

**PUBLIC EVENTS POLICY AND CONDITIONS**

**1 Purpose of report**

This report has been prepared for members to consider the policy and conditions for holding public events in council land or within the town centre, and to formalise these arrangements.

**2 Executive summary**

The report sets out the background to the current arrangements for public events and asks members to consider the draft policy in order to formalise these arrangements and bring them in line with the policy and conditions for street trading.

**3 Appendices**

Appendix A – Draft events policy and conditions

**4 Proposed action:**

**4.1 The committee is invited to RESOLVE to adopt the draft events policy and conditions as at Appendix A**

**5 Background**

5.1 The council currently runs a programme of public events in its own right through the Events Officer, such as Party in the Park, the beach, Christmas lights switch on and the Waendel Walk weekend, which are subject to the council's own policies around event management, risk assessment, insurance cover etc. In addition to these events, the council receives a number of requests each year from outside organisations to use council or highways land for third party public events. These can range from small gatherings on small open spaces and within the town centre to large scale community events across an entire park.

5.2 The council is not directly responsible for externally delivered events even on its own land, but it wishes to ensure that such public events are planned and delivered professionally and safely, for the enjoyment of the public. Therefore council officers work with event organisers to ensure that they understand their responsibilities and liabilities by requiring them to submit documentation outlining the plans and risk assessments for the intended event.

- 5.3 Whilst the procedures are fit for purpose, they are not backed by a current policy statement. As the street trading policy and conditions were due for review, it is an opportune time to link the two elements together to produce comprehensive policy statements and conditions that reflect a common standard and approach across the council.
- 5.4 At the meeting of the Development Committee of 17 September 2018, members considered a review of borough-wide street trading arrangements. The proposal was to update and consolidate street trading arrangements across the borough, reducing anomalies and taking account of new developments.

## **6 Discussion**

- 6.1 Whilst there are cross overs between street trading restrictions and events, markets and car boot sales etc in the borough, it is recognised that with one overall policy, community events could be inadvertently brought under the licence, a consent regime meant for commercial traders.
- 6.2 As such, a separate Events Policy has been drafted for consideration by members and is presented at Appendix A. This policy mirrors the new proposed street trading arrangements as far as possible. Street trading pitches within an event will therefore be exempt from the requirement to obtain a licence under the trading policy and will instead require permission to trade under the events policy.
- 6.3 The events policy is intended to apply to anyone seeking to hold an event on borough council land, or other locations and venues in which the council has an interest.
- 6.4 The policy also applies to all markets and car boot sales except those on the market square, regardless of whether on private or public land. The market square is covered by a separate policy and the Market Charter.
- 6.5 Regular bookings of sports pitches are dealt with under a separate procedure through Wellingborough Norse and are charged in line with the council's fees and charges policy.
- 6.6 The policy sets out the application procedure and conditions for consent. If consent is granted, the event organiser will still need to consider permissions or authorisations for other matters, such as the retail sale of alcohol, road closures, Performing Rights Society consent etc, and the application procedure guides the applicant through these considerations.
- 6.7 There is currently no charge for charity events, non-commercial car boot sales, fetes and similar community and neighbourhood based events. The policy includes an option for charges to be applied in the future, in line with the council's fees and charges policy, in order to cover the costs of administration.

- 6.8 Fairs, circuses and some other activities may require a licence from the council to occupy the land. The events application form must still be completed for these events, but they will also be subject to an extra approval process in line with a legally drafted licence and a separate charging regime.
- 6.9 Once the application has been consulted on as appropriate and assessed, the Assistant Director will consider the event, consultee feedback and officer recommendations and determine whether the event should be granted consent.

## 7 Legal powers

Local Government (Miscellaneous Provisions Act) 1982  
 Local Government Acts 1992 and 2003  
 Local Government Finance Act 2012

## 8 Financial and value for money implications

- 8.1 Currently no fee is charged for non-licensable events and therefore there are no financial implications from this report. The draft policy allows for the council to introduce a fee if desired in the future in order to cover the costs of administering the application process.
- 8.2 Fairgrounds and circuses are covered by separate licencing procedures and are subject to fees as set out in the council's fees and charges policy.

## 9 Risk analysis

Nature of risk	Consequences if realised	Likelihood of occurrence	Control measures
Uncontrolled or unsafe events organised by external parties on council or town centre land	Risk of harm to the public  Risk of litigation  Reputational harm to council	High	Adopt clear and consistent policy and conditions for external parties to hold events on council open space or town centre land
Not updating the events policy and procedures in line with street trading	Disparate and inconsistent approach to events/trading management	High	Formalise events management arrangements to mirror the street trading conditions where possible

## 10 Implications for resources

A refined application procedure may take more officer time to assess, but this will be found within existing staff resource.

