

Bournemouth, Christchurch & Poole Council Events Policy

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Introduction

This Policy demonstrates the Council's commitment to developing events and festivals and providing a supportive and engaged process with event organisers to create, plan and deliver events safely.

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.

The Council Events Policy 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
- The Seafront

It also refers to events on Christchurch Town Council land which are managed by BCP Council on behalf of the Town Council.

The Policy 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 policy does not apply to organised sporting activities (e.g. football, rugby, cricket matches) where a separate booking process is in place. It does apply to applications for organised events such as cycling, fitness classes/personal group training or running events.

The processes within this Policy that the Council and event organisers need to follow are to ensure that events take place safely and as successfully as possible and provide the framework for the application process.

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

Aims, Purpose & Objectives

Events have been identified as playing an important role in delivering economic and cultural benefits thus supporting BCP Council's strategic priorities <https://www.bcpCouncil.gov.uk/documents/about-the-council/Corporate-Strategy.pdf> to create an innovative, successful economy in a great place to live, learn, work and visit.

Supporting and encouraging community events empowers communities to ensure that everyone feels safe, engaged and included, providing a nurturing environment and great opportunities for our children and young people to grow and flourish.

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

Overall Events Policy Statement

The Policy 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 our role and the role of our officers in relation to the events process

- provide a comprehensive framework for the benefit of event organisers, to ensure their events meet with our policy and procedures including best practice
- 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

Roles & Responsibilities Policy

The role of the Council is to support the event application and delivery process from start to finish, ensuring compliance with the adopted policy and procedures and its statutory obligations. This includes supporting event organisers to promote events via our various media streams.

a. The role of BCP Council for events taking place on BCP Council land and Christchurch Town Council land

- Provide a central point of contact for all events management communications from initial application to final decision to approve or refuse
- Provide information and feedback at all stages of the events 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 meetings of the Safety Advisory Group (SAG)
- Undertake visits to events during set up, the event itself and the event break down/derig to assess compliance with the event application, risk assessment and any licenses issued for the event
- Check paperwork in line with the requirements outlined in the framework
- Undertake a review/debrief with the event organiser as required

Where a Premise Licence is required, due to the nature of the activities being organised, the granting of that Licence for an event on council land does not automatically mean the event can go ahead. The event organiser still has to make an application to use the land following the events application process.

b. The role of BCP Council for events taking place on private land

- Ensure as far as 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 from our Events team or other relevant officers, and where appropriate the SAG, in order that these responsibilities are met.

c. The role of the Safety Advisory Group (SAG)

- The SAG is an advisory panel that provides advice and guidance to event organisers, both on council owned and private land. Membership of the group will vary depending on the nature of the event (for example for events that take place on the sea as well as on land the Coastguard may be consulted) but typically include representatives from police, fire services, highways, council services and the ambulance service.
- The SAG does not make decisions but will provide advice on event plans, give feedback and share any concerns with organisers. Enquiries to the group can be made via the Events Team who will, if they feel it is appropriate, consult with the relevant representatives.
- The final decision on approval/refusal for an event to go ahead on council land rests with us as the landowner. Where an event is on private land and where there are serious concerns about public welfare, SAG members including the Police and the Local Authority may raise their concerns and give advice. Overall responsibility rests with the organiser of the event and the landowners. If public order, serious threat to life or public safety issues arise, the Police can enforce their statutory powers.
- We oversee applications for road closures, in consultation with agencies and have the final decisions in relation to consent or refusal.
- 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.

For the full terms of reference of the SAG visit [SAG TOR](#)

d. The role of the event organiser

The event organiser has overall responsibility for the safe planning and management of the event. Whilst several people may be involved in the planning and delivery, there should be a single named event organiser on any event application who has overall responsibility for the event.

