



ADUR & WORTHING  
COUNCILS

# GUIDANCE NOTES ON HOW TO ORGANISE AN EVENT

time for  
**Worthing**

This Guide has been produced to give basic help and advice to those who are organising open space events held on Adur & Worthing Councils land or the public highway.

*“An event organiser has a duty to plan, manage and monitor the event to make sure that workers, volunteers and the visiting public are not exposed to health and safety risks. The event organiser is responsible for ensuring that overall safety at the event is maintained so that as far as reasonably practicable, people setting up, breaking down and attending the event are not exposed to risks to their health and safety”. \**

*Source – Health and Safety Executive.*

This advice and guidance is in addition to any legislative acts, HSE guidance, Events Forum guidance, by-laws and industry best practice relating to outdoor event safety. Organisers are also advised to consult with the council’s Events Team if the event is scheduled to be held on council land, on the highway or a council owned car park. The Events Team will be able to offer advice on aspects of organising your event. For large events you will be asked to submit an Event Management Safety Plan and attend a multi-agency event planning meeting and/or Safety Advisory Group meeting where your proposals will be discussed in more detail.

Every effort must be made to ensure that a balance is struck between the rights and freedoms of those taking part in an event and of those living and working close by.

## 2. RESPONSIBILITY

The organisation of any public event is a considerable responsibility. In addition to attracting moral and social responsibilities, organisers have civil, common and criminal law responsibilities, for which they may have to answer to the courts.

Organisers may also be liable for the consequences when things go wrong, particularly if there are defects in the planning or control of the event. This is more likely to happen if other interested parties are not consulted or if their advice is ignored.

Organisers will be responsible under both criminal and civil law for the safety of everyone at the event, including the public, your members, volunteers and/or any employees.

One of the main responsibilities of the organiser is to have concern for the safety of the public attending the event, as well as those who may, in any way, be affected by it. Ensuring public safety at a public event is not the primary role of the police. The police are responsible for maintaining the peace, preventing breaches of the law and taking action against persons who break the law.

Please note that all events even those staged by volunteers and in aid of charity must comply with all relevant and recognized health & safety standards and best practice.



### 3. PLANNING THE EVENT

As a starting point towards organising any event, think about what kind of event you are holding and ask yourself the following questions:

- What type of event?
- Why do we want to hold an event? Who is the event for?
- When do we want to hold the event?
- Where do we want to hold the event?
- Who is going to be involved in organising the event? How long do we have to plan the event?
- How many will attend and what facilities will be required to meet their needs? How much will it cost? Produce a budget of income and expenditure
- Is the event ticketed or open access and free to attend

### 4. WHO OWNS THE LAND?

A few examples of land generally owned or controlled by Adur & Worthing Councils include: the promenade and foreshore, the pier, recreation grounds, car parks, parks and open spaces.

If you wish to stage an event in the Worthing Town Centre, including the pedestrian areas or on the highway, you should contact the Town Centre Manager, who will liaise with West Sussex County Council Highways.

### 5. DO I NEED PERMISSION TO HOLD MY EVENT?

All events and activities held on council owned land require an application form to be completed. It is recommended that you apply at least three months in advance for small/medium events and six months for large events, as a decision cannot always be given immediately. If you do leave it to the last minute, it may not be possible for you to be granted some of the necessary licenses and may therefore restrict the type of event you can hold. For permission contact the Events Team [events@adur-worthing.gov.uk](mailto:events@adur-worthing.gov.uk) Tel (01903) 221200 or (01903) 221207

### 6. FEES & CHARGES

Event fees will apply to both commercial, charity and community organisations [www.adur-worthing.gov.uk/parks/open-space-events/organising-an-event-on-council-land](http://www.adur-worthing.gov.uk/parks/open-space-events/organising-an-event-on-council-land)

A refundable damage deposit will be requested where there is a potential risk of damage to the physical environment from the event, or where services such as power and water have been requested. The deposit will be required at the time the hire fee is due and will be used to fund any repairs or damage caused by the event or to cover the cost of services used.