## **11 Implications for stronger and safer communities**

Policy procedures and conditions mirroring that of street trading would assist in regulating a consent regime and prevent event organisers from setting up without prior consent on council land. A formalised application procedure ensures that event organisers are aware of and risk assess the elements involved in planning a safe community event.

## **12 Implications for equalities**

There are no such implications arising from this report. The application form requires applicants to state how their event will promote and encourage equality and diversity.

## **13 Author and contact officer**

Gill Chapman  
Principal Community Support Manager

## **14 Consultees**

Senior Management Team  
Amanda Wilcox: Principal Environmental Health Manager  
Matt O'Donnell: Team Leader, Health Protection  
Victoria Phillipson: Principal Property & Projects Manager  
Alice Arden-Barnatt: Projects Manager  
Julia Wells: Events Officer

## **15 Background papers**

- Review of the Borough wide street trading arrangements – item 4 Borough Council of Wellingborough Development Committee 17 September 2018
- Current Event Application form

# **Borough Council of Wellingborough**

## **Events Policy & Conditions (Including markets and car boot sales)**

**Date: January 2019**

## Table of Contents

<b>Section 1 – Events Policy</b> .....	<b>2</b>
<b>1.1 Policy Intentions</b> .....	<b>2</b>
<b>1.2 Definitions</b> .....	<b>2</b>
<b>1.3 Market</b> .....	<b>3</b>
<b>1.4 Street Trading</b> .....	<b>4</b>
<b>1.5 General Information</b> .....	<b>4</b>
<b>1.6 Fees</b> .....	<b>5</b>
<b>Section 2 - Event Application Procedure</b> .....	<b>6</b>
<b>Section 3 - Consultations on event applications</b> .....	<b>8</b>
<b>Section 4 – Consultee Feedback to Applications</b> .....	<b>9</b>
<b>Section 5 - Determination of Applications</b> .....	<b>9</b>
<b>Section 6 - Approval of Applications</b> .....	<b>9</b>
<b>Section 7 – Non Compliance with Consent</b> .....	<b>9</b>
<b>Appendix 1 – Standard Conditions for Event Consent</b> .....	<b>10</b>
<b>Appendix 2 – Event Application Form</b> .....	<b>14</b>

## Section 1 – Events Policy

### 1.1 Policy Intentions

This policy is intended to apply to anyone intending to hold an event on borough council land or other locations and venues in which the council has an interest.

This policy also applies to all markets and car boot sales except those on the market square, regardless of whether on private or public land.

The market square is covered by a separate policy and the Market Charter.

Booking of sports pitches and charges for these are dealt with under a separate procedure through Wellingborough Norse.

### 1.2 Definitions

Within the terms of the Borough Council of Wellingborough's events policy the following definitions apply:

<b><i>The council</i></b>	the Borough Council of Wellingborough.
<b><i>The applicant</i></b>	the person(s) or organisation(s) applying for consent to hold an event in the borough.
<b><i>Event</i></b>	Any planned, time limited, public or social occasion, gathering or activity/activities, regardless of whether it is commercial, fundraising or free. This includes but is not limited to: Circuses; Fairs; Fayres; fetes; celebrations; carnivals; music concerts; promotions; sporting/fitness events; events organised by the Business Improvement District (BID); market (outside of the market square), car boot sales; etc.
<b><i>Event organiser</i></b>	the person(s) or organisation(s) applying for consent to hold an event in the borough.
<b><i>Street trading</i></b>	the selling or exposing or offering for sale of any article (including a living thing) in any street.
<b><i>Street</i></b>	Includes: a) Any road, footway, beach or other area to which the public have access without payment. b) A service area as defined in section 329 of the Highways Act 1980, and also includes any part of a street.
<b><i>Consent street</i></b>	a street in which street trading is prohibited without the consent of the council.
<b><i>Street trading consent</i></b>	permission to trade on a street, subject to conditions and payment of a fee.
<b><i>Consent holder</i></b>	an individual to whom the consent to trade has been granted.

<b>Static trader</b>	means a trader granted consent to trade from a specified position.
<b>Market</b>	any place where buyers and sellers meet to trade products - A market will comprise not less than five stalls, stands, vehicles, whether moveable or not or pitches from which articles are sold
<b>Car boot sale</b>	an event in a public place where people sell their unwanted possessions, often from the backs of their cars
<b>Authorised officer</b>	means an officer employed by the council or Wellingborough Norse and authorised by the council to act in accordance with the provisions of the Local Government (Miscellaneous Provisions) Act 1982 or who is involved in the management of the market
<b>Goods</b>	Goods include food, drink, provisions, commodities and articles of whatsoever nature brought on to the street trading area for the purposes of retail sale and include services offered for purchase.
<b>Vehicle</b>	Vehicle includes any car, motor cycle, van, truck, lorry, cart, handcart, wheelbarrow or trailer used or designed for conveying goods
<b>Unit</b>	Any unit (which may or may not be a vehicle) used for the purposes of street trading

### 1.3 Market

The demised area of Wellingborough market square (only) is exempt from street trading restrictions as this area is covered by the Market Charter. However, all streets around the market and the rest of the borough are covered by Street Trading Consent restrictions. This includes both existing and all new developments.

