event organiser being liable for prosecution.

12.2 Environment and amenity

With the exception of closed and ticketed commercial events, organisers should minimise restriction of access to public spaces, except on safety grounds.

Rutland County Council's policy and guidance on Signage and Street Furniture can be found online at <https://www.rutland.gov.uk/my-community/roads-and-highways/street-lighting-road-marking-and-signs/signs-guidance-and-street-furniture-policy/>

This includes guidance on signage for special, community and charity events and advertising, including the use of A Boards, display of goods and licence fees.

12.3 Noise

Noise levels generated from an event need to be agreed in advance and kept at a reasonable level. Where the Council have cause for concern about the noise from a

planned event they reserve the right to require the event organiser to appoint an independent acoustic consultant to be on site to provide continual monitoring of noise levels.

Noise should not create an unreasonable impact on any business or residential premises in the vicinity of the event site. The organiser is expected to communicate with any businesses and residences that may be impacted by noise in relation to the event and reduce sound levels on the day if conditions require it. If the event has a Premises Licence, then it must operate in accordance with any sound level limit or conditions attached to the Licence. A sound level limit may need to be set and/or continuous noise monitoring put in place, to ensure compliance with Licence conditions and ensure that the event does not cause a statutory nuisance.

Events must also comply with The Control of Noise at Work Regulations 2005 for staff and contractors on site.

12.4 Parking

Additional parking requirements resulting from events must be planned, such as servicing, dropping off and/or picking up of visitors by coaches and taxis. Event organisers must lead on communications with affected stakeholders in relation to parking suspensions and mitigations.

Suspensions of parking bays or restrictions (e.g. yellow lines) can be arranged for public events (or privately organised events which are open to the wider community or public), at a cost. This cost must be incurred by the event organiser and the required notice must be given if there is an expectation that the Council should enact the legal requirements, compliant lines and signage, and enforcement. The Council may not be able to enact the legal requirements, compliant lines and signage, and enforcement, even if required notice is given for various reasons.

Where an event has a parking effect on private or unadopted highway, the event organiser in partnership with the Council's Highways department must discuss the plans with the highway owner and agree on mutually satisfactory arrangements.

Special bay types (e.g. for disabled people), bus stops and taxi ranks are only suspended in exceptional circumstances. If such bays are suspended, they must be relocated within a reasonable distance. A further charge will be applicable for any such relocation. The Council may not be able to enact the legal requirements, compliant lines and signage, and enforcement.

For large scale suspensions of bays used by stakeholders, residents and shoppers, alternative parking will need to be provided nearby, by the removal and temporary conversion of paid-for visitor parking bays. The conversion of bays in mitigation is chargeable.

Parking will not be suspended to create space for VIP arrivals or departures unless the circumstances are exceptional, in such cases led by police or security services.

Further details and fees payable are available on the Council's website.

12.5 Traffic and highways management

Rutland County Council is required to consider all traffic and highways management implications of events to fulfil its duty to keep the County moving. A minimum period is required to implement traffic management measures, such as Temporary Traffic Regulation Orders (TTROs) to close roads, advance warning signs of events, diversion routes, and traffic controls. Costs for any traffic management order must be incurred by the event organiser and should be paid in advance. Details of current costs are available on the Council's website. Non-payment of fees will result in permission to close the highway being withdrawn.

Residents, visitors and those engaged in business must be able to move reasonably freely through the County, and public services should be able to operate without unreasonable disruption. The organiser should communicate with any businesses and residences whose access may be impacted by the event. Occupiers must be able to access their premises with minimum disruption. Access for emergency vehicles must be maintained with minimal impact on response times.

There are restrictions on the number of times roads can be closed in a calendar year, this will be considered as part of the application process and may mean that permission for the event is refused or an alternative location suggested.

Structures in the highways such as cranes and scaffolding require a highways licence which must be sought from the Council in advance. Rutland County Council must give permission for any change to the highway, such as removing street furniture to alter the character of a street and would typically insist such works are carried out by its own contractor at the organiser's expense.

