

Bournemouth, Christchurch & Poole Council

Framework Approach & Governance for Outdoor Events

1. Introduction

Bournemouth, Christchurch & Poole Council (BCP Council) recognises the value and benefit that a varied and well managed outdoor events programme can offer to local, residential and business communities in contributing towards a vibrant cultural environment and an economy that is active, lively and inclusive.

This framework refers mainly to the use of Council owned and managed land to hold an event, including: –

- Any public open space, park, garden
- Any public highway, public car park, Town Centre/civic space
- Seafront

It also applies to all outdoor events in the BCP area that may need input from a Safety Advisory Group (SAG) or are looking for advice and feedback in developing a new outdoor event.

The broad definition of an event is one that involves an organised activity which is not part of usual daily activities. It is generally planned for a special or particular purpose and involves more people than you would normally find (at any one time) in that space.

This framework does not apply to organised sporting activities (e.g. football, rugby, cricket matches) where a separate process is in place.

The Council performs a number of diverse roles and functions to support and facilitate events. These include statutory functions such as licencing sites/premises, undertaking road closures and ensuring health and safety requirements are met.

The Council also provides a supporting role in organising and facilitating cultural and recreational activities. This framework demonstrates a commitment to developing events and festivals and providing a supportive and engaged process with event organisers to create, plan and deliver events safely.

2. Purpose & objectives

Events have been identified as playing an important role in delivering economic and cultural benefits to the area.

The Council's obligations, in having a duty of care as a landowner/manager, together with statutory and regulatory responsibilities to ensure compliance of relevant legislation for organising events, means ensuring events are delivered in a safe and controlled manner and in line with public expectations.

It is intended that this Framework will:

- give clear guidance in relation to those events that will/will not be permitted to take place on council owned/controlled land
- ensure a fair, consistent and transparent process
- outline the Council's role and the role of council officers in relation to the events process
- provide a comprehensive framework, which will be detailed in the Events Policy document, for the benefit of event organisers, to ensure their events meet with our policy and procedures including best practice

In addition to linking to BCP Council's strategic priorities [Corporate Strategy \(bcpcouncil.gov.uk\)](http://bcpcouncil.gov.uk) the approach will:

- enable communities to take forward the delivery of events
- ensure the protection of the local environment and our assets for future use by event organisers and throughout the year by the public
- support delivery of an enhanced leisure and cultural offer for the district
- balance the interests of local residents, regular users of parks, open space and seafront, stakeholders and businesses against the impact and/or benefits of holding the event
- ensure that only a sustainable number of events are permitted
- promote best practice in all aspects of event management
- provide a supportive environment for community and commercial event organisers to help the development and delivery of safe and enjoyable events.

3. Roles and Responsibilities of the Council Events Team

a. The role of the Council Events Team is to:

- co-ordinate and support the application, delivery, management and administration process for outdoor events across the BCP area from start to finish when the Council are the organiser and are delivery the event.
- ensure compliance with all adopted policy, procedures and statutory obligations in relation to outdoor events
- develop and manage the Film office and to maximise commercial income from film production across the BCP area
- manage market operations on council land across the BCP area
- deliver the current 'council events programme' for outdoor events
- ensure procurement is advised on new events for an assessment for any required tenders.

b. For events taking place on council land, the Events Team will:

- provide a central point of contact for all events management communications from initial application to final decision to approve or refuse an event
- provide information and feedback at all stages of the process, to facilitate the effective planning, organising and delivery of events by the event organiser
- ensure that where necessary the relevant Services with the expertise in event management and relevant statutory and regulatory responsibilities, both internal and external, have the opportunity to comment and advise on event applications

- facilitate and chair (if applicable) meetings of the Safety Advisory Group (SAG)
- where applicable undertake site visits prior to/during event set up/during the event /during event break down/derig to assess compliance with the event application, risk assessment and any licenses issued for the event
- where applicable undertake a review/debrief with the event organiser

c. For major events taking place on private land, the Events Team will:

- ensure as far as is practicable, that event organisers and the landowner are aware of their responsibilities for events to take place on private land
- provide event organisers with advice and/or direction to other relevant council officers, and where appropriate the SAG, in order that these responsibilities are met
- **not** be responsible for checking any of the paperwork or actions from the SAG have been completed as they are acting in the capacity of a facilitator.

4. Permitted Events on Council Land

Any event which may cause offence or conflict with existing policies or cause reputational damage will **not be permitted**.