The Market Rights Policy applies within a radius of 6 2/3 miles of the market square and where there are five or more traders at any event or location. This includes car boot sales, but excludes charity events, which are usually coordinated by one organiser. Further clarification on whether this applies to any circumstance can be provided by the planning team.

Event organisers must have consideration of the Market Rights Policy and whether the event is likely to be contrary to the charter. The Markets Rights Policy is applicable whilst there is a market operating at the Market Place. The outcome of any application for a market or a car boot within the 6 2/3 mile radius is at the discretion of the Director of Strategic Place and Growth in consultation with the Chairman of Development Committee.

Applications for market stalls on the market square are subject to a separate application procedure which is dealt with by Wellingborough Norse. Please contact (01933) 234520 for assistance or advice on market stalls.

Any indoor markets or similar events are considered outside the scope of street trading. However, any market regardless of being indoors or outdoors will need to be considered in respect of the Market Rights Policy.

## 1.4 Street Trading

There are street trading restrictions within the Borough of Wellingborough and Event organisers must have consideration of these.

Any activity that would normally fall under the definition of street trading will be exempt from the street trading requirements where the activity is part of an event, market or car boot sale that the council have authorised.

However any activities involving the selling or exposing or offering for sale of any article (including a living thing) in any street which was not part of the event application will require Street Trading consent.

## 1.5 General Information

Event organisers wishing to host an event on borough council land will need to submit a valid application at least 8 weeks in advance of the event.

Fairs, circuses and some other activities may require a licence from the council to occupy the land. The events application form must be completed for these events, but they will be subject to a different approval process due to the need for a legally drafted licence being required.

Events that include entertainment such as plays or live or recorded music will only be permitted on borough council land in the following locations:

- Bassetts Park
- Castlefields
- Croyland Hall Gardens
- Croyland Park
- Dale End Park
- Eastfield Park
- Glamis Grove
- Guillemot Lane
- Queensway Park
- The Market Square
- Tithe Barn Green
- Swanspool Gardens

Events in any other location, such as Orient Plaza, Orient Way, Market Street etc are likely to require a licence or consent from Northamptonshire County Council Highways Department. However, in its wider community management role the borough council may have an interest in such events.

Late applications may be considered at the discretion of the council in certain circumstances; however the application must still meet all other requirements.

Applications are only considered valid once all documentation etc is submitted.

If consent is granted for any event, the organiser will still need to consider permissions or authorisations etc for other matters such as the retail sale of alcohol, road closures, Performing Rights Society consent etc. separately.

## **1.6 Fees**

Fees are reviewed and set annually by the council. Any fees for events, car boot sales and markets will be published on the council's website along with all other fees and charges.

Any applicable event fees are payable in full at the time of application. If the application is unsuccessful, this fee will not be refundable and will be retained to cover the costs incurred in processing the application.

There is no statutory right of appeal against refusal to issue a street trading consent once the local appeal procedure has been exhausted.

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## Section 2 - Event Application Procedure