12.6 Licensable activities

The event organiser is responsible for ensuring that all required licences are obtained in sufficient time and all conditions specified in these licences are adhered to. The costs for any licence shall be incurred by the event organiser. Details of current costs are available on the Council's website.

Such licences may include, but are not limited to:

- Performing Rights Society / Phonographic Performance Limited (PRS/PPL)
- Street Trading Licence
- Special Treatment Licence
- Premises Licence
- Temporary Event Notice (TEN)

Events that include 'licensable activities', such as the sale of alcohol and regulated entertainment (for example live music) need to be covered by a Premises Licence. Small events can be covered by a Temporary Event Notice (TEN). The Council can request conditions to be attached to any licence, and these could address any of the four licensing objectives: Prevention of crime and disorder; Public safety; Prevention of public nuisance; and Protection of children from harm.

Rutland County Council can grant licenses for 'regulated entertainment' for certain areas of publicly accessible streets and open spaces, which means that these areas are treated as premises, or 'venues' for licensing purposes. Events in these areas will be expected to be run under the conditions of the Premises Licence for these areas and an additional TEN will not be issued.

12.7 Food Safety

All food businesses (however big or small) at an event must provide evidence of food registration with the relevant local authority and food hygiene ratings for all temporary catering outlets.

Anyone starting a new food business must register with the Council at least 28 days before doing so. Businesses located in Rutland should have registered (this is provided free of charge), a copy of the registration form is available on the Council's website.

On the basis of activities to be carried out, certain food business are required to be approved rather than registered.

12.8 Waste and recycling

For medium and large events, the organiser must set out their plan for dealing with waste as part of the notification process.

For large events, the waste management plan should show how the organiser will work with the Council to reduce the amount of contractor cleansing that is needed during and after the event.

The waste management plan should show how the organiser will manage, recover and recycle or dispose of waste and street litter safely, and meet all environmental regulations and statutory requirements. Waste should be minimised and recycled as much as possible.

12.9 Public conveniences and welfare facilities

The event organiser is responsible for the welfare of the public, which includes provision of temporary toilets. An adequate number of toilets must be available for an event and any temporary toilets must not obstruct the highway. All facilities must meet health and safety requirements.

12.10 Sharing information

Communications and publicity about events must be coordinated with the Council and its partners.

All event organisers must fully disclose any information relating to, or impacting upon, any aspect of the event, ensuring there are no unexpected issues that have not been assessed for risk and danger to the public.

12.11 Planning permissions and advertisement consent

All temporary uses within a building, and temporary moveable structures placed within the curtilage of a building, will normally require planning permission. Temporary events on land not within the curtilage of a building, and associated moveable structures, are allowed up to 28 days in any calendar year without the need for planning permission. This reduces to 14 days where events involve street trading and some other activities such as motor racing. Advertisements (including sponsorship branding) visible from the highway normally require consent – please see section 12.2. This includes the display of sponsors' details on banners and directional signage. Any attachment or alteration to a listed building or listed structure will normally require listed building consent.

12.13 Use of Council Premises

The Council reserves the right to prioritise its own use of its own venues and facilities. For example, Civic events including Remembrance Sunday will take precedence over all other events. Whilst these events are usually known in advance, in exceptional circumstances this may include short notice changes that are beyond the Council's control, such as an unexpected General Election or National Day of Mourning. The Council accepts no liability in such circumstances.

12.14 Insurance

Event organisers could be held legally liable for the costs or damages for any injuries which may occur during their event. Organisers of medium and large events must be insured against this risk via a Public Liability Insurance policy.

It is a requirement of the Council that this be arranged with a minimum limit of indemnity of £5 million. A greater level of cover may be needed for larger events. This insurance must cover the whole period of the event from start to finish. The Council reserves the right to insist on a higher indemnity limit if the nature of the event makes that appropriate. The £5 million is also unlimited in terms of multiple events.

