



## Event Application Guidance

### a. **Site plan clearly marking layout of event.**

Our scale site plan (part of your application pack) shows how the Rec infrastructure is laid out. It has been hand drawn therefore can be used and/or copied by your organisation.

### b. **Environmental Impact Assessment.**

This is a means of identifying all the areas that the event will impact upon. It should show issues that could occur before, during and after the event and address any complaints after the event setting out steps for a future event so that similar complaints are not made in the future.

Here are some of the things to include in your assessment. An example EIA is contained within the application pack.

**The Site:** Legal constraints (licence conditions within **OS** are shown in red text); access including slopes; noise; dangers; rights of way; services; other site users; layout plan showing amount of area event requires.

**Surrounding the site:** Neighbours; access; dangers; signage; traffic control; advertising.

**Admin:** Any additional licensing requirements; planning consent (some signage) food hygiene; risk assessment; fire arrangements; advertising; impact study including potential noise (how will the event impact on those around the site?) protection of children and vulnerable adults; training; licences for raffles; timetable of events; opening/closing time; complaint procedure; recording of monitoring results.

**Facilities:** Water; litter; recycling; electricity; first aid; telephones; seating; lighting; tents and marquees; crèche.

**The Event:** Setting up; all parking; patrolling; monitoring (of noise, smells, dangerous substances); weather contingencies (hot/cold/wet); security; lost children & vulnerable adults; cash; crowd management; communication; drugs; emergency access; management of contractors/third parties; dismantling; litter clearance; reinstatement of damage; securing the site once cleared.

### c. **Public Liability Insurance Certificate**

The above insurance cover is required for third party risks, for no less than £5million for any one claim. The copy must include valid dates (covering the event date); policy holder name; policy number; cover amount; company name and contact number.

### d. **Event-Specific Risk Assessment**

The Town Council's risk assessment is in your information pack. Your assessment must be specific for your event and take account of the issues raised in the Operating Schedule. There are many ways to do a risk assessment, but it must include the following – Identification of any hazards; Who might be harmed and how; evaluate risks and set precaution; record your findings and implement required change; review your assessment and update (for your next event). Aspects to assess can be taken from guidance above in Section B (The Event).

More guidance and a risk assessment template is provided at

<http://www.hse.gov.uk/risk/fivesteps.htm>



**e. Safeguarding Policy**

Safeguarding children and vulnerable adults is the responsibility of all but for your event it is yours as the organiser should there be an incident. Safeguarding measures must be set out in your risk assessment. Here are some general questions to get you started –

Does your organisation have a Safeguarding Policy Statement?

Do any members of your team require 'Disclosure & Barring' checks if the child is likely to be left unaccompanied by parent/guardian?

Do you have a contact name for any related issues during the event, such as lost children or if there are genuine concerns for welfare?

Are all team members aware of your safeguarding procedures and their own personal responsibilities?

More guidance is available from

<https://www.gov.uk/disclosure-barring-service-check/overview>

<https://learning.nspcc.org.uk/research-resources/templates/example-safeguarding-policy-statement>

**f. Street Collection Permits**

It was confirmed during the 2019 event season that charity collections or sale of items from a stall to benefit a charity need to have a Street Collection permit from New Forest District Council. The application form has been reviewed to take account of this likelihood during events on the Recreation Ground.

The application form is accessed via the link

[Charity street collection permit - New Forest District Council](#)

Extract from the NFDC web page – *'However if a number of charities wish to collect at the same event on the same day, these will be permitted, but applicants must obtain the permission of the event organiser first'.*

Town Council permission for the collection can be assumed for the purposes of the application, and a copy of the granted permit/s should be supplied with other event documentation. The Street Collection application process takes approximately 10 days.