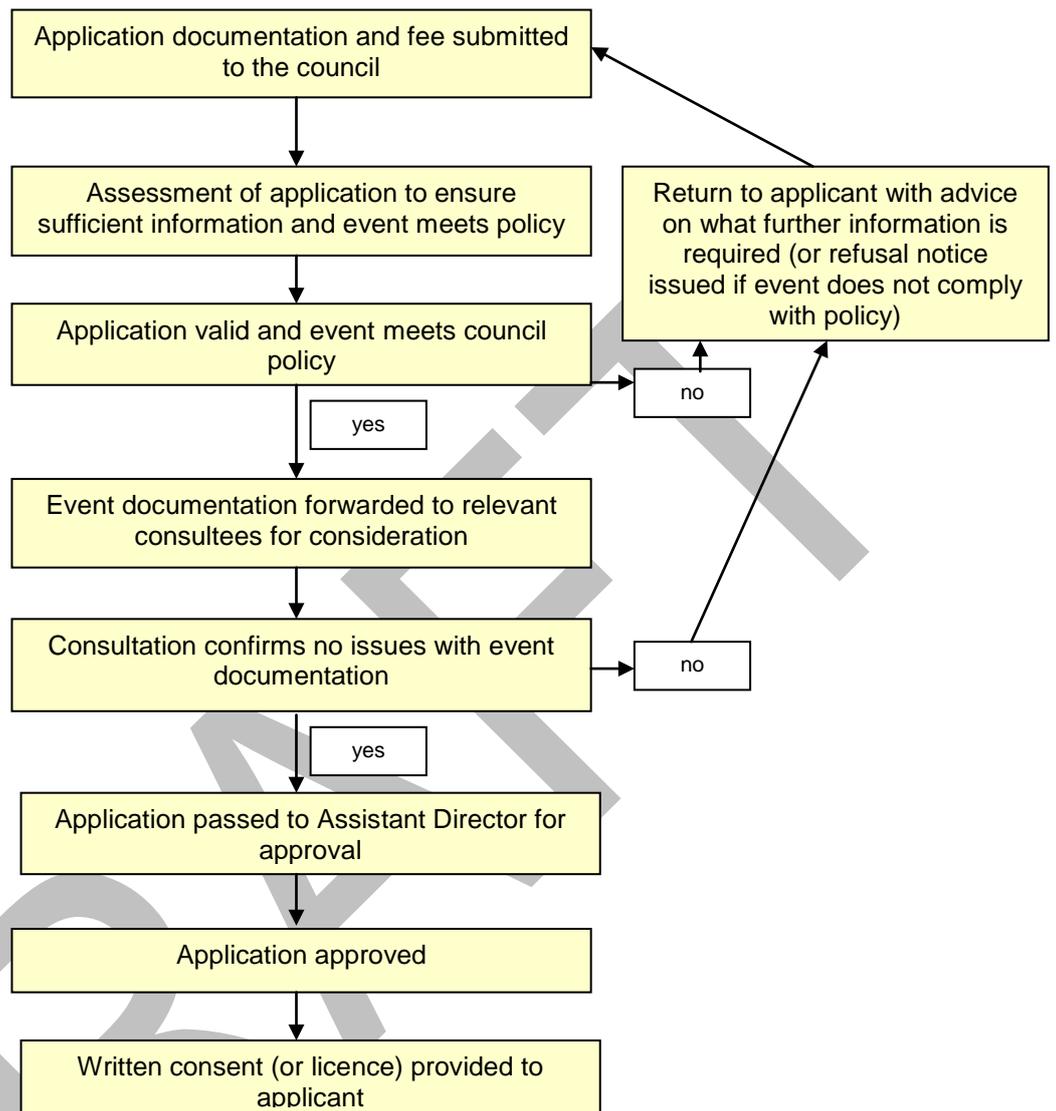
Completed application forms (**Appendix 2**) must be submitted to the councils event team at least 8 weeks prior to the event and be supported by all other necessary documentation, such as:

1. The non-refundable application fee.
2. A suitable size layout plan of the proposed site including locations of all activities etc.
3. A completed event management plan; risk assessments; and supporting documentation. We recommend you make use of the templates available at:  
  
[https://www.east-northamptonshire.gov.uk/downloads/download/4090/event\\_safety\\_management\\_guides](https://www.east-northamptonshire.gov.uk/downloads/download/4090/event_safety_management_guides)
4. A certificate of Public Liability insurance that covers the event for third party and public liability risks to a minimum value of £5,000,000.
5. Gas safety certificate issued by a Gas Safe registered gas engineer, if applicable.
6. Written report of electrical safety issued by a NICEIC (or similarly recognised) registered electrical contractor, if applicable.
7. Evidence to confirm all food handlers have undertaken a satisfactory level of food hygiene training (if applicable).
8. Confirmation that all caterers are registered as a Food Business Premises as required under Regulation (EC) No. 852/2004 on the Hygiene of Foodstuffs, or any relevant updated / amended legislation.
9. A copy of the latest Food Hygiene Rating Scheme food hygiene rating for all food businesses attending the event.
10. Confirmation of evidence of a commercial waste agreement; Waste Transfer Note, or evidence of other legal arrangements for all waste disposal being in place

Appendix 1: Standard Conditions for Event Consent

Appendix 2: Event Application Form

The application and approval procedure comprises of the following stages:



### Section 3 - Consultations on event applications

Before any event is granted consent, the events team may consult with other teams within the council, and in some instances with other partner agencies, elected members or others, including:

- The council's Environmental Health team
- The council's Places and Property / Projects teams.
- Elected Ward Members and the appropriate council committee
- Wellingborough Norse
- The appropriate Parish or Town Council
- Northamptonshire Police
- Highways Agency or Northamptonshire County Council Highways (or their agents)
- Any other person or organisation deemed relevant by the council in respect of the application

Determination of the extent of any consultation is at the sole discretion of the Events Officer.

In determining the satisfactory planning and management of any event, the following will be considered (this list is not exclusive):

1. Public Safety
2. Public Order
3. Health & Safety Management
4. Environmental Management  
(including likelihood of nuisance, pollution or environmental damage; litter and waste management)
5. Impacts on highways, road safety and pedestrians
6. Other events or activities that may coincide
7. Any food business activities or food provision
8. Planning or other restrictions such as event signage etc
9. The applicants previous history of event management and compliance

*The council retain full and final discretion to consult and take representations from with anyone they feel appropriate on any application.*

## **Section 4 – Consultee Feedback to Applications**

All consultee feedback will be made to the events team.