Table 4.1: Types of Events

Type	Permitted or not Permitted	Description / Rationale	Example of an event	Application Required?
Small Family Events	Generally Permitted	Where a private event is considered to be within the wider context of park use/users and does not breach any byelaws or have structures with it	Family gatherings of up to 30 people or street parties/ BBQs	No formal application required but guidelines given for sensible use. BBQs are only permitted in certain locations on the seafront and not on public open space
Community, charity and non-profit events (CCNP)	Permitted	Not for profit making organisations or fundraising events where all profits are invested back into the event for the following year with detail identified in the application form. Events can be free to access or ticketed	<ul style="list-style-type: none">○ fetes○ local sporting events○ exhibitions○ events with children's activities○ family fun days○ processions and parades○ open air music performances/ concerts○ historical enactments	Yes. A charge for the use of the land will apply as detailed in section 7.
Filming and photo shoots	Permitted	Applications considered on a case-by-case basis and subject to the content	<ul style="list-style-type: none">○ filming○ photo shoot	Yes A charge for the use of the land will apply

Commercial, profit-making events	Permitted	Applications considered on a case-by-case basis. Events can be free to access or ticketed Should more than one organisation express an interest, discussions on the best procurement route will be undertaken. Events proposed for longer than a year will require a procurement process.	<ul style="list-style-type: none"> ○ funfairs ○ circuses ○ openair music concerts, theatre, cinema and music festivals ○ exhibitions ○ promotions ○ themed markets 	Yes. A charge for the commercial use of the land will apply
Private/All ticketed	Generally Permitted	Applications considered where public access retained. Where more than one organisation expresses an interest, discussion on the best procurement route will be undertaken.	<ul style="list-style-type: none"> ○ corporate product launch ○ graduation event 	Yes. A charge for the commercial use of the land will apply
Weddings and Wedding Receptions	Permitted where the venue has the applicable licence	Highcliffe Castle Upton Country Park		N/A Through the venue
Motor Sport events	Generally not permitted	These events can have a detrimental impact on areas and severely restrict access for public use. e.g. parks / beaches		N/A
Balloons and Lanterns	Not Permitted	These events can have long term detrimental effects on wildlife particularly the marine environment. Lantern releases pose an unacceptable fire safety risk	<ul style="list-style-type: none"> ○ Remembrance Day releases ○ sky lantern releases 	N/A
Fireworks	Generally Permitted	Permitted if delivered by a competent company complying with all regulatory	<ul style="list-style-type: none"> ○ specific firework display ○ fireworks incorporated as part of an event 	Yes

		requirements, assurance and risk assessments		
Events involving animals	Considered on a case-by-case basis in consultation with Environmental Health animal welfare	Incidental use of animals is not permitted. Use of animals in circuses is not permitted. Animals as prizes is not permitted. Animal displays or demonstrations may be permitted for educational purposes. Evidence of all required transportation, health and safety and welfare documents is required. An animal activity and/or an animal movement licence may be required. Animal welfare agencies must be in support.	<ul style="list-style-type: none"> ○ dog shows ○ bird of prey demos 	Yes
Events involving road closures	Generally permitted	A road closure application will need to be applied for when the activity impacts the safe flow of traffic on a public highway or is organised on public highways where legislation applies	<ul style="list-style-type: none"> ○ filming ○ parades ○ processions ○ markets ○ funfairs ○ sporting events ○ street party 	Yes
Religious events		See additional information below 4.2 (h)		Information requested
Protests or rallies	Lead organisation under Public Order Act – Dorset Police	Freedom of speech / right to protest lawfully and peacefully. All safety and planning operations apply as for an event with the same considerations and due process and statutory licences. Subject to availability of location with other events.		Information requested and link in with Dorset Police and BCP Council's Public Protection.

Activities which are held on a regular basis such as Fitness Class, Boot Camp, Yoga Class, litter picks are dealt with by Parks & Seafront along with individual sites such as Upton Country Park and Highcliffe Castle.

