

Outdoor events handbook

A photograph of four people (two men and two women) dancing in a public square. The women are wearing bright orange dresses and have red flowers in their hair. The men are wearing patterned shirts. They are all smiling and looking towards the camera. The background shows a paved square with other people and buildings under a clear sky.

**Bournemouth,
Christchurch & Poole Council**

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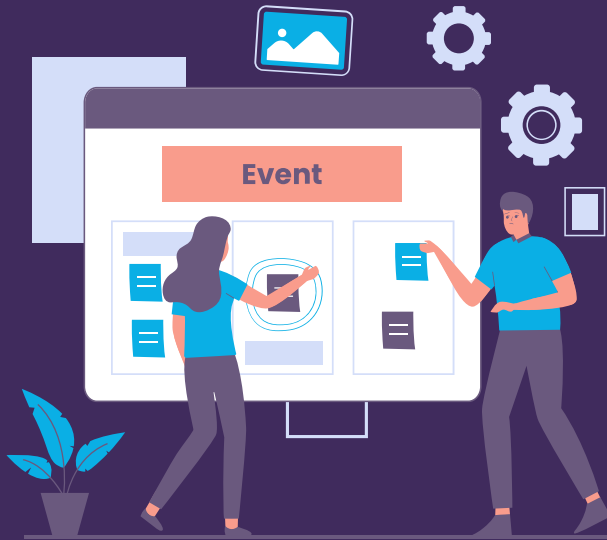
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Introduction to BCP events

The role of the BCP events team



BCP Council recognises the value and benefit a varied and well managed outdoor events programme can offer to the local community and aims to support and enable community event organisers.

The role of the BCP Council events team is to ensure that events run on council land and/or have an impact on council services are organised safely and statutory requirements are met.

The BCP Council events team supports the organisation and facilitation of cultural and recreational events within the Bournemouth, Christchurch and Poole area (BCP), works with event organisers to ensure that safety requirements are met, key stakeholders are notified, and any statutory requirements are met.

For events taking place on council land the events team will:



provide a central point of contact 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, health and safety and delivery of events by the event organiser



ensure that where necessary the relevant services with the expertise in event management and both internal and external stakeholders, 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 and during event 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



where applicable undertake a review/debrief with the event organiser

For 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

Three towns (Bournemouth, Christchurch, Poole)

BCP Council's events team administers outdoor events that take place on BCP Council land.

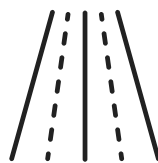
The BCP area incorporates the three towns of Bournemouth, Christchurch and Poole. The events team also administers events on behalf of Christchurch Town Council, and Highcliffe and Walkford Parish Council.

Event locations

The BCP Council events 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



The seafront

Definition of events

An event is defined as an organised or planned activity taking place in a specific location for a limited period that is not a regularly scheduled activity. It is assumed that this will mean the gathering of people and would not class as business as usual. BCP Council has defined an event as meaning one or more of the following:

30 or more people attending (both event organisers/crew and attendees)

An organised activity that is not part of usual activities

Bringing infrastructure onto site (gazebo, marquee, Public Address (PA) system, fencing, portaloo's etc.)

Licensable activities (supply / sale of alcohol, recorded music, live music etc.)

Caterers or traders present at the event

Ticketed or charging for entry

If you are unsure as to whether your activity is classed as an event, contact the BCP Council events team: events@bcpcouncil.gov.uk.

Types of events

The BCP Council events team processes a number of different events and activities, these include:



Commercial events



Community events



Funfairs and circuses



Promotional activities



Beach cleans / litter picks



Beach barbecues (BBQ's)

There are different documents required for each activity, but all begin with an application form. Once received event applications are classified as either minor or major events dependant on several factors including attendance figures, scale of infrastructure, type of activity, location, licensable activities (alcohol, music, etc.)

The following chart outlines the desired lead in time for varying application forms.