On council owned land the event organiser is required to:

- read and adhere to our events policy and procedures
- engage with local ward councillors, residents and businesses prior to the event, as deemed necessary by the Council, so that any negative impacts of the event are minimised and mitigations put in place for any inconvenience caused by the event.
- ensure all current health, safety and welfare regulations and guidance relating to all activities and persons during the planning, delivery and attendance of events, is adhered to at all times
- ensure all relevant licences are in place where required e.g. premises licence
- provide us and any other statutory body/agency with all the required documentation according to the events policy and procedures
- attend as required any SAG meetings, and any other meeting/s
- ensure that the event is run in accordance with the submitted documentation: the application form, the event management plan, risk assessment and method statement
- to provide us with feedback, on completion of the event, including the following information: numbers attending, details of any accidents/incidents, lessons learned and what went well. An email will be sent to the event organiser (after the event) containing a link to the feedback form to be completed
- attend a post-event debrief (if required) on invitation from the Events Team or SAG
- hold and supply us with evidence of the required level of public liability insurance, including damage cover
- ensure all relevant paperwork checks are carried out and whether required sent to the council Events Team.

On private land, organisers are advised to:

- ensure all current health, safety and welfare regulations and guidance relating to all activities and persons during the planning, delivery and attendance of events is adhered to at all times
- provide us and any other statutory body or agency with the required documentation
- be aware of their responsibilities in relation to the impact on the wider area such as highways
- seek advice from our officers in the following departments, events, licensing and environmental health and where appropriate the SAG

Permitted Events Policy on Council Land

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	Family gatherings of up to 30 people or street parties/ BBQs	No formal application required but advise for confirmation and sensible guidelines
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

Filming and photo shoots	Permitted	Applications considered on a case by case basis and subject to 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	<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	<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 requirements, assurance and risk assessments	<ul style="list-style-type: none"> ○ specific firework display ○ fireworks incorporated as part of an event 	Yes

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. Animal welfare agencies must be supportive. Evidence of veterinary care and all required licencing, transportation, health and safety and welfare documents required.	<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	<ul style="list-style-type: none"> ○ filming ○ parades ○ processions ○ markets 	Yes

		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"> ○ funfairs ○ sporting events ○ street party 	
Religious events		See additional information below (h)		Information requested
Protests or rallies	Lead organisation under the 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		Information requested – link in with Dorset Police and BCP Councils Public Protection

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

Filming & Drones Policy

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.

All applications will be considered to film on Council land including 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, primarily for live or pre-recorded news broadcasts, then these will be dynamically assessed and will require evidence of risk assessment and public liability insurance.

Filming requests that are not permitted include:

- Any of the activities listed in the sections above
- If the filming would create an unreasonable or prolonged nuisance or annoyance to the occupiers of any neighbouring property, business or the general public
- Filming invades the privacy of others
- If the filming would place the security of buildings and premises at risk
- If 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

We support 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 us 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.

Event Application, Approval & Refusal Policy

The Council 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 appropriate officers, organisations and specialist services to ensure compliance with legislation and any wider Policies and best practice as outlined in this policy.

The Council has the final decision in approving or refusing an event application on outdoor Council land.

Applications

The [event application form](#) is located together with guidance for event organisers and other supporting information. However, it is strongly advised that the event organiser liaises with the Events team in the first instance regarding the availability of dates and locations and the feasibility of the event being able to take place. It is particularly important to refer to the procedures contained in this Policy and to ensure that the application is submitted with the appropriate documentation and within the policy timeframes.

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 we 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.

The Council and the 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 event organiser must comply in full with the application procedure, respond to all requests for further information from the Council and ensure policy and procedures are evidenced as part of the event application process.

The anticipated numbers attending the event at any one time is the key determinant in what documentation is required in the planning of the event. It will also determine whether the event needs to go to a SAG. However, there can be cases when a smaller event could be of more complex nature or present sufficient risks that it may 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.

Organisers may need to consider 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.

Table 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 ○ Temporary Event Notice for entertainment and bar if applicable ○ Security plan if applicable
Events with 1,000+ attendees at any one time. These events 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

		<ul style="list-style-type: none"> Public Liability Insurance between £5 million and £10 million indemnity
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 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

Please note the above 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. In each case the event organiser must contact the Events team before the deadline to seek approval. The Events team may decline an application if the above advised deadlines are not met. 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.

Approval

The event application is only valid if all the supporting information and documentation required under this policy is submitted. We advise the event organiser **not** to publicise any event until they have received written confirmation for the event to proceed. Should the event organiser publicise the event before the application is approved, the Council does not accept responsibility for any costs incurred by the event organisers or contractors should the event subsequently be refused.