Where the event organiser requires parking bay suspensions to be put in place for the event, a fee may be charged by the Council's Parking Services Team. For more information please contact [parking.comments@adur-worthing.gov.uk](mailto:parking.comments@adur-worthing.gov.uk)



## 7. LICENCES

The following are licensable activities and may require authorisation:

- Sale of alcohol
- Provision of hot food or hot drink between 11 pm and 5am

Provision of Regulated Entertainment in the presence of an audience, which includes:

- performance of a play
- exhibition of a film
- an indoor sporting event
- boxing or wrestling
- entertainment performance of live music
- playing of recorded music
- performance of dance
- providing facilities for making music, dancing
- similar activities to the above.

These activities can be authorised either by a Premises Licence or a Temporary Event Notice (TENS). [www.adur-worthing.gov.uk/licensing-and-permits](http://www.adur-worthing.gov.uk/licensing-and-permits)

### Alcohol

For an event catering for less than 500 persons at any one time an application for a Temporary Event Notice has to be made in writing to the Licensing Unit of Worthing Borough Council with a minimum of 10 days prior to the event.

For events where over 500 persons are present at any one time a temporary premises licence will be required and written application will need to be made at least 2 months before the event.

[www.adur-worthing.gov.uk/licensing-and-permits/licensing-act-2003/temporary-events](http://www.adur-worthing.gov.uk/licensing-and-permits/licensing-act-2003/temporary-events)

### Raffles & Lotteries

When raffle tickets are only sold at the event and the draw and result is completed at the same event permission is not normally needed.

If however, tickets are being sold in advance, then a Lotteries Registration may be required. The licence runs from 1st January to 31st December each year and covers any lotteries your organisation holds during this time. An initial registration fee is payable, and the registration can then be renewed annually with the fee being paid in December/January. Individuals cannot raise money for private gain.

If you are planning to organise a raffle or lottery where £20,000 or more worth of tickets are being made available for sale you may need to register with the Gaming Board.

### Charitable Collections

The permission of the landowner or a street collection permit is required before collections can take place. Applications for a permit must be made to the Council's Licensing Unit at least one month in advance.

[www.adur-worthing.gov.uk/licensing-and-permits/charity-collections-and-lotteries/](http://www.adur-worthing.gov.uk/licensing-and-permits/charity-collections-and-lotteries/)

### Recorded Music

You may need a licence if you play recorded music at your event. Check with the Performing Rights Society (PRS) [www.prsformusic.com](http://www.prsformusic.com) Tel: 020 7580 5544 or 08000 684 828

## 8. FOOD AND BEVERAGES

A list of all food vendors/caterers must be forwarded at least four weeks in advance of the event to [publichealth.regulation@adur-worthing.gov.uk](mailto:publichealth.regulation@adur-worthing.gov.uk) along with details of the event they are working at, so that relevant checks with home authorities may be carried out. Food stall holders must be registered with their Local Authority (unless they are trading as a one-off) and must have a Food Hygiene Rating of 3 or higher if they wish to trade at an event on council land. The list should detail the food vendors/caterers' registered trading name, the Local Authority they have registered with, type of food sold and their last Food Hygiene Rating Score. **If gas appliances are used**, copies of the gas safety certificates must be forwarded. If the food vendors/caterers are volunteers, please state the foods that they will be selling and provide an email and contact name should Public Health & Regulation will be required to contact them to advise on food safety.

For further information on food safety at events please look on the following websites:

[www.food.gov.uk](http://www.food.gov.uk) <http://ratings.food.gov.uk/>

<https://www.cieh.org/media/1254/cieh-national-guidance-for-outdoor-and-mobile-catering.pdf>

[www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events](http://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events)

## 9. SELLING OF GOODS

The Council prohibits the sale of illegal goods, animals, birds and fish, replica or real guns, knives and other weapons on its land. Events held on recreation grounds do not need a licence to sell goods (except an alcohol licence).

A Street Trading Consent will be needed if you propose selling articles in the street. Trading is permitted in certain areas only and you should apply at least two months before your event. The Council's policy on street trading is strict and submission of an application does not guarantee that consent will be granted.

## 10. TOILET FACILITIES/POWER/WATER

Although many of the Council sites have public toilets, it cannot be guaranteed that they will be available for your event or adequate for the numbers attending. If you require toilet facilities out of the normal summer opening hours (9am to 9pm) contact [operational.waste@adur-worthing.gov.uk](mailto:operational.waste@adur-worthing.gov.uk) (01273) 263059 / 263042.