You should also consider other forms of insurance for the event; for example an all risk cover against damage to the venue or against bad weather causing financial loss or event cancellation. Copies of insurance documents will be required.

13. Cancellations

The Council reserves the right, at its sole discretion, to cancel any event booked on Council land due to poor weather, unsuitable ground conditions, non-receipt of the required paperwork or exceptional unforeseen circumstances. The event may also be cancelled due to a risk to public safety and a recommendation from the SAG.

All cancellation decisions are made at Director / Executive level.

In these circumstances, the Council is not responsible for any costs the organiser may already have incurred in preparing for the event.

In all cases in the circumstance of an event being cancelled the Application Fee is non-refundable.

If the event organiser cancels the booking less than 4 weeks before the date of hire there will be no refund on the fees charged by the Council.

Where an event is cancelled due to circumstances beyond the event organiser's control, the Council may consider a refund of its hire fees at its sole discretion. The decision to waive fees will be taken at Director / Head of Service level.

14. Legislation

All events must conform to relevant legislation, including but not limited to:

- Health & Safety at Work Act 1974
- Health & Safety (First Aid) Regulations 1981
- General Data Protection Regulations
- Equality Act 2010
- The Management of Health & Safety at Work Regulations 1999
- RIDDOR 1995
- Food Hygiene (England) Regulations 2006
- Town and Country Planning Act 1947 and 1990
- Licensing Act 2003
- The Children's Act 1989
- Fire Regulatory Reform (Fire Safety) Order 2005
- Firework Regulations 2004
- Safety at Sports Ground Act 1975
- Private Security Industry Act 2001
- Environmental Protection Act 1990
- Noise Act 1996
- Rutland County Council Byelaws

15. Equalities and Diversities

Rutland aspires to be a place noted for its safety, openness and community spirit where everyone who lives and works here has a strong sense of belonging. As a Council and in partnership with others, we aim to address the needs and aspirations of local people to create a place of opportunity for all. The application of this policy will have due regard to Section 149 of the Equalities Act 2010, which places a general duty on public authorities, who must, in the exercise of their functions, have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act;
- Advance equality of opportunity between people who share a protected characteristic and those who do not;
- Foster good relations between people who share a protected characteristic and those who do not.

16. Review

Events are unique, therefore the challenges posed by each event differ. As events evolve and develop it will be necessary for the Events Policy to evolve and develop accordingly. All the partner agencies recognise the importance of events to Rutland and work together to provide a programme of safe and well managed events for the benefit of residents and visitors alike.

Appendix 1

Event Notification Form

Event Notification Form

Our Event Notification Form is designed to support organisers to run events safely, ensure that all of the necessary permission / licences are in place and that they comply with the relevant legislation and any permissions. It will prompt you to consider the key areas involved in running your event.

Many of the questions require yes/no answers, please answer as required. If you answer 'yes' to some of the questions, additional links are provided to the relevant Council or other websites which will help you establish whether you need to provide additional information.

Please note you may need to provide up to 12 weeks notice of your event if you require permission to use council land (incl. Public Open Spaces and Car Parks), or need to request a formal Temporary Traffic Regulation Order (TTRO) from Rutland County Council in order for applications to be processed and permissions to be issued in time for the event.

Once you have submitted your notification form we will provide further advice on how to apply should this be needed.

1. Event Organiser(s) Details	
Event Name:	
Organisation applying and charity /business number if applicable:	
Name of event organiser(s): (Person or people responsible for health and safety, noise control and overall running of the event on the day)	
Address for correspondence: (Including postcode)	
Contact number prior to event:	
Contact number during the event:	
Email address:	

2. Event Timings	Start	Finish
Date of event:		
Times of the event (use 24hr clock):		
Date and time of site access required for set-up:		
Date and time of when site will be vacated:		

3. Event Location		
Have you made contact with the owners of the property and obtained their permission to use it for the event? (See Section 4 for use of Council property)		Yes <input type="checkbox"/> No <input type="checkbox"/>
Address: (Including postcode)		
Map available:	Yes <input type="checkbox"/> No <input type="checkbox"/>	