The events team will then liaise with the applicant and provide feedback to them so where necessary, event documentation may be amended.

The events team will then make a determination whether the application should be passed to the Assistant Director with a recommendation to consent or reject the application, along with reasons for any rejection.

Where a particular event application indicates the event may be of a nature that could prejudice the reputation of the council or the event may be considered to be of an illicit or illegal nature or of other justifiable concern, the event application will be refused. Such a determination will be made by at least one member of the Senior Management Team and their decision is final.

## **Section 5 - Determination of Applications**

The Assistant Director will consider the event, consultee feedback and events team recommendations, and determine whether the event should be granted consent.

## **Section 6 - Approval of Applications**

The applicant will be notified in writing of either consent being granted or refused.

There is no statutory right of appeal against refusal to grant consent for any event. However, an application may make representations via the council's complaints procedure if they believe the policy has not been properly applied.

## **Section 7 – Non Compliance with Consent**

If an event organiser is found not to have complied with any conditions attached to any consent, the events team will contact the organiser and if the event is ongoing will request they put immediate measures in place to comply.

If the event has concluded, a written warning will be sent to the event organiser outlining the alleged breach of conditions.

Non-compliance with any consent conditions will be a relevant factor for consideration in any future event applications. Where damage is caused or a site is left littered etc, the council reserve the right to recharge the full costs associated in clearing or reinstating the site.

## **Appendix 1 – Standard Conditions for Event Consent**

### **GENERAL CONDITIONS**

1. *The Event Organiser (which expression where appropriate includes joint holders of this Event Consent) and any person employed by them to assist them in their event shall produce the Event Consent on demand when so required by a duly authorised officer of the Borough Council of Wellingborough, Wellingborough Norse, or by a Police Officer.*
2. *A copy of this Event Consent shall be kept onsite by the holder and available for inspection by an authorised officer of the Council, Wellingborough Norse, or a Police Officer.*
3. *The Event Consent Holder shall not assign, sub-let, underlet or part with his interest or possession under this Event Consent, or any part thereof, except as outlined in the event application and supporting documentation but may surrender it to the Council at any time.*
4. *The Event Consent Holder shall observe and comply with any directions in relation to the use of the street or public place by a duly authorised officer of the Council or Wellingborough Norse.*
5. *Nothing contained in these conditions shall relieve the Event Consent Holder or his employees or agents from any legal duty or liability and the Event Consent Holder shall indemnify the Council in respect of all claims, actions, demands or costs arising from this Consent.*
6. *The Event Consent Holder shall at all times maintain a valid Third Party Public Liability Insurance Policy for a minimum of £5million and shall produce a valid certificate of such insurance at any time upon request by an authorised officer of the Council or Wellingborough Norse.*
7. *The Council may vary the Conditions attached to the Event Consent at any time.*
8. *A statutory undertaker, including the County Council, can require the any unit or part of the event to be removed at any time in connection with carrying out its duties.*
9. *Use of an Event Consent may be suspended with immediate effect by an authorised officer of the council, for the purposes of undertaking statutory functions, or in the interests of public safety, or revoked by the Licensing Sub-Committee.*

### **SITE CONDITIONS**

10. *The Consent Holder shall not place on any street or public place, or affix to any equipment placed on the street or public place, any advertising of any description whatsoever except with the previous consent in writing from the Council.*
11. *Advertisements or other notices must not be placed outside of the immediate area of the event site without the approval of the Council. The Event Consent Holder shall not make any excavations or alterations of any description in the surface of the street, or land in the ownership of the Council adjoining a street, or place or fix equipment of any description in the said surface except with the previous consent from the Council in writing. Any advertisement displayed must only relate to the event to which consent is granted.*
12. *The Event Consent Holder shall not place on the street or in a public place any furniture or equipment other than outlined in the event application documentation and as permitted by the Consent and he must maintain the same in a clean and tidy condition and not place them so as to obstruct the entrance or exit from any premises.*

13. *The Event Consent Holder shall maintain the site in a clean and tidy condition during the event and also leave the same in a clean and tidy condition and unobstructed at the end of the event, and once the site is vacated.*

#### **WELFARE & FACILITIES CONDITIONS**

14. *The Event Consent Holder shall have access to suitable and sufficient sanitary accommodation for all persons attending the event, including during the setting up and breaking down of the event.*
15. *The Event Consent Holder shall provide and maintain at his own expense refuse receptacles adequate for all litter and other waste, including both solid and liquid waste, generated from all event activities.*
16. *Litter and waste arising from the activities of the Event shall be removed from the site on a daily basis and disposed of in an approved and legal manner. Proof shall be required in the form of Duty of Care notes for the waste disposed of.*
17. *The Event Consent Holder shall provide such provision as is necessary to prevent the deposit in any street or public place of solid or liquid refuse and shall not discharge any water or effluent from the street trading activity to street surface drainage or other watercourse.*