The cleaning of the public conveniences during and after the event will need to be organised. [www.adur-worthing.gov.uk/streets-and-travel/public-toilets](http://www.adur-worthing.gov.uk/streets-and-travel/public-toilets) Temporary toilet facilities and hand washing facilities, including some accessible to disabled users, may be required at your event. When deciding how many to have, consider not only how many people of each sex are likely to attend but also how long they will stay, whether they will be drinking and the layout of the site.

A number of our open spaces have access to onsite power. To organise any electrical or water supplies or gain an estimate contact the Council's Technical Services Team contact [surveyors@adur-worthing.gov.uk](mailto:surveyors@adur-worthing.gov.uk) (01903) 221383

Please note a minimum of four weeks' notice is required for these site facilities and a connection fee will be charged; should you require cabling to be installed this will incur an extra fee. Charges for power and water usage will be charged after your event and will be deducted from your deposit.





## 11. NOISE

The control of noise, including music from public address systems, is covered by Environmental Protection legislation and is the area that causes most complaints from the public about events.

Advising local residents of your plans in advance of the event, giving start and finish times and a description of the potential noise, can often help prevent complaints. This is not compulsory but highly recommended.

Consideration must always be given to residents living close to where an event is taking place. Nominating a person to regularly check the noise levels at the perimeter of your event and adjust them as necessary is always good practice.

Any event on Council land using amplification for music or speech must end by 23:00 hours or earlier, unless a Premises Licence is in place stating an earlier time.

Events with music must comply with any maximum noise level set by the Council. Larger events will be asked to submit a Noise Management Plan at least 28 days prior to the event taking place to [publichealth.regulation@adur-worthing.gov.uk](mailto:publichealth.regulation@adur-worthing.gov.uk)

## 12. ASSESSING THE RISKS

A risk assessment is a careful examination of what is likely to cause harm to people, followed by an explanation of managed contingencies to reduce or eliminate such risks. The risk assessment must incorporate all safety aspects of the event. Any temporary structure, which is load bearing, must be erected in strict compliance with Health and Safety regulations. You should carry out a risk assessment to:

Identify all significant hazards (anything that could cause harm to anyone) and decide who might be harmed and how. Check the risks (the likelihood and effects of a hazard happening) and decide on the action you will take to minimise the risks. Work out how you will put your planned action into practice and keep a written record of your plans (a safety manual).

Make a short written assessment of each of the attractions and/or activities that make up the event. Identify all the possible hazards that could occur.

Remember any materials, structures or machinery that remain on or around the site that might add risk to the event, such as ladders, water features, gas or other fuel containers, etc.

Entertainment such as concerts/performances/dancing/laser and/or fireworks displays will present hazards that require specialised guidance and trained staff.

Further advice can be sought from the Health and Safety Executive (HSE) and the following link [www.hse.gov.uk/event-safety/running.htm](http://www.hse.gov.uk/event-safety/running.htm) and the Purple Guide, Event Safety Guide [www.thepurpleguide.co.uk](http://www.thepurpleguide.co.uk) provides comprehensive guidance on all aspects of event planning and management.

### 13. COVID-19

All event organisers need to assess and manage the risks of Covid-19, in particular you should consider the risks to staff, volunteers and visitors who will be attending your event. To help you decide which actions to take, and to ensure that you are keeping within current Covid 19 guidance, all event organisers will need to carry out an appropriate Covid-19 risk assessment and refer to Covid 19 compliance actions within event plans. Please refer to guidance in the link below:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>  
<https://www.gov.uk/guidance/working-safely-during-covid-19/events-and-attractions>

The Events Industry Forum have issued a guidance document to support event organisers in the planning and delivery of outdoor events

<https://www.eventsindustryforum.co.uk/>

### 14. SUB CONTRACTORS OF THE EVENT ORGANISER

The event organiser is responsible for ensuring that any sub-contractor employed or engaged to provide a service at the event has complied with all necessary notices, and powers, authority, consents, and certificates to deliver their services safely. This includes and is not exhaustive to Fair Operators, Equipment & Rides.

The event organiser may be required, on request, to provide to the council current copies of the Engineers Equipment Inspection Certificates (ADIPS or PIPPA) and daily equipment inspections for all equipment and machinery at any time or whilst on site.