Type of event	Preferred timescale (from application submission)	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 • Risk Assessment • Public Liability Insurance (PLI) for a minimum £5 million indemnity • Details and paperwork of event content (eg traders, food vendors, children's rides, stages, PA) • Temporary Event Notice (TEN) for entertainment and/or bar if applicable
<p>Events with 1,000+ attendees at any one time.</p> <p>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</p>	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 • Details and paperwork of event content (eg traders, food vendors, children's rides, stages, PA) • Potential requirement for TENs or premises licence • PLI (larger event may require a minimum 10 million indemnity)

Restrictions on events

On occasion, event applications may be refused by the BCP Council events team or by other BCP Council departments. In the occurrence, the BCP Council events team will communicate with you to advise why your event has been refused and discuss ways in which the event can be altered to be accepted. Some of the restrictions or reasons why an event may be refused includes but is not limited to:

- ⊗ The chosen location being unsuitable for the event
- ⊗ Other events, activities or planned works taking place at the same time/same location
- ⊗ There is a risk to the public
- ⊗ An application has been submitted with insufficient notice or lead time

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:

- ⊗ Tobacco, vape or any nicotine products and alcohol manufacturers
- ⊗ Extreme political parties or organisations
- ⊗ 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
- ⊗ Any business involved in the manufacture or sale of firearms
- ⊗ Any company involved in the sex industry
- ⊗ Any business involved in animal experiments
- ⊗ Any organisation involved in blood sports, or any activity that causes harm to any animal or that are detrimental to the safety and welfare of any animal
- ⊗ 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
- ⊗ 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
- ⊗ Any activity specifically prohibited by a bylaw
- ⊗ Any mass release of balloons

Fees & invoicing

The BCP Council events team will provide the cost for hosting the event upon application. Fees are based on a set pricing structure and determined by a number of factors including activity, size / attendees, location, infrastructure and community / commercial / charity involvement. Fees are subject to change in line with inflation and are reviewed on a yearly basis.

Additional fees are charged for the following:

- Temporary Traffic Regulation Order (TTRO)
- Premises Licence or TEN application
- Use of onsite electric and / or water
- Reinstatement fees
- On-call
- Loss of revenue, i.e. use of car parking bays
- Promotion via BCP Council banner sites (fly posting on other BCP Council sites is not permitted unless approved by the BCP Council events team or relevant council department)

An invoice will be raised for the event fee as well as any other fees in relation to the event once the event is confirmed. The invoice will be sent via email and addressed to the information provided on the event application form unless otherwise stated in writing.

All fees must be paid in advance of the event including any set up and build days.