Refusal

The Council's decision is **final** and we reserve the right to refuse permission for an event based on the following circumstances:

- non-compliance with one or more of the requirements outlined in our Event Policy and Procedures or any other relevant Council policy
- non-submission of the application or any supporting information within the specified time frames as outlined in this policy, or within any amended timescale agreed by the Events team
- concerns are raised by one or more internal service area relating to a serious negative impact of the event on that particular service
- serious and unresolvable concerns raised by one or more members of the SAG
- 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
- 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 by the local community and residents
- 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 this policy
- 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
- concerns regarding the financial viability of the event and financial stability of the organisation(s) proposing the event
- publishing or posting inappropriate and/or defamatory comments about the Council, its staff or members, in any public forum including social media
- previous evidence of fly posting of non-permitted promotional material, or failure to remove any permitted advertising
- concerns regarding the competency and/or suitability of the event organiser(s)

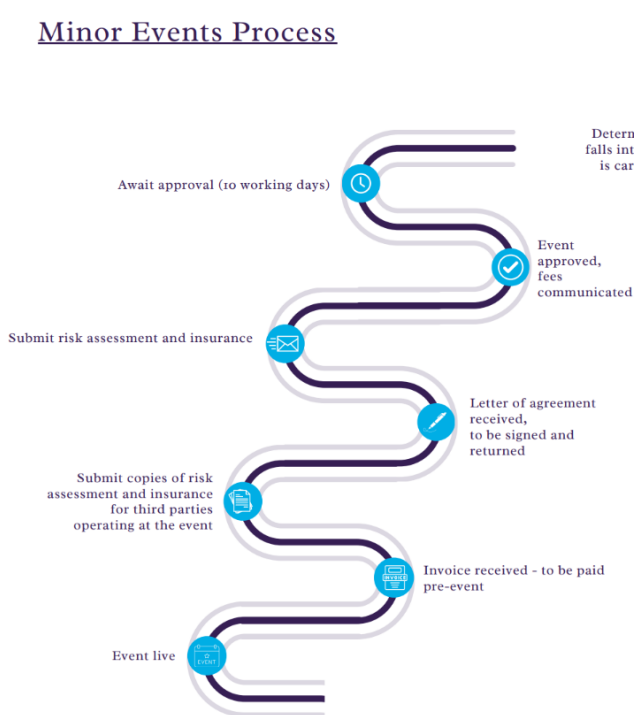
- information received from another local authority, agency or service which highlights concerns about the general compliance or appropriateness of the event/event organiser
- if the volume of existing applications received determines that we are unable to administer any further applications received

Table 3 - Available Sites

Table 3 provides a list of our main sites suitable for events, along with further details on the types of events that could be supported

Events Process

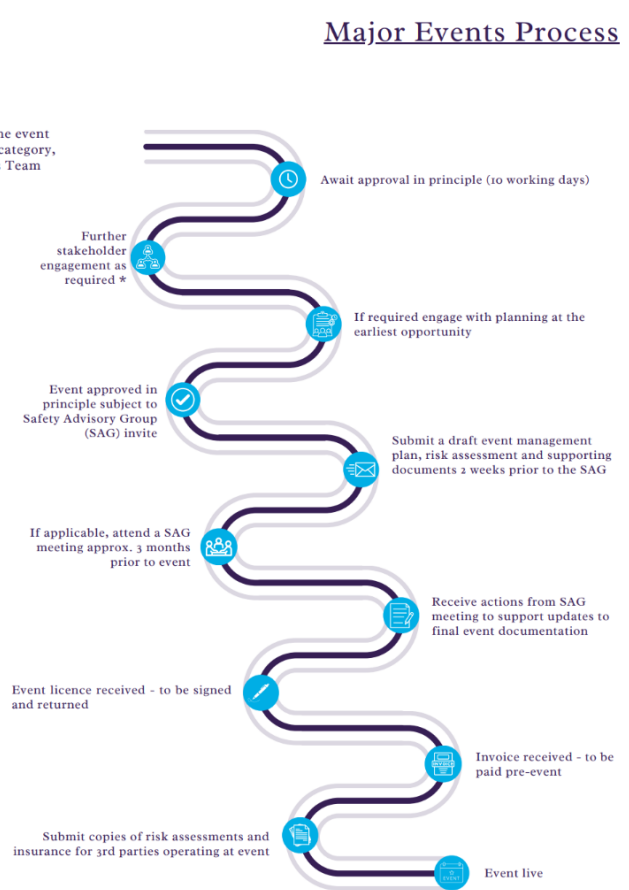
Minor Events Process



* Note

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

Major Events Process



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

		<ul style="list-style-type: none"> 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 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 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.