4.2 Other non-permitted events and activities

We reserve the right to withhold granting permission for any event or advertising which is either directly involved with, or associated with, any of the following activities:

- a) Tobacco and alcohol manufacturers
- b) Extreme political parties or organisations
- c) Any event on our land requiring our approval where the aims conflict with or seek to undermine decisions or policy democratically taken by us, the Council
- d) Any business involved in the manufacture or sale of firearms
- e) Any company involved in the sex industry
- f) Any business involved in animal experiments
- g) Any organisation involved in blood sports, or any activity that causes harm to any animal or is detrimental to the safety and welfare of any animal
- h) Any activity that might cause disharmony on the grounds of race, religion, sexual orientation or disability, or any activity with negative attitudes which compromise our commitment to equal opportunities. This will specifically include any charity, community or commercially ticketed event where any of the groups or individuals are excluded or refused entrance
- i) Vox pops, stop and ask activities are generally not permitted to avoid causing unnecessary interruption to the general public but may be considered on a case- by- case basis
- j) Any activity specifically prohibited by a bylaw

5. Filming & Drones

Supporting filming opportunities is generally in the Council's interest as it can raise the profile of the area. All applications are managed through the Film Office operated by the Events Team. All applications will be considered to film on council land including those involving the use of drones. All applications must still ensure that they comply with similar requirements for organising any event on council land.

If filming requests are agreed at short notice, usually for live or pre-recorded news broadcasts, then the Events Team will dynamically assess them and will require evidence of risk assessment and public liability insurance.

Filming requests that are **not permitted** include:

- any of the activities listed in section 4.2 above
- where the filming would create an unreasonable or prolonged nuisance or annoyance to the occupiers of any neighbouring property, business or the general public
- where filming invades the privacy of others
- where the filming would place the security of buildings/premises at risk
- where the filming would contravene the GDPR and/or CAA regulations or any other safety or privacy regulation

Use of Drones

Permission can only be given from the Events Team for the take-off and landing locations providing this is on council land.

In order to obtain permission to operate a drone for commercial purposes the operator must have a permit from the Civil Aviation Authority (CAA). Permission will not be granted unless this permit is evidenced. All permits must adhere to the CAA drone code.

Student Filming

The Council supports student filming for non-commercial purposes and where it is an essential part of coursework. Confirmation of this is required in writing from the university, college or other further education provider. Evidence of public liability insurance for student filming on location is also required.

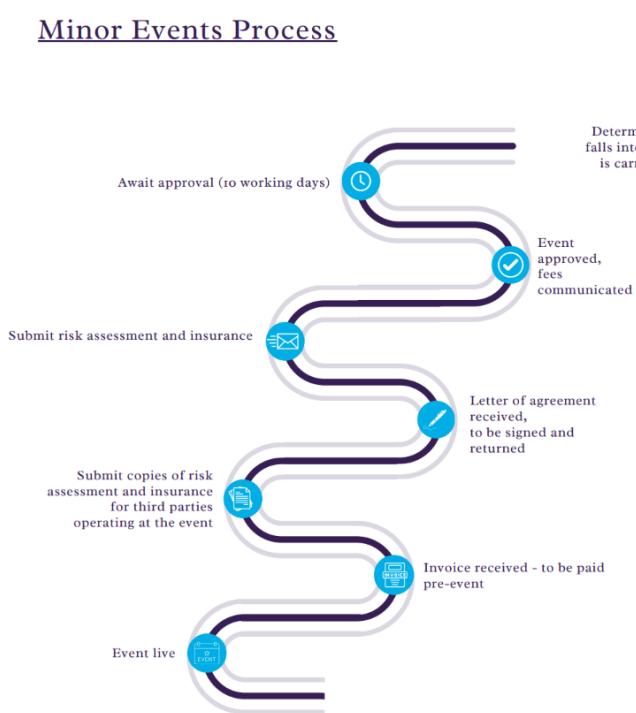
Student filming in public open space can require more support than can reasonably be provided by the Events Team and to reduce any risk the following restrictions apply:

- No infrastructure is permitted
- Any licences or permits required are the responsibility of the student and their educational establishment and must be confirmed prior to consent
- A full risk assessment is required with the application
- Where appropriate an annual fee will be negotiated with the educational establishment.