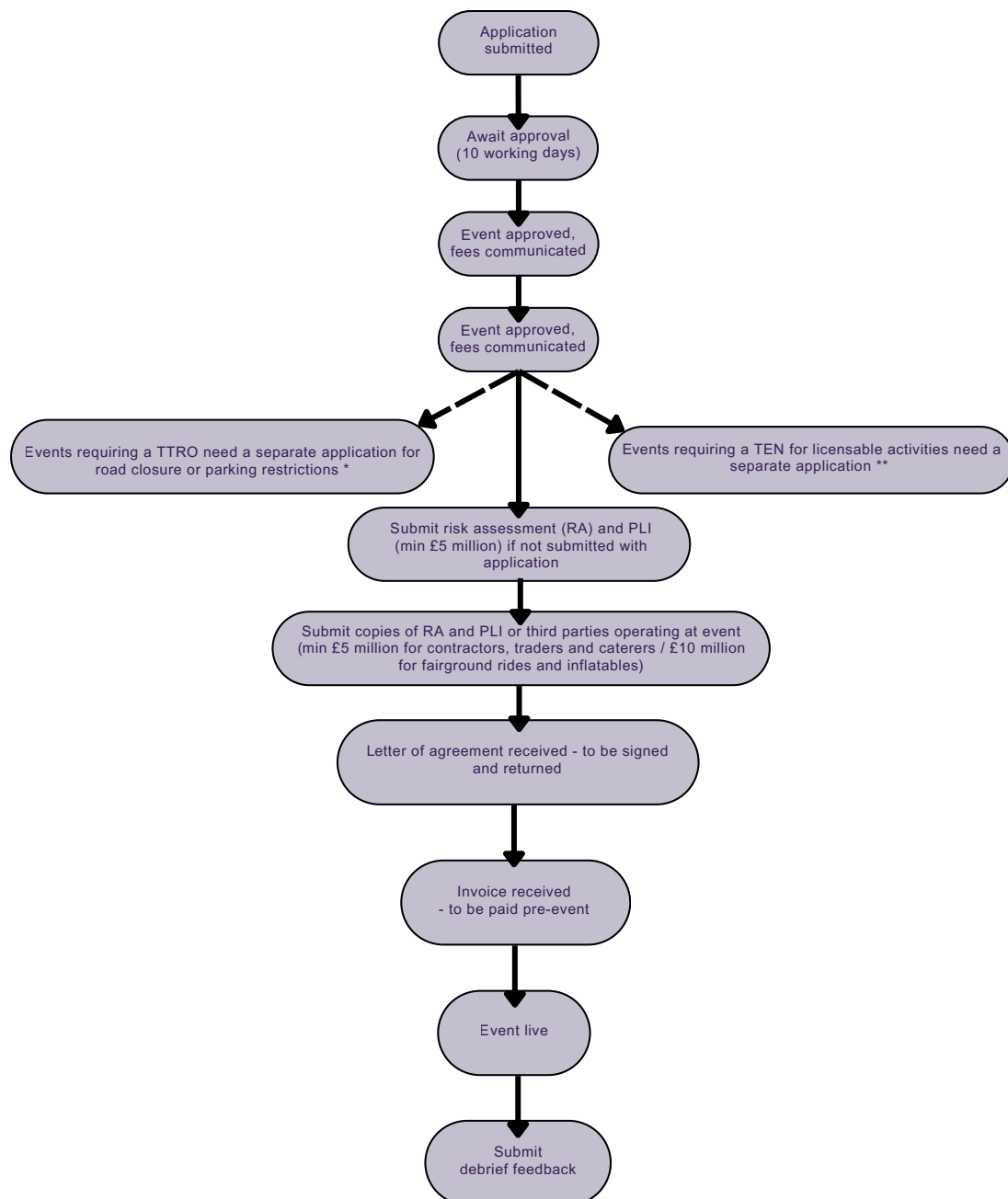


Events process

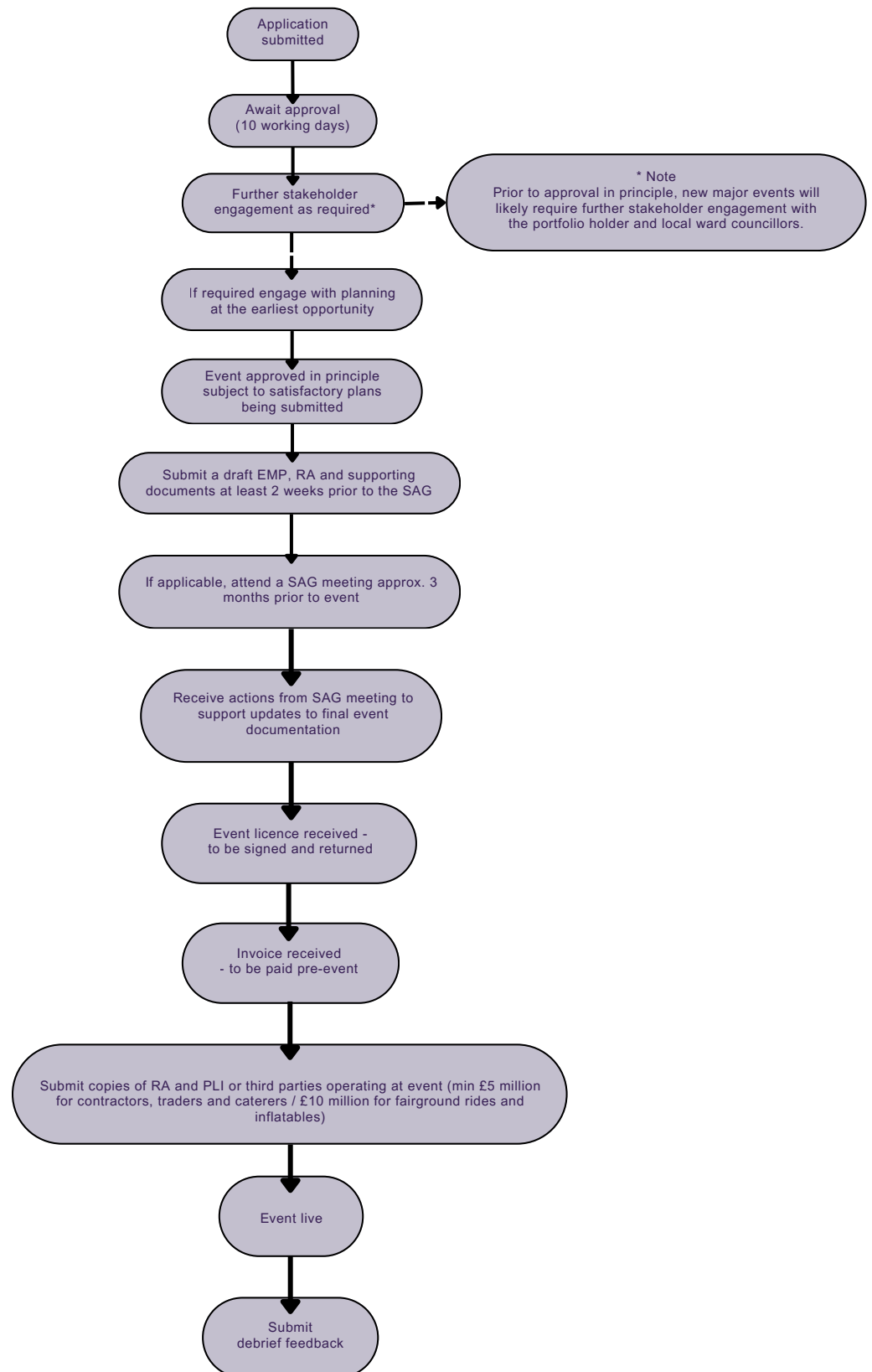
Events process pathway

The below pathway shows the events process for organising major and minor events on BCP Council land. Depending on the nature of the event there may be further steps required of an organiser that the BCP Council events team will advise of on receiving the event application.

Minor events process



Major events process



Required paperwork / documentation

For all events on council land, an organiser will need to provide paperwork for their event. The nature and size of the event will determine exactly what paperwork is required but BCP Council events team will advise following your application. As a minimum, all organisers will be required to provide:

- Comprehensive risk assessment - this should be specific to your event activities, the site you're on, and risks associated with outdoor events.
- Public liability insurance (minimum £5 million)
- Site Map showing location and set up of event

For major events, or higher risk activities, organisers may also be asked to provide:

- Event management plan, to include (if applicable):
 - Traffic Management Plan (TMP)
 - Crowd Management Plan (CMP)
 - Noise Management Plan (NMP)
 - Security plan
 - Medical plan
 - Alcohol Management Plan (AMP)
 - Separate Fire Risk Assessment (FRA)
- Increased level of PLI
- Third party paperwork

Third party paperwork

Event organisers are required to obtain paperwork from any third parties at their event. As a minimum, all third parties will require public liability insurance (minimum £5 million) and a site/activity specific risk assessment.

Third parties include (but are not limited to):

- Traders
- Caterers
- Entertainers
- Contractors
- Funfair operators
- Charity / information stalls

Whilst event organisers must obtain all third party paperwork as set out in their agreement, BCP Council events team will check the following:

Third party category	BCP Council to check
Caterers	Yes
Large scale infrastructure (ie marquee, big top tents, staging)	Yes
Security & medical personnel	Yes
Traffic management measures	Yes
Funfair rides & inflatables	Yes
Face paintings & henna tattoos	Yes
Animal involvement	Yes
Alcohol provision	Yes
Small scale infrastructure (ie fencing)	No
Traders & exhibitors	No

Third party paperwork should be submitted to the BCP Council events team at least one month prior to the event. The events team will advise on any further paperwork requirements.

Food safety

Where commercial caterers are used as part of an event, organisers must meet the following requirements:

- Ensure that all caterers have a minimum food hygiene rating of 4 (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 also recommended there is a minimum of 10% plant based offering within catering for major events.

For further advice on the use of mobile food vendors, food standards and health & safety information please read the [Catering guidance](#).