#### **OPERATIONAL CONDITIONS**

18. *The Event Consent Holder shall permit the event and related activities outside the time and days permitted by the Consent.*
19. *The Event Consent Holder shall not operate in such a way that is likely to cause undue obstruction to any part of any street or public place, except that set out in the event documentation and in accordance with any Traffic Order agreed with the County Council.*
20. *The Event Consent Holder shall not operate in such a way that is likely to cause any injury to any person using the street or public place.*
21. *The Event Consent Holder shall not operate in such a way that is likely to cause damage to any property in the street or public place.*
22. *The Event Consent Holder shall not operate in such a way as to cause a nuisance to persons using the street or public place, or occupiers of premises in the vicinity.*
23. *All trading units, vehicles or other equipment associated with the event shall be removed from the site prior to the expiry of the agreed event period.*
28. *Any storage of gas, fuel for generators, or other combustible substances must be kept to a minimum and stored in a safe and secure manner.*

## **LEGAL PROVISIONS**

29. *Nothing contained in these conditions shall relieve or excuse the Event Consent Holder or his employees, volunteers or agents from any legal duty or liability.*
30. *At all times the Consent Holder shall comply with the legislation in force. Particular attention, where appropriate, should be paid to the below and any updated or amended relevant legislation:*
- *Food Safety Act 1990*
  - *Regulation (EC) No. 852/2004 on the Hygiene of Foodstuffs*
  - *Food Safety and Hygiene (England) Regulations 2013*
  - *Health and Safety at Work etc. Act 1974, and Regulations made thereunder*
  - *Health Act 2006 and Regulations made thereunder*
  - *Environmental Protection Act 1990*
  - *Regulatory Reform (Fire Safety) Order 2005*

## **REVOCAION OR SURRENDER OF CONSENT**

31. *This Event Consent may be revoked by the Council at any time and the Council shall not in any circumstances whatsoever be liable to pay any compensation to the holder in respect of such revocation.*
32. *The holder shall return this Event Consent to the Borough Council of Wellingborough immediately on revocation or surrender of the Consent.*

## **NOTES TO THE CONDITIONS**

*Within the terms of these conditions the following words have the meanings as described:*

**The council** *means the Borough Council of Wellingborough*

**Authorised Officer** *means an officer employed by The Borough Council of Wellingborough or Wellingborough Norse and authorised by the council to act in accordance with the provisions of any relevant legislation.*

*No failure or delay by the council in exercising any right, power or privilege under relevant legislation shall impair the same or operate as a waiver of the same nor shall any single or partial exercise of any right, power or privilege preclude any further exercise of the same or the exercise of any other right, power or privilege.*

## **THIS CONSENT DOES NOT:**

1. ***Permit Event activities outside the terms of the Consent.***
2. ***Indicate that planning permission is not required.***
4. ***Over-ride parking restrictions or any other traffic regulations.***
5. ***Imply approval from the highway authority or any other person or authority.***
6. ***Negate the need for any other necessary licence, consent or permission.***

EVENT / MARKET / CAR BOOT  
APPLICATION FORM

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**This application form must be completed and submitted to the council for:**

- All events intended to take place on Borough Council land.
- All events taking place on highways / county council owned land within the town of Wellingborough.
- All Car Boot Sales or Markets intended to place on any land in the Borough, regardless of whether this is privately owned, leased or owned by the borough council or any other authority.

It is understood that certain items/details may not be applicable to all events and that some of the details may only be completed following meetings with the Local Authority, Police, Fire & Ambulance Services. However, as much detail as possible should be provided at this stage.

This must be submitted to the Events Team at least 8 weeks prior to the date of the event, along with all supporting documentation and the event application fee (or Licence Fee where necessary).

**PROPOSAL**

Name of Event .....  
Event Location .....  
Date of Event .....

**Section One – Organiser Details**

Name of Organisation .....  
Event Organiser(s) i.e the “Responsible Person” .....

Contact Address .....

Postcode .....

Telephone Numbers: Home .....  
Work (Day) .....  
Mobile .....

e-mail address: .....

Contact details for enquiries from the public (name & telephone preferred) :  
.....  
.....

Is the business registered with Companies House: Yes  No

If so, please provide:

Registered Company name: .....

Company Number: .....

Registered Head Office Address: .....  
.....

Applicants Position in Company: .....

**Section Two – Event Details**

Description of Proposed Event .....

.....

.....

.....

The borough council aims to encourage equality, and deliver and support services that meet the diverse needs of all residents. Please state how your event will promote and encourage equality and diversity:

.....