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 Sporting events Food & drink events 	<ul style="list-style-type: none"> Water available BCP Premises Licence (no alcohol)
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 	<ul style="list-style-type: none"> Five Parks Act Water access.

	<ul style="list-style-type: none"> • Funfairs • Sporting events • Food and drink events 	<ul style="list-style-type: none"> • 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
Mudeford 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 • 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) 	

Post Event Inspection

A post event site inspection will take place if applicable 1-2 days after the event and will involve the Events Team, event organiser and/or other appropriate officers or contractors acting on our behalf.

During the site inspection, the officer may observe and record the following:

- adherence to conditions as set out in any license/consent/authorisation to use the land
- damage to the site and/or site infrastructure. Images (photographic or video) may be used to record evidence of any damage or issue relating to our land, property, flora and fauna. The event organiser may request copies of recorded images if they are not present at the post event inspection
- waste left on site

If damage is identified and the Events Team believes it is as a result of the event, then we are entitled to keep part or all of the deposit to cover any reasonable costs associated with the repair/replacement and the administration time involved. If the costs of the repairs are higher than any deposit paid the event organiser will be sent an invoice for the balance of the costs.

Debrief & Feedback

Event organisers may be required to provide feedback on their event. Typically, this will include details on attendance numbers, operational reports, accidents, near misses and any public feedback reports.

For large and/or high-risk events event organisers will be required to hold a more detailed event debrief. The Events Team should be invited to attend this debrief.

Events Charging Policy

The Council is committed to provide a transparent and fair set of fees and charges for commercial and non-profit hire/use of Council land, which contribute 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. 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 4 – Events Fees & Charges

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	£5900 - £8200	50% reduction for October – March Allows maximum 4 day set up and set down 10% deposit on application
	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 10% deposit on application
	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. 10% deposit on application.

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)	£1,600 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
SITE DEPOSITS AND REINSTATEMENT FEES		
<p>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.</p> <p>Charges depend on the location, size of the event, numbers attending, nature of the activities, duration and amount of infrastructure</p> <p>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.</p> <p>It is the responsibility of the event organiser to check that all keys work prior to the event and the organiser may collect keys by arrangement no earlier than 2 days prior to the event and must arrange to return them on the first working day after the event closes.</p>		

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 to be 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 we reserve the right to charge the administration fee for the event.

Events Health & Safety Policy

Policy statement

It is vital that events are operated safely, and this needs to be given high consideration by both the event organiser and the Council. The risks and requirements to manage an event safely vary, but where appropriate the following will be required as part of the full application process.

General requirements of the event organiser: -

Risk Assessment (RA)

All events on council land require a well-considered and robust RA to be in place. The RA must identify the risks associated with the event and demonstrate how these risks will be mitigated against and reduced to an acceptable level.

A [Risk Assessment template](#) is available for use.

Event Management Plan (EMP)

An EMP is a safety document that should be written in conjunction with the RA and submitted for review with the event application form. The EMP details all the safety and organisational aspects of the event from set up to de-rig. Events are subject to Health and Safety regulations, and it is the event organiser's responsibility to ensure all regulations are strictly adhered to and addressed appropriately in the EMP.

All events must submit an EMP which is reviewed by the Council's relevant officers/departments. Additional analysis of the EMP will be carried out by the SAG for events with over 500 attendees and/or involving road closures or higher risk activity.

The length and complexity of the EMP will vary depending on the size and nature of the event. Below is a reasonable, but not exhaustive, outline of areas to be covered for a large-scale event.