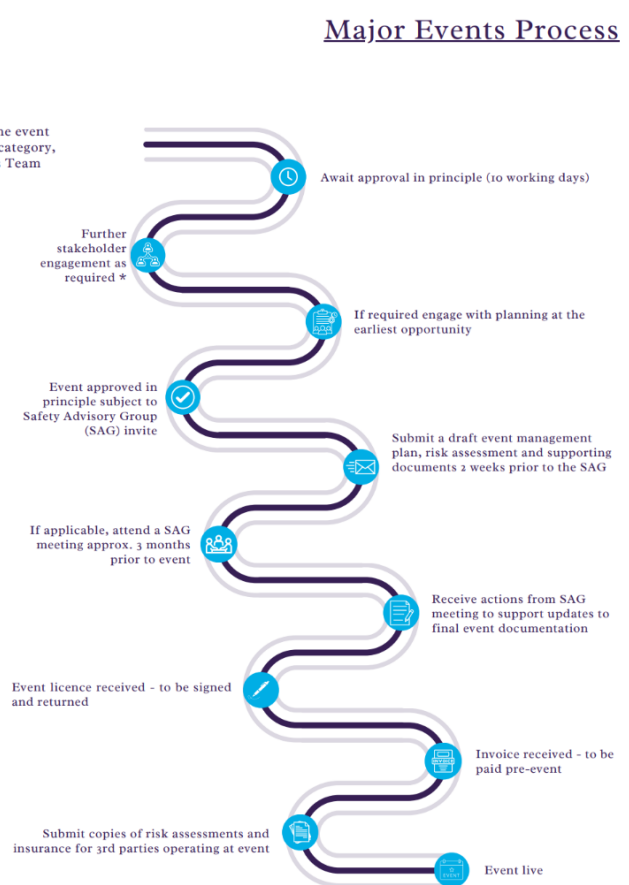
6. Event Applications - approval and refusal

Events Process

Minor Events Process



Major Events Process



* Note

Prior to approval in principle new major events will likely require further stakeholder engagement with the Portfolio Holder and local Ward Councillors.

Submit debrief feedback



- The Council, through the Events Team is committed to providing the best available advice and guidance to event organisers to assist them in planning a safe and enjoyable event.
- The event application process is a series of steps that the event organisers need to follow that can be considered for approval by the Council and its statutory partners, including the agencies that are part of the SAG where applicable.
- The application process is designed to ensure that all necessary and relevant information relating to an event has been well prepared by the organiser and is reviewed and considered by the Events Team in the first instance and then by any appropriate officers, organisations and specialist services to ensure compliance with legislation and any wider policies and best practice as outlined in the BCP Events Policy.
- Organisers of new major events may be required to complete a pre-application assessment and obtain an 'in principle agreement' to use a location **before** a formal event application can be submitted. This may involve initial consultation with key stakeholders and SAG members to

assess the feasibility of holding the event. 'In principle' support will be subject to the necessary licences and consents being obtained and failure to obtain those may result in the 'In principle' support being withdrawn, and the Council will not be liable for any costs incurred by the applicant.

- When considering applications in most cases the Events Team will operate on a first come first served basis however, in some cases, the historical performance of an established event may result in it being given priority if more than one party applies to hold an event on the same date/location/nearby location. Where there is a commercial viability for an event and additional similar requests, the Events team will discuss the best procurement route with the Council's procurement team.
- The Events Team and any other relevant officers and agencies, including the SAG, will consider the appropriateness of any application based on the event organisers' previous events and any forthcoming events within the geographical area.
- The anticipated numbers attending the event at any one time is a key determinant in what documentation is required in the planning of the event. It can also determine whether the event needs to go to a SAG. However, there may be cases when a smaller event of a more complex nature or which presents sufficient risks will require attendance at a SAG.
- A large event is very likely to have an impact on the infrastructure of the wider area. Events not on the highway can still cause traffic congestion and noise disturbance, and large numbers of people entering and exiting the event may have an impact on local residential and business communities. This will be taken into account when considering approval for an event.
- There may be licencing implications, including the need for a specific premises licence which can take several months to get agreed by the Council's Licencing Board and may involve full consultation with SAG members and the local community.
- The Events Team, on behalf of the Council, has the final decision in approving or refusing an event application. Where there is a complex decision to be made this will be escalated to the Director of Commercial Operations for oversight of the rationale.

Table 6.2 below outlines different types of events with the preferred timescales for submission of an application along with an indication for what organisers are required to submit.

NB. The timings are provided as a guideline only. It is the responsibility of the event organiser to obtain a written agreement from the Events team if any deadlines need to change. The Events team may decline an application if the advised deadlines are not met.

Table 6.2:

Type of Event	Preferred timescale	What to submit
Events with up to 1,000 attendees at any one time	3 months	<ul style="list-style-type: none"> ○ Event application form ○ Event layout plan ○ Public liability Insurance – minimum £5 million indemnity ○ Details of event content (e.g traders, food vendors, children's rides, stages,