.....

.....

*If you would like to find out more information or guidance on the Equalities Act 2010, please see: [www.equalityhumanrights.com](http://www.equalityhumanrights.com) .*

This is a (please tick one box only)

- |                |                          |                    |                          |
|----------------|--------------------------|--------------------|--------------------------|
| Charity Event  | <input type="checkbox"/> | Fund raising event | <input type="checkbox"/> |
| Non-commercial | <input type="checkbox"/> | “Community” event  | <input type="checkbox"/> |
| Commercial     | <input type="checkbox"/> | Other              | <input type="checkbox"/> |

(please specify) .....

**For Charity Event:**

Name of Charity .....

Charity Registration Number .....

Will all income raised go to the named Charity?      Yes       No

If no, please give details:

.....

Date & time to enter site for preparation .....

Start time of event (for public access) .....

Date & time event is planned to end .....

Date & time site will be vacated after the event .....



## Activities/Events

Please tick all activities that will be taking place at the event. Some may not be permitted depending on the site and other issues such as Health & Safety.

- |                        |                          |                                  |                          |
|------------------------|--------------------------|----------------------------------|--------------------------|
| Live Music             | <input type="checkbox"/> | Fireworks/pyrotechnics           | <input type="checkbox"/> |
| Live Entertainment     | <input type="checkbox"/> | Fairground equipment/rides       | <input type="checkbox"/> |
| Marquees               | <input type="checkbox"/> | Carnival/procession              | <input type="checkbox"/> |
| Barriers/fencing       | <input type="checkbox"/> | Hot Air Balloons                 | <input type="checkbox"/> |
| Toilets <sup>1</sup>   | <input type="checkbox"/> | Horses/donkeys/other animals     | <input type="checkbox"/> |
| Portable Staging       | <input type="checkbox"/> | Motorcycles                      | <input type="checkbox"/> |
| P.A. System            | <input type="checkbox"/> | Other Motor Vehicles             | <input type="checkbox"/> |
| Power Supply*          | <input type="checkbox"/> | Inflatables (e.g. Bouncy Castle) | <input type="checkbox"/> |
| Portable Generator     | <input type="checkbox"/> | Bonfire/Barbecue                 | <input type="checkbox"/> |
| On-site communications | <input type="checkbox"/> |                                  |                          |
| Water*                 | <input type="checkbox"/> |                                  |                          |
| Alcohol <sup>2</sup>   | <input type="checkbox"/> |                                  |                          |
| Food/Drink concessions | <input type="checkbox"/> |                                  |                          |
| Stewarding/Security    | <input type="checkbox"/> |                                  |                          |
| Lost Children Point    | <input type="checkbox"/> |                                  |                          |

Other Activities and further supporting information:

.....

.....

.....

**After this application has been submitted, no additional activities may be included without the express consent of the council.**

<sup>1</sup> Toilet facilities are not available at all sites and you may need to consider hired facilities

\* Facilities only available at limited sites

\* Facilities only available at limited sites

<sup>2</sup> A Licence for the sale of Alcohol will be required. Please contacting the Central Licensing Unit on (01832) 742102 for further information and a Temporary Event Notice Application form.

## Parking & Traffic Management

Do you anticipate the need for:

Road Closure

Traffic Diversion

On Street parking restrictions

Formal Traffic Order

If any of these are ticked, please provide details of the contacts made with the County Council (Highways) and the arrangements made to date, alongside full details of the locations, dates and times of closures/restrictions etc.

Please note that if a formal traffic order is required, at least **12 weeks' notice** should be given.

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Please provide details of the number, weight and size of and **delivery vehicles** and/or **participating vehicles**.

.....

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.....

.....

Will you be requiring on site **Car Parking** for event staff<sup>3</sup>

Yes

No

Will you require on site **Car Parking** for general public<sup>4</sup>

Yes

No

If yes to either, please indicate the approximate number of vehicles attending the event and explain how you intend to manage the parking of those vehicles. Please indicate on your site plan the proposed car parking area(s).

.....

.....

<sup>3</sup> Depending on the particular site, parking may not be permitted on site.

<sup>4</sup> " " " " " " " " " " " "

## Toilet Facilities

You will be required to ensure that **toilet facilities** are **adequate**<sup>5</sup>. Please submit details of your proposals to include method of disposal and, if toilets are hired, the name and address of the hire company.

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## Litter & Refuse

Please identify the **method(s)** to be used in order to maintain the area **free of litter and refuse**:

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.....

.....

.....

**Note:** The event organiser should ensure that the site is **regularly litter-picked** during the event and at the end of each day.

It is the event organiser's responsibility to arrange **appropriate containers** for the legal collection of rubbish and the **removal of all rubbish** from the site.

An appropriate **receptacle** for the **collection of rubbish** should be sited adjacent to each **catering outlet**.