- security and marshal details including job roles, training and location plan
- traffic management including parking, vehicles on site and entry and exit of vehicles
- road closure details
- key contact details
- licenses required
- health and safety procedures/provision
- medical cover and first aid
- safeguarding procedures and policy
- fire safety and fire risk assessment
- crowd management
- waste management

- site plan(s)
- contingency plans (including cancellation and scaling back)
- emergency evacuation plan
- schedule and programme of events
- details of power sources/generators
- details of temporary structures
- details of event catering, traders and suppliers including documented food safety controls
- stalls/stands and activities
- noise management plan
- communication plan
- proof of ADIPS (see glossary of terms for funfairs & circuses only)
- toilet facilities provision
- water safety

Failure to submit the full information required in the Event Management Plan may result in the event not being approved. Event organisers are advised to use resources available for guidance such as the [Purple Event Safety Guide](#).

Public Liability Insurance

Event organisers must meet the following requirements:

- evidence of a minimum of £5 million indemnity cover must be provided to us. However, the Events team will consult our Insurance team and a minimum of £10 million may be required for particular events
- insurance must cover all setup and close down days of the event
- it is the responsibility of the event organiser to ensure that all suppliers, traders and exhibitors at their event have the necessary, in date, insurance cover in place (minimum £5 million indemnity)
- for events involving road closures, the Council requires £10 million public liability insurance.

Parking & Traffic Management

- Event organisers can request spaces in council-owned car parks for their event. Charges, to cover loss of revenue, may be applicable for parking spaces allocated for the event in our pay and display car parks or any regulated area on the highway.
- Event organisers are responsible for the management and marshalling of car park spaces and the movement of vehicles at all times during the setup and the de-rig of the event.
- The event organiser will need to provide a traffic management plan showing the route the event traffic will take during the setup and de-rig of the event. Traffic movement during an event will be confirmed on an event-by-event basis.
- Event organisers must respect other car park users and not block access or egress to the facility or individual spaces.

Road Closures & Highway Safety

[Temporary Traffic Regulation Order \(zohopublic.eu\)](http://zohopublic.eu)

Event organisers may need to apply for a road closure. The legislation under which a road closure is granted is determined by the type and scale of the event.

- For standard road closures, an application should be submitted.
- A traffic order is generally required where there is a risk of danger, this is to maintain highway safety. In all cases the event organiser should consult with the Events Team at the earliest opportunity to discuss the most appropriate route to take concerning road closures and highway safety. Charges may be applicable for road closure applications.
- Suspension of parking bays is covered by a Road Closure Order so there is no need for both.
- Road closure applications must be submitted a minimum of 12 weeks prior to the event. The event organiser will be contacted as soon as a decision has been made.

Safeguarding

The Council has a duty of care to ensure that all children and vulnerable adults are protected during the delivery of our services including during events. Event organisers are expected to have regard to our safeguarding policy within their event management and operations plans.

If the site is to be used for the purpose of children's entertainment, the event organiser must arrange for adequate adult supervision by those experienced in the care and control of children and who have undergone the necessary DBS checks to work with children/vulnerable people.

The event organiser must, within their event documentation, provide details on what processes will be put in place to protect children/vulnerable adults. The event organiser is advised to take the following information into consideration:

- provision for lost children/vulnerable adults
- provision of baby changing facilities
- provision for lost property
- details of DBS checked event staff
- details of the event procedure relating to a lost or found child or vulnerable person including how this will be logged
- identifying a specific person who will be present at the event who can deal with complaints from attendees
- to have two adults to one-child policy, to ensure no child is supervised by just one member of staff or volunteer at any time
- age limits that should apply to some events/activities

Food Safety

Where commercial caterers are used as part of an event, organisers must meet the following requirements: [Catering Guidance](#)

- ensure that all caterers have a minimum food hygiene rating of 3 (generally satisfactory) or above
- provide the Events Team with a list of caterers, including all associated paperwork, a minimum of four weeks prior to the event, to allow sufficient time for checks to be carried out by our environmental health team.
- The event organiser will be responsible for removing any caterers from their list who fail to meet this standard. Checks may be made throughout the event by our representatives.
- We expect the event organisers to prioritise using local businesses for the provision of food/catering at their event.
- The provision of single-use plastics must follow all current government legislation: The Environmental Protection (Plastic Straws, Cotton Buds and Stirrers) (England) Regulations 2020 and any subsequent updates or amendments to the regulations.
- It is recommended that a minimum of 10% of catering for major events is plant-based.