		PA) in line with 3rd party paperwork checks <ul style="list-style-type: none"> ○ Temporary Event Notice for entertainment and bar if applicable ○ Security plan if applicable
Events with 1,000+ attendees at any one time. These events may require SAG input and incorporate high risk/complex elements such as, but not limited to, fireworks, ticketed professional music concerts and festivals, road closures, counter terrorism measures, high volume alcohol sales	9 months	<ul style="list-style-type: none"> ○ Event application form ○ Event management plan (EMP) to include, but not limited to, event layout plan, specific risk assessments fire, terrorism threat, crowd management plan, traffic management plan, medical plan, alcohol management plan. ○ Potential requirement for Temporary Event Notices or Premise Licence ○ Public Liability Insurance between £5 million and £10 million indemnity ○ Planning permission may be required
Large production filming applications (e.g. over 10 crew with production trucks) including those using drones	4 weeks	<ul style="list-style-type: none"> ○ Film application form ○ Event management plan with risk assessments, traffic management plan, site layout plan, security and stewarding, and local consultation arrangements ○ Public Liability Insurance £5 to £10 million ○ CAA permit and specific risk assessment and insurance for any drones
Small production filming applications (e.g. limited crew & no staging or infrastructure)	2 weeks	<ul style="list-style-type: none"> ○ Basic film application form ○ Event management plan with risk assessments, ○ Local consultation arrangements if applicable ○ Public Liability Insurance £5 million ○ CAA permit and specific risk assessment and insurance for any drones
Student filming applications	2 weeks	<ul style="list-style-type: none"> ○ Basic information and confirmation of consent from the relevant education establishment
Road closures	12 weeks	<ul style="list-style-type: none"> ○ Route map to identify roads being closed, the location of road safety signage and where marshals are to be placed

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| | | <ul style="list-style-type: none"> ○ Traffic management plan to include a risk assessment and details of access and exit routes for emergency vehicles ○ Any other relevant plans and insurance details |
|--|--|---|

Approval

The event application is only valid if all the supporting information and documentation required is submitted as per the BCP Events Policy requirements.

Where the event is considered by the Events Manager to have a significant impact on the local area then approval will be considered by the Director of Commercial Operations in consultation with the relevant Ward Councillors and Portfolio Holder. These approvals will be considered on a year by year application basis.

Where an application for an event is for more than one year then, depending on the commerciality of the event, the event may need to be tendered, and the approach would be agreed by BCP Council Procurement Team.

SAG requirement

Events with 500+ attendees at any one time may require attendance and input from a SAG, but the requirement to attend a SAG is assessed based on a number of factors including whether it incorporates high risk/complex elements such as, but not limited to, fireworks, ticketed professional music concerts and festivals, road closures, counter terrorism measures, high volume alcohol sales. Consideration is also given to whether it is an established event with an experienced organiser and a history of no issues or a new untested event. An event of less than 500 attendance at any one time may need to go to a SAG if it is deemed to be high risk.

In consultation with relevant representatives of the SAG the Events team decision on the requirement for an event to be considered by the SAG is final. Full terms of reference of the SAG. [SAG TOR](#)

Refusal

The Council's decision is final, and the Council reserves the right to refuse permission for an event based on, but not limited to, the following circumstances:

- a) non-compliance with one or more of the requirements outlined in the BCP Event Policy or any other relevant council policy
- b) non-submission of the application or any supporting information within the specified time frames as outlined in this Framework and the BCP Events Policy document or within any amended timescale agreed by the Events Team
- c) concerns are raised by one or more internal service area relating to a serious negative impact of the event on that particular service
- d) serious and unresolvable concerns raised by one or more members of the SAG
- e) other similar or large-scale events in close geographical proximity and/or close in terms of dates which in the opinion of the Council will lead to over congestion of events in a particular area or site
- f) concerns over the detrimental impact the event may have on the site in question, e.g. where considerable damage may be caused to the land which impacts on the ability for short term/long term future public use

- g) previous or known breaches or non-compliance with any condition or requirement as set out by us in any license or agreement between ourselves and the event organiser, including breaches of the BCP Events Policy
- h) previous or known non-compliance or breaches by the event organiser against the information and procedures as set out in the event organisers application, risk assessment or event management plan
- i) concerns regarding the financial viability of the event and financial stability of the organisation(s) proposing the event
- j) publishing or posting inappropriate and/or defamatory comments about the Council, its staff or members, in any public forum including social media
- k) previous evidence of fly posting of non-permitted promotional material, or failure to remove any permitted advertising
- l) concerns regarding the competency and/or suitability of the event organiser(s)
- m) information received from another local authority, agency or service which highlights concerns about the general compliance or appropriateness of the event/event organiser
- n) if the volume of existing applications received determines that the Council is unable to administer any further applications received

Available Sites

Table 6.3 provides a list of the main council sites suitable for outdoor events, along with further details on the types of events that could be supported. Please note some events will require planning permission even if they are under the 28-day planning requirements due to cumulative use.