#### Inflatable Units

Inflatable units, including bouncy castles and slides, can be extremely dangerous if operated incorrectly. All inflatable units must be operated in accordance with the HSE Guidance: [www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm](http://www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm)

Bouncy castles will not be insured by Adur & Worthing Council's, and any organiser wishing to have a bouncy castle at their event will need permission. The event organiser is responsible for obtaining the safety documents, risk assessment and insurance certificate from the company where the bouncy castle is being hired; these documents should be available for inspection at any time. Anyone using their own personal bouncy castle will have to provide their own insurance for the bouncy castle to be used at their event.

All inflatables must comply with BS EN 14960 (2013) and have annual examination by PIPA or ADIPS only. The inflatable must not be set up if wind conditions are at Beaufort Scale Force 5 (small trees branches start to sway).

[www.pipa.org.uk](http://www.pipa.org.uk)

[www.adips.co.uk](http://www.adips.co.uk)

#### Safety

The event organiser must ensure that operating practices and procedures as set out in the Health and Safety Executive's Code of Practice for Fairgrounds and Amusement Parks, Guidance on Safe Practice, are adopted as minimum operational standards. [www.hse.gov.uk/pubns/priced/hsg175.pdf](http://www.hse.gov.uk/pubns/priced/hsg175.pdf). Should an incident occur and a civil claim for compensation be initiated then your safety documentation can assist you in your defense.



## 15. EMERGENCY & EVACUATION PLAN

It is important to have a procedure that covers the evacuation of the event site in the case of an emergency. The roles and responsibilities and line of decision making should be clearly stated.

## 16. FIREWORKS

These need to be operated under the strict control of trained, competent people. For further advice please see [www.hse.gov.uk/explosives/fireworks/using.htm](http://www.hse.gov.uk/explosives/fireworks/using.htm)

## 17. FIRE SAFETY

The Regulatory Reform (Fire Safety) Order 2005 applies to virtually all premises, including most buildings, structures and open spaces. This includes outdoor events. The order requires the 'responsible person' to carry out a fire risk assessment which must focus on the safety of all relevant persons. The risk assessment must identify the fire risks that can be removed or reduced, general fire precautions and people at special risk.

Further advice on fire safety and risk assessments can be obtained at [www.communities.gov.uk/publications/fire/firesafetyassessment](http://www.communities.gov.uk/publications/fire/firesafetyassessment)

Appropriate fire extinguishers must be provided and checked every 12 months. For example; stalls cooking food - a 4kg dry powder or four litres of foam is required. If deep fat frying is taking place, it is recommended that you fit a flame failure device and also a suitable fire blanket. Stalls with generators/electrical equipment, a 4kg dry powder or Carbon Dioxide CO2 is required.

## 18. ELECTRICAL SAFETY

Portable electrical equipment should be PAT tested by a competent electrical engineer. Electrical wiring must be moisture ingress protected. Electrical products for outdoor use should be at least IP44 (except during heavy rain) and IP65+ For all outdoor use. Cables must not be a tripping hazard and should be protected from accidental damage. Outdoor use cables must be of industrial grade BS7179 (HO7RN-F or equivalent) rubber, with a minimum voltage designation of 450/750v (heavy duty flexible as a minimum as defined in BS7540-1) and resistant to abrasion and water. All appliances should be installed correctly.

For guidance see [www.hse.gov.uk/electricity/electricequip.htm](http://www.hse.gov.uk/electricity/electricequip.htm)

For a checklist, read Annex 1, p34-5 from the following link:

[www.cieh.org/media/1254/cieh-national-guidance-for-outdoor-and-mobile-catering.pdf](http://www.cieh.org/media/1254/cieh-national-guidance-for-outdoor-and-mobile-catering.pdf)

## 19. LIQUID PETROLEUM GAS (LPG) SAFETY

LPG cylinders must be secured with good ventilation and any gas installations checked by a registered engineer on the Gas Safe Register, certificates should be made available on request. Details of Gas Safe Registered engineers qualified to work on LPG can be found on [www.gassaferegister.co.uk](http://www.gassaferegister.co.uk)

For a LPG checklist, read Annex 1, p 33 from the following link:

[www.cieh.org/media/1254/cieh-national-guidance-for-outdoor-and-mobile-catering.pdf](http://www.cieh.org/media/1254/cieh-national-guidance-for-outdoor-and-mobile-catering.pdf)