4. Council Property (including public open spaces and car parks)	
Will the event affect the use of, or be held on, Council owned property?	Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure <input type="checkbox"/> If "Yes" or "Unsure" please provide details of the land:

Please Note: We strongly advise that you enquire at the earliest possible opportunity about obtaining the Council's consent, as landowner, to use public property as the venue for the event. The Council will provide an in principle decision as soon as reasonably practicable and, if such consent is given, the Council will also provide details of any formal Licence required to grant the right to use the property and will provide a note of any costs involved. Please contact events@rutland.gov.uk

5. Event Description

Please provide a description of the event: (For example, what happens during the event; are there any activities or side shows, how can visitors take part etc.)

Please Note: Please ensure you advise the Local Authority if you make any alterations, amendments or additions to your event once you have submitted your Event Notification Form.
[View HSE Guidance on "Running Events Safely"](#)

Please provide details if your event is part of a wider festival or other events are being held or marketed in association with it.

Is your event held annually?	Yes <input type="checkbox"/> No <input type="checkbox"/>
How many people (including participants & spectators) do you expect at the overall event?	
What is the maximum number of people you expect to be in attendance at any one time?	
View HSE Guidance on "Managing Crowds Safely"	

6. Event Type	
Commercial event:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Not for profit event:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Registered charity event:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Unregistered charity event:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will all income raised go to the charity concerned?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Please Note: If you plan to raise money for charity at your event you may need to apply for a street collection permit Visit our website for information on "Street Collections" .	

7. Event Activities		
	Details	Please Tick
Event venue:	Indoor (e.g. Parish Hall or Community Centre)	<input type="checkbox"/>
	Arena or stadium	<input type="checkbox"/>
	Outdoor, with defined boundaries	<input type="checkbox"/>

	Outdoor, widespread or street	<input type="checkbox"/>
Expected numbers per day:	Less than 500	<input type="checkbox"/>
	501 – 1,000	<input type="checkbox"/>
	1,001 – 3,000	<input type="checkbox"/>
	3,001 – 5,000	<input type="checkbox"/>
	5,001 – 10,000	<input type="checkbox"/>
	More than 10,000	<input type="checkbox"/>
Audience accommodation:	All seated	<input type="checkbox"/>
	Mixed (at least 50% seated)	<input type="checkbox"/>
	Standing or Active	<input type="checkbox"/>
Audience age and profile:	Families	<input type="checkbox"/>
	All ages, not in family groups	<input type="checkbox"/>
	Mainly adults	<input type="checkbox"/>
	Mainly young people/ adults (16-30 years)	<input type="checkbox"/>
	Mainly elderly	<input type="checkbox"/>
Additional factors: (tick all that apply)	Queuing over one hour	<input type="checkbox"/>
	Parking on site (non-permanent)	<input type="checkbox"/>
	Livestock (Display with no public contact) View HSE Guidance	<input type="checkbox"/>
	Livestock (Public contact with animals) View HSE Guidance	<input type="checkbox"/>
	Parade/Carnivals (Vehicular)	<input type="checkbox"/>
	Onsite catering (Mobile/ BBQ) View CIEH Guidance	<input type="checkbox"/>
	State occasion or VIP visit	<input type="checkbox"/>
	Motor Display (Static)	<input type="checkbox"/>
	Traffic movement in crowd area	<input type="checkbox"/>
	Temporary structures (incl. marquees) View HSE Guidance	<input type="checkbox"/>

