



# BURTON & WINKTON PARISH COUNCIL

## EVENTS GUIDANCE NOTES

Burton & Winkton Parish Council consider Martins Hill Recreation Ground, Burton Village Green and Burton Community Centre as a benefit to all parishioners and other users. The Parish Council is committed to ensuring these open spaces and facility remain open for the enjoyment of pastimes by parishioners and will not wilfully obstruct, deny or prevent such enjoyment unreasonably. The Parish Council reserves the right to act as it sees fit to preserve enjoyment of these open spaces and facility for the majority of the parishioners. The Parish Council is open to suggestions, comments and advice from parishioners and welcomes such at Parish Council meetings, the dates of which are displayed on the Parish Council noticeboards throughout the parish and on the website.

### Planning an Event?

This could be a charity or village fun day, a sports tournament, or any event that the public will attend.

If the event is going to be held on open spaces owned or managed by the Parish Council then you are going to need permission. This permission must come from the Parish Council.

The Scouts and football club each lease their buildings on Martins Hill Recreation Ground from the Parish Council and hire use of the pitches, they do not own or manage the grounds, the Parish Council does.

The three open spaces for which the Parish Council is responsible are as below:

- Martins Hill Recreation Ground
- Burton Village Green
- Burton Community Centre – open grassed area.

### Giving Permission

The Parish Council has a clear responsibility in law to ensure that events held on our grounds are well organized and run safely, we will not give permission for an event to go ahead unless we are satisfied with the organization. If close to the event date agreed actions have not been completed and the Parish Council believes that safety is compromised, then permission for the event to go ahead will be withdrawn and the Parish Council will not have any responsibility for costs incurred.

### This Is Not Difficult!

But it takes time to plan a safe event. To organize a village fun day for instance will take at least three or four months planning, with everything in place two or three weeks ahead of the event, to allow time to fix the inevitable last minute problems.

### Start with a Plan

Come up with some date options.

Decide what events and attractions will be at your event and list them.

Draw up a rough plan of where the attractions will be located on the grounds. Give consideration to entry and exit points and the flow of visitors around the event.

Complete the attached Parish Council Events Application Form.

The location plan is important. In drawing up the location plan think of things like access for the emergency services, if a fire engine or ambulance has to access the event area how is it going to do so?

With this information, contact the Parish Council, we will initially check the dates with you and discuss your draft plans. Documents can be emailed to [burton@dorset-aptc.gov.uk](mailto:burton@dorset-aptc.gov.uk) or posted to the Parish Council office, Burton Community Centre, Sandy Plot, BH23 7NH



# BURTON & WINKTON PARISH COUNCIL

## Planning the Details

There are lots of details to consider if you are going to hold a safe event, some of them are listed below.

- Risk assessments, insurance and competency checks of safety critical activities, such as bouncy castles and other attractions that involve children.
- The Parish Council will refuse, without further discussion, any event that plans to have a bouncy castle (or similar attraction) that has been hired by organizers and run by parents or volunteers. This type of attraction can cause catastrophic injuries and must only be run by trained, competent staff.
- Attraction operators. Are they competent, when you ask them for their risk assessments, safety checklists and insurance are these quickly produced and are they well put together? Be wary of operators that cannot easily produce requested paperwork.
- Access to the playing field by vehicles will be limited at best, not allowed if wet. The Parish Council holds the final decision. Vehicles can cause huge amounts of damage that will be costly to repair. This may cause manual handling issues for some events.
- Organizer's liability and event insurance. Do you need it? Probably yes, unless overarching cover is available from a charity or other organization.
- Checks on Basic Health and Hygiene certificates for any food vendors?
- Provision of welfare facilities – toilets and hand washing
- Car parking for visitors and participants. Is there adequate and safe parking for the number of people expected to attend, without causing any obstructions to the highway? Car parking should be contained within designated car parking areas. Car parking is not permitted on any Parish Council open spaces without advance notice and only in exceptional circumstances.
- Emergency response, how will vehicles and services access the site, who will be the nominated marshals, how will they be identified?
- What emergency plans are in place and have marshals and event staff been briefed?
- Who will be responsible for organization in an emergency and how will they communicate with others? Mobile phones maybe not appropriate, walkie talkies that can communicate with a number of marshals instantly maybe more effective.
- What will the evacuation routes be?
- Will there be emergency first aid cover on site, such as St John's or Red Cross?
- Will there be equipment like generators on site, how are the public kept clear?
- If electrical equipment is being used, is it safe, is there adequate power on site to match demand and are trailing cable hazards eliminated?
- Music, sound systems, acceptable volume levels?
- If clubs located on the grounds are going to be selling alcohol, do they have the appropriate licences in place?
- Event licences applied for and approved? You must notify the Parish Council of your intention before applying to BCP for necessary licence and a copy of any such licence must be supplied to the Parish Council before the event.
- Severe weather. Such as thunderstorms, lightning or high winds in the vicinity, what controls will be used to consider if it is safe for organizers, volunteers and guests to stay on site? Who will have responsibility to ensure electrical equipment is isolated in the event of rain?
- Litter and waste. What arrangements are in place to collect and dispose of litter? The grounds must be cleared and "litter picked" after the event.
- Sustainability Objectives. Event organizers are asked to consider sustainability objectives, particularly for events which may have a large number of public attendees. These could include:
  - Elimination of single use plastics. (Although on safety grounds the use of glass for bar service may not be practical.)
  - Availability of water refill stations.
  - Considering the impact of catering, use of bottled gas, etc.
  - Challenging catering suppliers to use supplies from environmentally sustainable sources including meat products from high animal welfare standard sources.