Table 6.3

Site	Suitability for types of events	Conditions/Policy/Byelaws
Ashley Cross Green, Poole	<ul style="list-style-type: none"> Community events Markets 	<ul style="list-style-type: none"> Water available
Baiter Park, Poole	<ul style="list-style-type: none"> Music Events Community events Funfairs Sporting Events Food & drink events 	<ul style="list-style-type: none"> Water and electric. BCP Premises Licence (no alcohol)
Bournemouth Beach, Bournemouth	<ul style="list-style-type: none"> Sporting events Community events 	<ul style="list-style-type: none"> BCP Premises Licence (with alcohol)
Bournemouth Town Centre, Bournemouth	<ul style="list-style-type: none"> Promotions Community events Pop up performances Small parades Markets Food & drink events 	<ul style="list-style-type: none"> Caterers/traders should not directly compete with existing business Water and electric available BCP Premises Licence (with alcohol)
Branksome Recreation Ground, Poole	<ul style="list-style-type: none"> Music events Community events Funfairs Circus 	<ul style="list-style-type: none"> Water available BCP Premises Licence (no alcohol)

	<ul style="list-style-type: none"> • Sporting events • Food & drink events 	
Canford Cliffs Beach, Poole	<ul style="list-style-type: none"> • Sporting events • Community events 	<ul style="list-style-type: none"> • BCP Premises Licence (no alcohol)
Christchurch Quomps, Christchurch	<ul style="list-style-type: none"> • Music events • Community events • Funfairs • Circus • Sporting events • Food and drink events • Car displays 	<ul style="list-style-type: none"> • Christchurch Town Council Policy with restrictions • Water and electric available
Fisherman's Walk, Bournemouth	<ul style="list-style-type: none"> • Music events • Community events • Food & drinks events • Markets 	<ul style="list-style-type: none"> • Electric available
Hamworthy Park, Poole	<ul style="list-style-type: none"> • Funfairs • Sporting events • Community events • Fetes 	<ul style="list-style-type: none"> • Water available • BCP Premises Licence (no alcohol)
Horseshoe Common, Bournemouth	<ul style="list-style-type: none"> • Small community events 	<ul style="list-style-type: none"> • BCP Premises Licence
Kings Park, Bournemouth	<ul style="list-style-type: none"> • Music events/ concerts • Community events • Funfairs • Sporting events • Food and drink events 	<ul style="list-style-type: none"> • Five Parks Act • Water access. • BCP Premises Licence (with a maximum of 5 with alcohol)
Meyrick Park, Bournemouth	<ul style="list-style-type: none"> • Music events/ concerts • Community events • Sporting events • Food and drink events 	<ul style="list-style-type: none"> • Five Parks Act • BCP Premises Licence (with alcohol) • Oakmedian's Rugby Club fixtures & training
Mudford Quay Green, Christchurch	<ul style="list-style-type: none"> • Community events • Fundraisers • Sporting events 	<ul style="list-style-type: none"> • BCP Premises Licence (no alcohol)
Muscliff Park, Bournemouth	<ul style="list-style-type: none"> • Funfairs • Community events • Fetes 	<ul style="list-style-type: none"> • Water available
Pier Approach, Bournemouth	<ul style="list-style-type: none"> • Promotions • Community events • Sporting events 	<ul style="list-style-type: none"> • BCP Premises Licence (with alcohol)
Poole Park (Westfield), Poole	<ul style="list-style-type: none"> • Music events • Community events • Sporting events 	<ul style="list-style-type: none"> • Sole catering rights for South Coast Caterers so need permission from them for catering. • Water access