	Overnight camping	<input type="checkbox"/>
	Marine or waterway event	<input type="checkbox"/>
	Fireworks and/ or bonfire	<input type="checkbox"/>
	Will a generator be used on site	<input type="checkbox"/> Estimated number to be used:
	Pop, rock or dance event	<input type="checkbox"/>
	Helicopter operations	<input type="checkbox"/>
	Dangerous goods storage and use (incl. gas bottles for catering)	<input type="checkbox"/>
	Inflatables/ Bouncy castle/ Sideshow (The European standard for inflatable play equipment is BS EN 14960:2013)	<input type="checkbox"/>
	Funfair rides View HSE Guidance	<input type="checkbox"/>
	Aviation sport and display View CAA Guidance	<input type="checkbox"/>
	Motor Sport/ Stunt Shows/ Extreme Sports	<input type="checkbox"/>
	Celebration	<input type="checkbox"/>
	Elections	<input type="checkbox"/>
	Agriculture	<input type="checkbox"/>
	Religious Festival	<input type="checkbox"/>
	Military presence	<input type="checkbox"/>
Distance from major A&E facility (Kettering General Hospital or Leicester Royal Infirmary):	Under 10 miles	<input type="checkbox"/>
	Over 10 miles	<input type="checkbox"/>
	Name of A&E facility:	
Nearest Fire Station (Name /Town):		

8. Licensed Premises	
Are you holding your event in licensed premises?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have selected "Yes" above,	Licence Number:

please provide:	Licensing Authority:
	Calculated maximum occupancy levels:
Please Note: You must ensure that you check with the licence holder that all activities at your event are covered by the existing premises licence, if not you may need to apply at your local authority	

9. Licensable Activities

If this section does not apply to your event please tick and go to section 10.

The following activities may require authorisation from the Council's Licensing Team. Please indicate whether your planned event will include any of the following activities. If you answer **"Yes"**, please provide further details in the **'Planned Activities'** box below.

Plays or Films	Yes <input type="checkbox"/> No <input type="checkbox"/>
Indoor Sporting Event	Yes <input type="checkbox"/> No <input type="checkbox"/>
Boxing or Wrestling	Yes <input type="checkbox"/> No <input type="checkbox"/>
Live / Recorded Music	Yes <input type="checkbox"/> No <input type="checkbox"/>
Performance of Dance	Yes <input type="checkbox"/> No <input type="checkbox"/>
Sale / Supply of alcohol	Yes <input type="checkbox"/> No <input type="checkbox"/>
Provision of late night refreshment (hot food/drink between 11pm-5am)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Street Trading Stalls	Yes <input type="checkbox"/> No <input type="checkbox"/>
Charitable Collections	Yes <input type="checkbox"/> No <input type="checkbox"/>
Gambling (e.g. casino, betting, bingo, poker, lottery)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Adult Entertainment (e.g. lap-dancing, nudity)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Performing Rights Society (PRS) Licence View PPLPRS Guidance	Yes <input type="checkbox"/> No <input type="checkbox"/>

Planned Activities

If you have selected **"Yes"** on any of the above, please provide more details about these planned events.

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Please Note: if you have indicated that you are planning any of the above activities please visit <https://www.rutland.gov.uk/my-business/licensing/licences-and-conditions/>

10. Noise Management

Time(s) of live or recorded music	Start:	Finish:
Number of Stages:		
<p>Type and size of sound system to be used: (Provide a brief description of the sound system to be used. This should include amplification levels, speaker design, map of layout and orientation of stage, position of the front of house sound deck)</p> 		
Will you be using a Public Address System?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have you considered the impact of noise on neighbours at your event?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Control Measures: (Provide a brief description of the measures taken to control noise to prevent public nuisance and details of any off site monitoring points)		
Please Note: For larger events you may be expected to supply a Noise Management Plan		
Name and contact details of sound engineer and/or consultant monitoring sound levels:		
Date and time that sound propagation tests will be undertaken	Date:	Time:
Is there a procedure for engaging with local residents pre-event and dealing with noise complaints received during the event?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide details of the procedure for notifying residents about the event and logging / dealing with complaints during the event		

11. Catering	
Are you having any catering (food and drink) at your event?	Yes <input type="checkbox"/> No <input type="checkbox"/>

If **“Yes”**, please list the organisations, businesses or individuals providing catering at your event:

You may wish to check your catering providers by using [Food Standards Agency Food Hygiene Ratings](#). Guidance is also available from [CIEH National Guidance for Outdoor and Mobile Catering](#)

12. Waste

How will litter and waste produced at the event be managed?