Event infrastructure

Infrastructure is considered to be any components that are being brought onto site for an event. This includes but is not limited to:

- Marquees
- Gazebos
- Portable toilets
- Bins
- Staging
- PA systems
- Fencing

Safety Advisory Group (SAG)

Larger events will be required to attend a SAG meeting. Event organisers attending a SAG are required to present their event plans and procedures with BCP Council departments and partner agencies.

An organiser will be invited to the SAG approximately three months prior to their event. A copy of the EMP, including requested appendices, should be sent to the BCP Council events team one month prior to the SAG date.

SAG members include BCP Council departments (licencing, health and safety, events, environmental health, parks, seafront, highways, emergency planning), Dorset Police, South Western Ambulance Service NHS Foundation Trust (SWAST), and Dorset and Wiltshire Fire and Rescue Service.

The SAG are invited to inspect events on site that have attended a meeting at a pre-event visit organised by BCP Council events team. Organisers may be required to attend a debrief with the SAG post event. If a debrief with the SAG is not required, organisers will be asked to share debrief notes with BCP Council events team.

Event Management Plan

An EMP should detail the steps and procedures an organiser has in place at their event. Organisers should refer to The [HSE Purple Guide](#) for helpful information when planning their event.

An EMP should cover (but is not limited to):

- Summary of the event
- Expected capacity and demographic
- Event timings
- Event access / egress points and management
- Roles and responsibilities of event staff, including contact numbers
- Build and breakdown schedule
- Site map(s)
- Event cancellation policy
- Counter terrorism considerations
- Lost / found persons policy
- Waste management
- Water safety (where applicable)
- Sustainability
- Crowd management
- Licencing details
- Security plan (including map – can be provided by contracted security provider)
- Medical plan (can be provided by contracted medical provider)
- Emergency contingency plans (including exit calculations for evacuation)
- Noise management plan
- Traffic management plan
- Alcohol management plan
- Risk assessments (including separate fire risk assessment)



Letter of agreement

Once a minor event has been approved, and the required paperwork has been submitted, organisers will be issued with a letter of agreement to sign and return.

This document is final confirmation for the event organiser.



Event licence

Major events are issued with an event licence rather than a letter of agreement. This document sets out more detailed conditions specific to the event in question.

Like the letter of agreement it is the final confirmation for an event organiser.



Feedback

The BCP Council events team welcomes any feedback from the application process and on-site experience. Feedback forms will be provided by the events team either following the event or as a link in the the letter of agreement / event licence.



Licensing,
acts and
planning

Premises license

If event organisers intend to apply for a premises licence this should coincide with their attendance at a SAG meeting so that the responsible authorities can review Event Management Plans and procedures prior to any consultation.

When applying for a premises licence event organisers should consider the timescales involved, including SAG meetings, consultation, advertising and potential attendance with BCP Council's licencing committee.

A premises license will be required where there are licensable activities at an event that cannot be covered under a Temporary Event Notice (TEN).

A designated premises supervisor must hold a personal licence and is the person specified on the premises licence who is responsible for authorising the sale or supply of alcohol. This person must be readily identifiable and will normally be given day to day responsibility for running the premises.

BCP Council has it's own premises licences at the below sites:

- Boscombe town centre
- Boscombe promenade & beach
- Horseshoe Common
- Toft Beach
- Kings Park
- Bournemouth Lower Gardens
- Meyrick Park
- Bournemouth Pier Approach
- Shelley Park
- Southbourne Grove
- Bournemouth town centre
- Winton Recreational Ground

BCP Council can temporarily sign the use of these licences over to event organisers providing they can demonstrate that they will comply with the licencing objectives and conditions set out in them. The events team can advise further on this on application. Please check the specifics in the licence of the site you should to use within the event team.

Temporary Event Notice

A Temporary Event Notice gives the applicant permission to have licensable activities as part of their event. It does not give permission for use of the land. Licensable activities include:

- Live music
- Recorded music
- Sale of alcohol
- Facilities for dance
- Facilities for making music
- Performances of dance
- Films
- Indoor Sporting Events
- Boxing or Wrestling Entertainment

Event organisers must send a copy of the TEN application to Dorset Police and BCP Council licencing at least 10 working days prior to their event (clear working days does not include the day the council receives your application, or the day of the event). Applying online this will be done automatically.