Accident/incident reporting

As part of the EMP, and in accordance with H&S regulations, all event organisers must have a procedure to record accidents/incidents or near misses associated with the event (including set up/de-rig) and must give this information to the Events Team at the earliest opportunity following the incident.

In the event of any serious accidents and those requiring hospital visits the event organiser must notify the Health and Safety Executive and the Council immediately - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Licences

It is the event organiser's responsibility to ensure they have obtained all the correct authorisations and licences in the relevant timescales from our licensing department.

Further information can be found [here](#)

Table 5

Type	Application deadline	What to submit	Fee
Premises licence	Applicants are advised to email licencing with their proposed dates to check for availability	<ul style="list-style-type: none"> - premises licence application - premises plan - consent of premises supervisor (optional) - supporting evidence to the application (optional) 	Fees vary per application so please refer to Premises licence BCP (bcpcouncil.gov.uk) for more information.
TENs (Temporary Events Notice)	No later than 10 working days prior to the event date	Application form fee Temporary event notice BCP (bcpcouncil.gov.uk)	£21
Street collection permit	At least 1 month prior to the event date, applicants are advised to email street collections with their proposed dates to check for availability	Application form	No fee

Existing Premises licences

A number of sites have an existing premises licence in place for the playing of music and regulated entertainment which can be obtained by requesting the license from the events team.

Environmental Policy

At BCP Council we recognise that tackling climate change is necessary and urgent, and the Council is determined to respond with commitment and speed through our [Climate-and-Ecological-Emergency-Action-Plan \(bcpcouncil.gov.uk\)](https://www.bcp-council.gov.uk/climate-and-ecological-emergency-action-plan).

We require all event organisers to tell us 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.

Examples of how this can be achieved:

- Use of reusable vessels for beverages, such as plastic cup deposit schemes
- Avoid all single-use, disposable packaging e.g. condiment sachets
- Make free drinking water available. The local water authority may be able to assist in providing drinking water stations at your event
- Provide waste and recycling facilities
- Make use of reusable or recyclable products for display and promotional materials, reuse banners with date changes, find alternatives to cable ties
- Use of clean electric battery-operated generators, or generators powered by bio fuels
- Use of electric vehicles at events

When planning events, we encourage event organisers 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.

Planning permission

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 this will be cumulative i.e. Maximum of 28 days per calendar year. For the purposes of 2024 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 that 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.

Events Development and Support Policy

The Council is committed to supporting event organisers to offer advice and guidance through the application process. Whilst we do not dictate exactly how to organise an event our Events team will liaise with their colleagues in the Council and our partners to seek solutions to overcome any logistical challenges.

The Events team can also signpost potential funding sources to support both new and existing events.

We are very receptive to listening to new ideas for events or for developing existing events and will provide feedback on content, logistics, funding, commercial opportunities and potential partners.

We will also organise open days for community event organisers where training and advice is given on a range of areas from creating a risk assessment and developing an event management plan to understanding existing and new legislation on the use of public highway and the potential need for counter terrorism measures.

We are continually reviewing our processes and procedures and corporate policies to ensure the BCP area is a welcoming place, with a diverse range of events and festivals.

Events organised by BCP Council

There are a small number of events organised by the Council. These include, Bournemouth Bay Run, Remembrance Day, Summer Fireworks and November 5th Fireworks, New Year's Bath Race

In addition, there are outdoor events and activities at Upton Country Park & Highcliffe Castle with applications managed by the individual sites.

The Council is continually looking to seek commercial and community partners to deliver new events and maximise the opportunity for future grant funding from the Government and large corporations to support new events and develop existing ones.

Other Regulatory Requirements and Best Practice

Event organisers need to consider the below when organising an event. Information on these can be found by following the link [Event Guidance](#). Not all will be relevant to every event, but organisers need to consider which apply to their event and seek guidance if unsure, as many are a statutory requirement:

- ✓ Accessibility
- ✓ Advertisements
- ✓ Charity Collections
- ✓ Equalities Policy
- ✓ Emergency Vehicles
- ✓ Fire Safety
- ✓ Premise Licence
- ✓ Planning Permission
- ✓ Trading Standards
- ✓ Temporary Structure
- ✓ Toilet facilities (including accessibility)
- ✓ Waste Management
- ✓ Water safety