If you are using an outside company to manage litter and waste please provide details of the company you are using, copies of the waste carrier’s license and any relevant documentation

What toilet facilities will be available?

Number of Toilets:

Please Note that additional street cleansing services are chargeable by the Council. Litter bins are not to be used for waste arising from the event.

Organisers have a statutory duty to ensure adequate arrangements are provided to collect and dispose of any waste arising from their event and this must not rely on any normally provided waste management services. If applicable you will be required to provide the following:

- A copy of your waste carriers licence
- Waste Transfer Notes
- Evidence of Commercial Contract

13. Water Supply

Type of water supply	Mains <input type="checkbox"/> Private <input type="checkbox"/> N/A <input type="checkbox"/>
<p>Please provide a brief description of the water supply (this should include meter info, pipe layout and sampling program; a map of the layout would also be useful - if needed, please provide information on an additional sheet or covering email).</p>	
<p>Please Note: You can refer to the Code of Practice BS 8551:2015 – Provision and Management of Temporary Water Supplies and Distribution Networks for guidance.</p>	

14. Medical Provision

Organisation providing cover: (if applicable)			
Contact name for matters relating to medical provision:			
Contact telephone number during event:			
Email address:			
No. of paramedics:		No. of first aiders attending:	
No. of doctors attending:		No. of ambulances attending:	
Other information:			

15. Fire Safety

Have you considered the following as part of your event planning?

Fire Warning	Yes <input type="checkbox"/> No <input type="checkbox"/>
Means of escape	Yes <input type="checkbox"/> No <input type="checkbox"/>
Fire Marshalls	Yes <input type="checkbox"/> No <input type="checkbox"/>
Firefighting Equipment	Yes <input type="checkbox"/> No <input type="checkbox"/>
Access for Fire Appliances	Yes <input type="checkbox"/> No <input type="checkbox"/>
Arson	Yes <input type="checkbox"/> No <input type="checkbox"/>
Assembly Points – for more information contact Leicestershire Fire and Rescue service. 0116 2105555 or info@leics-fire.gov.uk	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is your event within 150m of hard standing capable of supporting a Fire Appliance (12.5 tonnes)	Yes <input type="checkbox"/> No <input type="checkbox"/>

Please Note: If you have 5 or more employees for your event or have a licence in force, a written Fire Risk Assessment is legally required. To notify an event or request a visit: <https://lfrs.egressforms.com/Form/RequestVisit>

For more information contact Leicestershire Fire and Rescue Service on 0116 2105555 (Fire Protection or Operational Planning) or email info@leics-fire.gov.uk

Firework Displays & Bonfires

Are you having any fireworks or bonfires?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Times of Firework Display: (Please inform info@leics-fire.gov.uk)	Date:	Start Time:
		Finish Time:
Estimated Bonfire Duration:	Date:	Start Time:
		Finish Time:
Location of Fireworks: (if different to event location)		

Map of layout provided:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Name and contact details of Company or Person(s) firing and running the display and appropriate training / experience:	
<p>Please Note: The above information should be readily available as it will help you ensure your display is run safely. The guidance available below sets out the minimum standards expected from firework operators, clearly taking into account the size and location of the display.</p> <ul style="list-style-type: none"> • Organising firework displays - http://www.hse.gov.uk/explosives/fireworks/using.htm • Fire Safety – https://leics-fire.gov.uk/your-safety/out-and-about/celebrating-safely/ 	

16. Traffic Management and Highway Impact	
<p>Do you wish to erect bunting / banners / posters on the highway?</p> <p>Please Note: These items may require permission, please contact Rutland County Council Highways, Network Management Team via highways@rutland.gov.uk</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Detail below the impact, if any, your event may have on traffic, transport or parking: (For example: Visitors queuing to get into the event obstructing traffic from continuing their usual journey or visitors parking on the side of the carriageway due to lack of event parking. For assistance and advice please contact highways@rutland.gov.uk.)</p>	
<p>Will your event require a closure of a public highway or implementation of parking restrictions?</p> <p>Please Note: If any public highway needs to be closed you will need to consult with Rutland County Council Highway via highways@rutland.gov.uk. Once we receive your notification we will advise you on how to proceed with this consultation. For events that affect the highway, you will be expected to supply a Traffic Management Plan.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>If “Yes”:</p>	