**The site will be inspected by the Borough Council of Wellingborough following the event. If the above guidelines are not adhered to and the site is deemed to be left in an unacceptable state, the Borough Council of Wellingborough reserves the right to refuse permission for any future hire and to pass on any costs incurred in the clearing or reinstating of the site.**

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<sup>5</sup> This will be dependent on the nature of the event and anticipated attendance. Rough guide for music event a) open for 6 hours or more: 1 female toilet per 100 females; 1 male toilet for 500 males, plus 1 urinal per 150 males. b) less than 6 hours duration: 1 female toilet per 120 females; 1 toilet per 600 males, plus 1 urinal per 175 males. Plus provision for wheelchair users and those with special needs.

**Section Three – Must be completed for Markets or Car Boot Sales Only:**

**Details of Market or Sale**

What type of market is planned? (check all that apply)

Car Boot Sale	<input type="checkbox"/>	Table Top Sale	<input type="checkbox"/>	Occasional Sale	<input type="checkbox"/>
Antiques Market	<input type="checkbox"/>	Flea Market	<input type="checkbox"/>	Craft Fair	<input type="checkbox"/>
Fun Fair	<input type="checkbox"/>	Other	<input type="checkbox"/>		

Date of First Market or Sale ..... Date of Last Market or Sale .....

Are sales to be held:

One off event       Weekly       Monthly

Start time

Finish time

Estimated number of stalls/vehicles

Proposed charge per stall/vehicle

Estimated number of commercial traders

What type of goods will the commercial traders be selling?

Estimated attendance by the public

Type of goods to be sold at the Car Boot Sale/Market

Please refer to the Market Rights Policy and outline below why your application should be approved, bearing in mind the policy states that any new market will not undermine the existing market and not prejudice the overall market offer. Please outline why you are using a location other than the market place, and any other relevant information to support your application.

**Section Four – Insurance**

**Event Organisers are required to hold a current policy of Insurance in respect of Public Liability or Third Party risks (including products liability where appropriate. The limit of indemnity shall be £5,000,000, with the Borough Council reserving the right to raise this minimum, depending on the nature of the event, or reducing it in the case of small events.**

**Organisers will be required to produce evidence of their insurance cover together with that of any exhibitor, band/dance group, sub-contractor, caterer etc, whom they have instructed/authorised to appear at the event.**

**All documentation must be produced at least 10 days before the Event. Failure to comply may result in the Borough Council refusing to grant permission for the holding of the event.**

**Section Four – Emergency Services**

You may need to notify The Police and other agencies of your intention to hold the event.

Please indicate contact made (include names and telephone numbers):

- Northants Police  .....
- Northants Fire & Rescue  .....
- East Mids Ambulance Service  .....
- St John Ambulance  .....
- Red Cross  .....
- Other  .....

Please supply details of the **First Aid provision** for the event:

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**Section Five – Additional Requirements**

A comprehensive **Event Management Plan** must be submitted with the application and this must include:

a **detailed site plan** showing the positions of stalls, marquees, arena, exhibition units, car parking, emergency routes etc.

in respect of sponsored walks and race type events (cross-country events etc) a **detailed route plan**, to include the location of route marshals, must be provided.

a list of **programme/event activities**;

provisions for **crowd safety** and **emergency planning**;

a detailed event **risk assessment and a separate fire risk assessment**.

Other documentation may be required, dependent on the type of event / activities.

**We recommend you use the Northamptonshire County Event templates and resources available at:**

[https://www.east-northamptonshire.gov.uk/downloads/download/4090/event\\_safety\\_management\\_guides](https://www.east-northamptonshire.gov.uk/downloads/download/4090/event_safety_management_guides)

**Section Six - Declaration**

**I have enclosed, where necessary, the following:**

<b>Documentation</b>	<b>Yes</b>	<b>No</b>		<b>Yes</b>	<b>No</b>
Signed Application Form	<input type="checkbox"/>	<input type="checkbox"/>	Public Liability Insurance Cert.	<input type="checkbox"/>	<input type="checkbox"/>
Event Management Plan	<input type="checkbox"/>	<input type="checkbox"/>	Individual participants Insurance	<input type="checkbox"/>	<input type="checkbox"/>
Event & Fire Risk Assessment	<input type="checkbox"/>	<input type="checkbox"/>			

**All completed documentation must be submitted with this application form.**

If permission is granted for the event, I hereby agree to comply with the conditions set out in this form and any Borough Council terms and conditions and all reasonable instructions given by any authorised Officers of the Borough Council.

Signed .....

Position .....

Date .....

Please send the completed form, together with all supporting documentation and payment to:

Julia Wells  
Events Officer  
Borough Council of Wellingborough  
Swanspool House  
Doddington Road  
WELLINGBOROUGH  
Northants  
NN8 1BP

DRAFT