# BURTON & WINKTON PARISH COUNCIL

- Reduce or eliminate the use of generators which produce emissions that are environmentally damaging, but also have a negative health impact on attendees, particularly those with compromised respiratory systems.
- Encouraging exhibitors to use materials and displays that have a further uses and are not just single use for the event.
- Recycling arrangements. (BCP will be able to advise in this regard.)
- Use of public transport, walking and cycle storage provision to eliminate car use and traffic congestion.

The above list is not meant to be exhaustive; organizer are challenged to come up with innovative and event specific sustainability initiatives.

## The Health and Safety Executive

This document is not meant to be exhaustive, it only highlights some of the key things that event organizers need to consider. The HSE has very useful practical and easy to understand information on its website. The Parish Council would expect organizers to have reviewed and taken action on the advice given on the HSE's webpages for Managing an Event, Getting Started and Planning for Incidents and Emergencies

## Your Event Folder

There is a fair amount of paperwork that you will need to assemble. Keep all of your risk assessments, contractor and attraction operators risk assessments, safety records and insurance together. A folder makes it so much easier to review how well the event has been planned.

## Organized Commercial Fitness Training and "Military Fitness" Groups

This type of high intensity training can cause damage to Parish Council grounds and prior arrangements will have to be made. The planning requirements will be different to those for one off events but will need to cover similar criteria.

Please contact the Parish Council office if you are planning on arranging training type events on our grounds.

## Hire of Grounds Charges

*The Parish Council does not currently intend to charge for the use of its grounds for non-commercial community events, but this will be kept under review and a refundable damage deposit of £100 is required. Organized sporting events, fitness training, military fitness type events and commercial events may be subject to charge.*

## Deadlines

Organizers of events will be expected to provide the Parish Council with all requested information and final documentation, no later than ten days prior to any event date.

## Have a Great and Safe Event

Plan and plan a bit more. Do not leave everything to the last minute.

The Parish Council can offer guidance and will approve your event if it has been properly planned. But the organization is down to you.

### Useful Links

The following websites will provide useful information that will help you planning a safe and successful event.

<http://www.hse.gov.uk/event-safety/>

<http://www.gov.uk/government/publications/can-do-guide-for-organizers-of-voluntary-events>

<http://www.resourcecentre.org.uk/information/event-planning-checklist/>

<https://www.gov.uk/organise-street-party>



# BURTON & WINKTON PARISH COUNCIL

## Community Event Application Form

### Event Organizer Details

Name of Organization: .....

Name of Event organiser: .....

Contact Address: .....

.....

Postcode .....

Daytime telephone no: .....

Evening telephone no: .....

Mobile no: .....

Email: .....

Have you organised an event before: **Yes / No**

If yes, please give details: .....

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### Event Activities

Name of Event: .....

Event Site: Martins Hill Recreation Ground ☐

Burton Village Green ☐

Sandy Plot green open space ☐

*in front of Burton Community Centre*

Description of Event Planned: .....

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Event days and times including set up and take down times:

Date	Arrive Time	Event Start	Event Finish	Leave Site



# BURTON & WINKTON PARISH COUNCIL

## Community Event Application Form

Approx. number of people expected to attend/participate in your event:

Participants & Organizers		Visitors & Spectators	
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Event Organiser: ..... Mobile no: .....

Event Deputy: ..... Mobile no: .....

Type of Event (please tick one box only)

Registered Charity Event ☐

Non-Registered Charity Event ☐

Commercial Event ☐

Not-for-Profit Event ☐

Name of Charity (if applicable):.....

Charity Registration No: .....

What proportion of income will go to the charity? .....

Is the event open to the public? **Yes / No**

Are you charging an admission fee? **Yes / No** if yes how much £ \_\_\_\_\_

Are you selling programmes? **Yes / No** if yes how much £ \_\_\_\_\_

Is the event sponsored? **Yes / No**

If "Yes" by whom: .....

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# BURTON & WINKTON PARISH COUNCIL

## Community Event Application Form

### Event Activities

Activities at Your Event (delete those not applicable)

Sale of alcohol

Live music performance

Facilities for music making

Playing of recorded music

Facilities for dancing

Performance of a dance

Performance of a play

Showing of a film

Boxing or wrestling

Raffle / Lottery

Charity collection

Late night refreshments

Animals (Display + Activities)

Food and non-alcohol stalls

Fairground rides

Children's rides and attractions

Bouncy castles/inflatables

Fireworks, laser or pyrotechnics displays

Model aircraft flying displays

Marching bands

Re-enactment groups

Bonfire

Barbecue

Henna Tattoos

Face Painting

Market stalls/merchandising

Sports event

Any other events or attractions not listed above?

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For attractions listed in red you may need to apply for a Temporary Events Licence (TENS), or a club licence may need to be extended. Contact BCP for advice on (01202) 123456.

Stalls selling food will need to comply with Food Hygiene Regulations, further advice is available from BCP (01202) 123456 Environmental Health Department.

Attractions in blue are safety critical. The Parish Council will need sight of all relevant risk assessments, safety certificates for rides and liability insurance. It is unlikely that the Parish Council will give permission for any event that involves fireworks or pyrotechnics, unless they are run by a professional company. Model aircraft flying displays are high risk and unlikely to be approved.

### Important

Do not book or commit to any financial expenditure until the Parish Council has given outline approval for your event.

Final approvals will not be confirmed until close to the event date by when you will have been expected to have complied with all of the Parish Councils event organisation requirements