List road / street names to be closed, the section of that road to be closed and location of 'no waiting' cones including which side of the carriageway:

List road / street names to be used as part of the diversion route:

If applicable, please explain why you must use the highway and not an alternative off-highway location for your event

Will your event require a closure of a Footpath or Public Right of Way? Yes No

If **"Yes"**, please state the location of the closure, including where it starts and finishes:

Detail below the affect, if any, your event may have on public transport routes? Bus companies must be consulted with details of your closure and diversion routes; provide evidence of consultation with bus operators and provide a clear, concise plan of the alternative arrangements agreed with them. For assistance and advice please contact transport@rutland.gov.uk.

I/We agree to keep clear access at all times for emergency vehicles during the closure and acknowledge that the closure will apply to all other traffic

I/We Agree

17. Debrief Arrangements

Please detail your event safety debrief plans:

Please outline if you have any debrief events already planned:

Please Note: You should provide information on any concerns or issues that occurred during your event and these should be logged and discussed after the event. Emergency services or local authority representatives may wish to attend any debrief which is arranged. Relevant information should be provided to us within one month.

Where to send completed forms:

Completed forms should be saved and submitted to events@rutland.gov.uk

Please ensure that you advise us if you make **any alterations or additions** to your event once you have submitted your Event Notification Form to events@rutland.gov.uk

What happens next?

Once you have submitted your Event Notification Form, it will automatically be distributed to all Event Safety Group Members. All members will then liaise with you as the event organizer regarding any permissions, queries or additional requirements.

It is reminded that the Event Notification Form does not constitute that permission has been given to hold your event. The purpose of the Event Notification Form is to inform relevant authorities of your event as well as prompt you to think about the licences and permissions you may require.

Privacy Notice (PN)

Under Article 6(1) (e) of the General Data Protection Regulations, we are permitted to use data for our tasks; data protection law describes this legal basis for handling your information.

Event Safety Group Members include Rutland County Council's internal teams and external key agencies, all of whom are involved in the event planning process. Any information you share or submit via this form will

be shared with all Event Safety Group Members or other key agencies involved in the event planning process. From time to time, it may be required to forward your details or your enquiry to other key agencies in order to assist in the provision of services to you.

Any of the Event Safety Group members may contact you for further information or to invite you to an Event Safety Group Meeting.

Any information submitted will not be used for marketing purposes. However, your contact details within Highway sections of the Event Notification Form will appear on site notices for road closure applications. Your information will be stored, processed and destroyed in accordance with these provisions.

If you have any concerns or questions about how we look after your personal information, please contact our Data Protection Officer at dataprotection@rutland.gov.uk. Once this form has been submitted, the information contained within it, including your event notification form, will automatically be distributed to all Event Safety Group members.

Acknowledgements

We would like to acknowledge the help and assistance from Cornwall Council Event Planning team for allowing us to utilise this notification form to help provide a consistent approach when working with event organisers.

Appendix 2

Temporary Traffic Regulation Order Application

APPLICATION FOR A TEMPORARY TRAFFIC RESTRICTION

LOCATION/ROAD/FOOTPATH <i>(Parish, Road Name, Limits of affected length)</i>		
TYPE OF RESTRICTION <i>(e.g., Road Closure, One-Way etc)</i>		
PARKING BAY SUSPENSION REQUIRED? <i>(if yes, please specify how many bays)</i>		
DATES AND PERIOD OF RESTRICTION <i>(e.g., Weekday only, 9.00am – 5.00am, 3 and 4 January etc)</i>		
NATURE OF WORKS NECESSITATING RESTRICTION/CLOSURE <i>(e.g., Construction of sewer)</i>		
WORKS REFERENCE <i>(e.g., utility works reference/permit number)</i>		
ORDER NUMBER FOR COSTS/ADVERTISING <i>(See Notes)</i>		
APPLICANT DETAILS		
Name of Applicant:		On behalf of:
Applicant Address:		Invoice Address: <i>(if different to applicant address)</i>
Tel No:		Tel No:
E-mail Address:		E-mail Address:

I/We agree to pay the costs incurred by Rutland County Council in accordance with the Scale of Charges, and to abide by the conditions set out overleaf

Signed:

Date:

PLEASE RETURN THIS FORM, TOGETHER WITH A PLAN SHOWING THE LOCATION OF THE WORKS, PROPOSED DIVERSION ROUTE AND THE ROADS IN THE VICINITY TO THE ADDRESS GIVEN IN THE NOTES TO THIS APPLICATION FORM.

APPLICATION FOR A TEMPORARY TRAFFIC RESTRICTION

NOTES

1 Scale of Charges (Subject to Annual Review)

A fee based on the current fees and charges is payable to the County Council and an issued at a later date:

The cost is in accordance with our approved fees and charges, (2022/23 - £860)

In the situation that a Parking Bay suspension is required the cost, in accordance with our approved fees and charges, is £26 per day per 6m

In addition to the fee above, the Applicant is also responsible for the total costs Advertising the Restriction.

2	<p><u>The Applicant Must:</u></p> <ul style="list-style-type: none"> (a) Give at least 12 weeks' notice of the required restriction. (b) Agree to meet the Council's costs as specified in 1 above. (c) If the closure relates to a public event the Events Team must be notified, information about the team is available at https://www.rutland.gov.uk/my-community/organising-public-events/ (d) Maintain pedestrian and vehicular access to frontages. (e) Provide, erect and maintain the required traffic and diversion signs. (f) Give at least 1 week notice before the expiry of the restriction if an extension period is required. (g) Undertake to communicate with any business or residences whose access may be directly affected by the event. (h) Provide, erect and maintain on site "advance road closure notification boards"
3	<p>The provision, operation and maintenance of all signs, lighting and guarding of the responsibility of the applicant and shall be in accordance with the requirements of the and Street Works Act 1991, "Safety at Street Works and Road Works" Code of Conjunction with the Traffic Signs Manual, Chapter 8.</p>
4	<p>The Supervisor of the works must be qualified as required under Section 67 of the Street Works Act 1991.</p>
5	<p><u>Emergency Closures</u> – will not be granted for any form of pre-planned works or only be granted if there is an immediate risk of danger to the public or serious damage Highway.</p>
6	<p>The completion and submitting of the application does not, in any way, guarantee that County Council will proceed with the application or that a temporary restriction will be The relevant powers.</p>

7

Applicant Responsibilities

- a) Public liability insurance is recommended, but Rutland County Council will not check this is in place and will not be held responsible for any claims made as a result of this event.
- b) You agree to maintain / accommodate access for emergency vehicles.
- c) You agree to take responsibility for any damage to the highway or street furniture that occurs as a result of the event.
- d) You agree to ensure that the necessary signs and cones are in place to affect the closure and are checked regularly during the event.
- e) You agree to ensure that the street is cleaned, if appropriate, to return it to its condition prior to the event.
- f) You agree to inform and liaise with all affected residents and businesses.
- g) You agree to advise bus companies, if necessary, 2 weeks prior to the event.
- h) You agree to abide by the requirements of the Environmental Health Department regarding noise pollution.
- i) Road closure signs and cones should be placed at the start of the closure and need to be in line with chapter 8 guidance. We are unable to supply signage or cones, however these can be arranged through a third-party competent contractor, or your local parish or town council may be able to assist.

8

THE COMPLETED FORM, TOGETHER WITH THE PLANS, SHOULD BE FORWARDED TO:

highways@rutland.gov.uk