		<ul style="list-style-type: none"> • Electric access • BCP Premises Licence (no alcohol)
Poole Quay, Poole	<ul style="list-style-type: none"> • Community events • Music events • Small sporting events • Car displays • Small parades 	<ul style="list-style-type: none"> • Limited availability for caterers/bars. • BCP Premises Licence (no alcohol) • Electric available
Poole Town Centre, Poole	<ul style="list-style-type: none"> • Promotions • Community events • Small parades 	<ul style="list-style-type: none"> • Caterers/traders should not directly compete with existing business
Redhill Park, Bournemouth	<ul style="list-style-type: none"> • Music events • Community events • Funfairs • Sporting events 	<ul style="list-style-type: none"> • Five Parks Act • Parks Foundation has catering rights. • Water and electric available
Sandbanks Beach, Poole	<ul style="list-style-type: none"> • Music events • Sporting events • Community events 	<ul style="list-style-type: none"> • BCP Premises Licence (no alcohol) • Limited annual event days.
Shelley Park, Bournemouth	<ul style="list-style-type: none"> • Music events • Community events • Food & drink events 	<ul style="list-style-type: none"> • BCP Premises Licence upon request.
The Triangle, Bournemouth	<ul style="list-style-type: none"> • Promotions • Community events • Markets 	<ul style="list-style-type: none"> • Caterers/traders should not directly compete with existing business • Electric available • BCP Premises Licence (with alcohol)
Toft Beach, Bournemouth	<ul style="list-style-type: none"> • Sporting events • Community events 	<ul style="list-style-type: none"> • BCP Premises Licence (no alcohol)
Turlin Moor, Poole	<ul style="list-style-type: none"> • Funfairs • Community events 	
Upton Country Park, Poole	<ul style="list-style-type: none"> • Music events • Community events • Food & drink events 	
Whitecliff, Poole	<ul style="list-style-type: none"> • Community events • Sporting events 	<ul style="list-style-type: none"> • BCP Premises Licence (no alcohol)

7. Charging Policy

- The Council is committed to providing a transparent and fair set of fees and charges for commercial and non-profit hire/use of council land. This income contributes towards the cost of the administration and management of events. There may also be additional charges for facilitating events through support from staff and contractors, including road closures, waste, parking suspensions, ground reinstatement, premise licences applications.
- These charges are reviewed annually and will increase with inflation.

- The Council reserves the right to vary, waive or increase charges in consultation with appropriate senior managers to ensure the Council balances the need for best value with the viability of an event.
- Where commercial events have a price range dependent on the level of potential commercial revenue generated, the Events Manager will negotiate the appropriate price. e.g. Music/Food and Drink and other Festivals

Table 7.1: Events Fees and Charges

Fees are relevant for the 2025 / 2026 financial year and are subject to the annual review of fees and charges signed off through an Officer Decision Record (ODR)

Stand alone venues will have a varying pricing structure which will also follow the annual review for example Upton Country Park and Highcliffe Castle.

COMMUNITY EVENTS		
Number of attendees	Charge £ excl VAT	Notes
Small – under 100	£26	Applicants need to demonstrate the organisation/ individual is non-profit making and that any income generated goes straight back into the event. Also need to demonstrate that the event does not have a large number of third-party operators commercially trading.
Medium - 101-500	£175	
Large - 500+	£460	

COMMERCIAL EVENTS			
Type of event	Attendees at any one time	Charge £ excl VAT Per day of operation	Notes
Funfairs & Circuses	Max 800	£375 - £725	800 max attendees at any one time. These are usually booked
High profile concerts	Under 5,000	£5,900 - £8,200	50% reduction for October – March Allows maximum 4 day set up and set down
	5000 - 9999	£11,800 - £17,650	
	10,000+	£17,650 - £23,500	
Sporting Events	Max 500	£235 - £600	50% reduction for October – March Allows maximum 4 day set up and set down
	Max 1000	£825 - £1,200	
	Max 5000	£4,750 - £8,250	

Festivals Eg. Food/food & drink/food & music /music	Max 5000	£2,350 - £4,725	50% reduction for October – March Allows maximum 4 day set up and set down
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FILMING

Large Production Commercial Filming	There will be a site hire fee charged per day dependent on the application and specific requirements	The site hire fee excludes any other costs incurred or loss of revenue
Small Production Commercial Filming	There will be a site hire fee charged per day dependent on the application and specific requirements	The site hire fee excludes any other costs incurred or loss of revenue
Not for profit Organisation	£115 per day	
Student Filming (BU and AUB)	£1,650 per year	Per University

ROAD CLOSURES

Application for Temporary Traffic Regulation Order	Fees: Charity/Community Event: £150 Commercial Event: £350 Late applications will incur an additional fee of £100	Additional costs will be for qualified personnel to put out road closure signs and manage the road closure and create a traffic management plan for the closure please contact the Events team for advice on options
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SITE DEPOSITS AND REINSTATEMENT FEES

Site and/or reinstatement deposits may be charged to the event organiser to cover any potential damage to the site and must be paid no later than four weeks prior to the event. The operator will not be granted access to the Council land without both hire fees and deposit being paid.

Charges depend on the location, size of the event, numbers attending, nature of the activities, duration and amount of infrastructure.

Event organisers will be charged an additional deposit for loan of keys for access to an event site on council land. A minimum deposit of £20 is required for all keys being loaned by the Council. A key allocation form must be completed and signed by one of the Events team and the organiser on collection and return of keys/deposit.