Restrictions on a TEN

Your event must:

- Have no more than 499 people at all times – including staff running the event
- Last no more than 168 hours (7 days).
- You must be at least 18 to apply for a TEN.

Dorset Police and BCP Council environmental health officers (EHO) have the right to object a TEN. If there's an objection, the council's licensing committee will hold a meeting (called a 'hearing') no later than 24 hours before the event (unless all parties agree that a hearing is not needed).

At the hearing, the committee will either approve, add conditions or reject the notice. Please note, if you have applied for a late TEN (not before nine and not later than five working days before the event) and objections are raised by the police or EHOs, the notice will be invalid and the event may not go ahead.

Temporary Traffic Regulation Order (TTRO)

If an event organiser requires a road closure or traffic restrictions for their event they will need to apply for a [Temporary Traffic Regulation Order](#)

The following will be required:



A traffic management plan - plans illustrating the temporary restriction, diversion route and signing details (where applicable)



A copy of the applicant's PLI with a minimum of £10 million cover.



Organisers must:



Arrange, install, maintain and meet the cost of all on-site signing (including the diversion route where applicable; see diversion routes below) in accordance with Chapter 8 of the traffic signs manual and / or Traffic Signs Regulations and General Directions throughout the duration of the temporary restriction



Ensure that only appropriately accredited operators are employed to place signage on the highway network.

The TTRO and the proposed diversion route needs to be assessed and approved. The applicant will need to liaise with local businesses and bus companies if applicable.

It is encouraged that all TTRO applications are submitted at least eight weeks prior to the event. A cancelled event will receive a refund on the cost of the TTRO, if this is done no later than six weeks prior to the event.

Planning

Planning permission may be required if an event or cumulative events with temporary structures on site have exceeded 28 days use per calendar year at one location. If upon application an event takes the total use of the site beyond 28 days that applicant will be required to submit planning permission.

For events taking place at the seafront, the locations are identified as set out by BCP Council's [seafront strategy](#).

BCP Council events team will advise of the total use of specific sites and where planning permission may be required on receiving an organisers event application.

Further information on applying for planning permission can be found [here](#).

Five parks act

The five parks act applies to the following locations:

- Redhill Park
- Kings Park
- Meyrick Park
- Queens Park
- Seafield Park



The restrictions mean that events cannot be enclosed on any of the above sites without the public being given access for

- (i) on more than 15 days in any year; or
- (ii) on more than 3 Sundays in any year; or
- (iii) on more than 6 consecutive days

This is including set up and breakdown days. Organisers need significant access break in their fence line.

Christchurch Town Council use of open spaces policy

The [Christchurch Town Council use of open spaces policy](#) refers to both Christchurch Quay / Christchurch Quomps and Christchurch Quay bandstand. The full policy can be found in the useful links section and should be read by any organiser looking to hold an event in either of these locations.

The policy restricts frequency of use for events through the below conditions:

- ⊗ Enclosed events restricted to 12 days per year none of which can be on Sundays by covenants
- ⊗ No events are to run consecutively - there is to be at least 5 clear days between events
- ⊗ No event to be more than 10 days in length
- ⊗ No more than 35% of days in any calendar month to be occupied by events

Christchurch Town Council



Environmental,
sustainability
& inclusivity

Reinstatement fees

Where an event has a lot of infrastructure, a high volume of attendees and takes place in one of BCP's parks or green spaces, a reinstatement fee will be added to the cost of the event. The reinstatement fee covers any damages left to the grounds by the event so our green spaces can be maintained back to how it was.

If there is damage left to the site, the BCP events team will advise on the costs of the repair. Where no damage is found following the event, the full reinstatement fee will be returned within 30 days after the event.

Bins & waste

It is a requirement that all events consider the impact of waste left by an event and organisers are responsible for mitigating any waste being left as a result of their event. Organisers need to consider if/how many additional bins need to be brought in for the event and consider a mix of refuse and recycling. Clear signage should also be present at the event, outlining to their audience what items can be recycled. Bins can be hired through the BCP commercial waste team or externally. If you would like to hire bins through BCP Council, contact the events team for further details and pricing. In addition, litter picks should take place throughout and after to dispose of any waste left by the event and return the land back to its original state. Any waste collected from the litter pick should be sorted by the organiser into recycling and refuse accordingly.