Late cancellation, event shutdown and refunds

The Council reserves the right to cancel an event or shut down an event during its operation should it be deemed necessary.

Examples include, but are not limited to, the following:

- related fees charges and deposits have not been paid

- information required by the Council has not been received from the event organiser by the given deadline
- any other exceptional or unforeseen circumstances such as severe weather or following government/public health direction/guidance
- health and safety breaches or concerns for public welfare both prior to and during the event
- non-compliance to the Council's conditions or requirements
- non-compliance or breaches by the event organiser in relation to procedures or information set out in their application form, risk assessment or event management plan

The Council accepts no liability for any pre/during/post event costs the event organiser may have already incurred in relation to the above.

Where an event is cancelled through **no fault of the event organiser** all event teams charges will be returned in full.

If an event organiser wants to cancel an event, they must contact the Events Team at least seven days prior to the event. In all circumstances the Council reserves the right to charge the administration fee for the event and for any loss of alternative commercial income where an event has been held in a location which displaces other income such as Upton Country Park.

8. Environmental Policy

BCP Council recognises that tackling climate change is necessary and urgent and the Council is determined to respond with commitment and speed through our 153 Climate Change Actions [153 climate change actions | BCP \(bcpcouncil.gov.uk\)](#)

All event organisers are required to demonstrate the ways in which they are reducing the impact of operational activities across the following areas:

- ✓ energy and water use
- ✓ transport and travel
- ✓ sourcing of food, beverages and procurement of other supplies
- ✓ waste and recycling
- ✓ protecting the landscape and wildlife from contamination including from plastics and micro-plastics.

When planning events event organisers are encouraged to develop transport and travel plans that promote more sustainable modes of transport (walk, bike, bus, coach, train) with the aim of encouraging as many staff and attendees as possible to travel in this way, reducing their environmental footprint.

9. Approval for Events Organised by the Council

Any major new event, organised by the Council, will require authorisation from the Director of Commercial Operations, in consultation with the Portfolio Holder. Where there is a budgetary implication/cost to the Council a Cabinet report would need to be submitted requesting approval and budget allocation.

The report would identify the justification for the event, aligning to Corporate Priorities. An annual review will be undertaken which could be presented to the Council Overview and Scrutiny Committee, against the performance criteria.

Existing Major Events will be reviewed by the Director of Commercial Operations and relevant Portfolio Holder on an annual basis and there may be a requirement for a report to be submitted to the Overview and Scrutiny Panel.

10. Planning for events

Planning for temporary events with structures will be required for those over 28 days. Where multiple events take place on the same piece of the land, this will be cumulative i.e. maximum of 28 days per calendar year. A minimum of 16 weeks lead in time is required for new planning applications linked to events to allow any delays in the 8-week planning timeline.

For the purposes of 2025 event season, each area is defined by the areas outlines in the Seafront Strategy and the Events Team will monitor event day numbers.

New events for a longer period than 28 days or those that take the cumulative number over 28 days will need to apply for planning permission and have it approved prior to the event taking place liaising directly with the planning team.

11. Third party paperwork approach

Event organisers submit third-party paperwork to the Council for events on BCP Council land. This is a requirement of the licence agreement and is then checked by the events team for compliance.

It is the organiser's responsibility to ensure all third-party paperwork to include risk assessments, servicing and insurance is in date, suitable and sufficient for the activity. The Council's Events team will check the third-party paperwork which is considered high risk. The table below details what third party paperwork is required

Table 1 – Third-party paperwork

3 rd party category	BCP Council to check
Caterers	Yes
Large scale infrastructure, i.e. big top marquee and staging	Yes
Security and medical personnel	Yes
Traffic management measures	Yes
Funfair rides & inflatables	Yes
Facepainting / Henna tattoos	Yes
Animal involvement	Yes
Alcohol provision	Yes
Small scale infrastructure, i.e. fencing	No
Traders & exhibitors	No

If it is not clear where the 3rd party supplier or contractor fits it will be at the discretion of the Council's Events Team to determine what paperwork is required.

12. Debrief process

A debrief process has been implemented to include a log for each major event of key communication. A central log has been set up for all departments to compile feedback with contact being made by an online form with the organiser the week after their event for feedback. This will enable feedback to be compiled on both sides and for any issues to be dealt with promptly. Where there is a significant issue arising, a meeting will be called with the event organisers and with relevant members of the Safety Advisory Group (SAG) where appropriate.

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