Transport & travel

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. BCP has great transport links by bus and train as well as cycle lanes across all three towns. Sustainable travel should be outlined in event plans and pre-event messaging should go out to attendees regarding how to attend the event via bus / train / cycle / walking.

Energy & water usage

BCP Council encourages organisers to consider their energy and water usage at events and use sustainable energy where possible. Where generators are being used, consider battery powered generators or using bio-fuels. For certain sites, water and/or electric points can be used for a daily charge and hook up fee if required. BCP Council events team can advise of this on application.

Accessibility & inclusivity

BCP Council encourages all event organisers to consider accessibility and inclusivity at their events.

Accessibility and inclusivity at events means ensuring everyone, regardless of their abilities or background, can fully participate and feel welcome.

This involves considering physical access, communication, dietary needs, and cultural sensitivities. By implementing these considerations, event organisers can create a more welcoming and engaging experience for all attendees.

The 2010 Equality Act protects people from discrimination because of their protected characteristics, these are:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

Just some of the ways an event organiser can ensure that their event is accessible and inclusive is by implementing the following:

- Ensuring that any walkways or space has room for wheelchairs or pushchairs
- Having accessible toilets onsite
- Event signage is clear to read and doesn't use slang words or regional dialect
- Disabled parking is available and the event can be attended by using local transport links
- Have designated quiet areas away from loud noise or crowds
- Ensure diverse representation is present at the event
- Provide pre-event information or have clear accessibility information on the event webpages or social media
- Provide staff training for on-site staff on how to interact with and assist audiences with additional needs
- Different food options catering for vegetarian, vegan and allergens and intolerances including gluten, dairy and nut free.



BCP
film
office

Filming and photoshoots

The film office has it's own dedicated [website](#) and showcases some of the locations that can be used for filming within Bournemouth, Christchurch and Poole.

The website also shows how the film office is supporting local crew and businesses in the film and television sector.

Application process

The filming application process is similar to the event application process.

Although, the BCP film office will help facilitate any onsite recce's with private venues too if required. A filming application will be required along with public liability insurance and a site specific risk assessment.

BCP Council events team will then liaise with the relevant department(s) and once approved will issue an agreement for the filming. For larger filming requests or filming with a drone, additional steps, documentation and liaison with stakeholders may be required.

Please note a location fee will apply. The events team will confirm the fee upon receipt of the application.

Student filming

BCP Council and BCP film office supports student filming within the region.

A [student filming application](#) will need to be filled out and can be found on the BCP events and filming webpage.

A minimum 10 working days is required for student filming between submission of the application and the first day on site. BCP Council's student filming guidelines can be found in the useful links section.



Useful links

- [**BCP events and filming website**](#): website for further information on events and filming and all application forms
- [**Event application**](#): application to apply to host an event on BCP Council land
- [**Bournemouth promotional pack**](#): Information on locations in Bournemouth suitable for promotions and town centre applications
- [**Poole promotional pack**](#): information on locations in Poole suitable for promotions and town centre applications
- [**Beach BBQ areas**](#): areas where there are electric BBQ's on the seafront
- [**RA template**](#): a basic risk assessment template that can be filled in
- [**The Purple Guide**](#): guide for outdoor events (requires login)
- [**BCP seafront strategy**](#): outlines the different areas of the seafront and features
- [**TTRO application**](#): application to apply for a Temporary Traffic Regulation Order for a road closure as part of an event
- [**BCP planning**](#): BCP Council planning page, to apply for planning permission for required events
- [**BCP film office**](#): website dedicated to the BCP film office. Browse locations and links to local crew directories
- [**Student filming application**](#): application form for student filming on BCP Council land
- [**Student filming guidelines**](#): guidelines for students looking to filming within BCP area
- [**Food Standards Agency**](#): link to the Food Standards Agency website, search for food hygiene ratings from a caterer
- [**Temporary Events Notice**](#): application form to apply for a Temporary Events Notice
- [**Christchurch Town Council open spaces policy**](#): use of open spaces policy for Christchurch Quomps / Christchurch Quay