## 20. GENERATORS

Use mains electricity supply if possible. Silent diesel models are safer than petrol. Keep the generator and fuel away from structures, combustible materials and protect from inclement weather. Ventilate and site away from the public or placed in a protective cage. They can be noisy so keep them away from neighbours or provide effective sound insulation. Any temporary electrical system must comply with British Standards - BS 7909, BS 7430 and BS 7671. A fire extinguisher should be within 5m of a generator. For a checklist, read Annex 1, p35-6 from the following link:

[www.cieh.org/media/1254/cieh-national-guidance-for-outdoor-and-mobile-catering.pdf](http://www.cieh.org/media/1254/cieh-national-guidance-for-outdoor-and-mobile-catering.pdf)

## 21. WASTE

There is always a level of waste at events; the council encourages event organisers to take steps to minimise the amount of waste produced at an event..

Waste produced can be classed into the following categories:

- Recyclable materials
- Non-Recyclable materials.
- Provide waste bins for both categories
  
- Elimination strategy - Avoid producing waste in the first place at the event.
- Reduce - Minimise waste you produce
- Re-use - Save materials for future use at events
- Dispose - remove waste on site in a timely and correct manner

Adequate site and street cleansing will be the responsibility of the event organiser and will need to take place immediately after the event. All event litter and trade waste must be removed by the organiser and disposed of responsibly in line with their commercial 'waste duty of care'. In addition, the waste bins located around the immediate event site must be emptied prior to leaving. If there is evidence that event litter and trade waste has not been cleared to the satisfaction of the council then the council will arrange for the work to be carried out and seek full reimbursement from the organiser. If you require extra waste services contact [operational.waste@adur-worthing.gov.uk](mailto:operational.waste@adur-worthing.gov.uk) (01273) 263059 or 263042.

## 22. SUSTAINABILITY

Events are a vital part of our town's economy; attracting visitors and making Adur & Worthing a more vibrant place to live, work and visit. Event organisers have a responsibility when organising an event to minimise the negative impacts and maximise the benefits to the environment, people and the local economy. Adur & Worthing Councils are committed to working with event organisers to improve the sustainability of events by protecting and enhancing the environment, meeting social needs and promoting economic success. Event organisers will be asked about their plans for sustainability at the application stage, including how they plan to:

- Support the local economy
- Minimise waste, water and energy use
- Encourage public transport and sustainable food
- Communicate with everyone involved with the event



## 23. INSURANCE

You will be asked to provide evidence of your insurance cover, before the event can take place. Policy cover must be for a minimum indemnity of £5m for small community events (small fetes, dog shows, village fairs etc ) and a minimum of £10m for medium sized events to major events (bonfire/fireworks events, large audience concerts and, funfairs and fair rides, attractions etc.).

Adur & Worthing Councils can arrange insurance cover on your behalf for certain community events held on council owned land. This is not available for live music performances, bouncy castles or funfairs. The Hirer is required to tick the appropriate box on the Events Open Space Application Form.

## 24. ROAD CLOSURES & TRAFFIC MANAGEMENT

Events which may stop the flow of traffic on the public highway may require a Road Closure Order. It is important to ensure that a Road Closure Order has been made before an event is advertised. Depending on the nature of the event, Orders are made either by the Worthing Borough Council or West Sussex County Council in consultation with the Emergency Services.

Applications should be made giving three months' notice for large events and an minimum of eight weeks' notice for smaller events on line at [www.adur-worthing.gov.uk/streets-and-travel/road-closures](http://www.adur-worthing.gov.uk/streets-and-travel/road-closures) or [events@westsussex.gov.uk](mailto:events@westsussex.gov.uk)

You will be required to provide suitable road management personnel, barriers and signage. Do not forget that only the Police or Community Safety Accreditation Scheme (CSAS) personnel can direct, stop or control traffic on the highway. The event organiser may be asked to produce a Traffic Management Plan (TMP).

## 25. STEWARDS

Stewards may be needed to provide information and manage your visitors in both normal and emergency situations as well as looking after road closures and any car parking.

## 26. COMMUNICATION

Good communication is one of the key elements of a successful event. This involves, good two way communication with stewards and event personnel, with clear decision making roles, good communication and clear messaging to the public. The nature and scale of the event will determine whether a formal organisers' 'event control' needs to be established.

## 27. ADVERSE WEATHER

Be prepared for adverse weather conditions and decide prior to the event who will make the decision to cancel the event and how this will be communicated. Have clear pre prepared messages and check weather forecasts regularly putting in any necessary contingencies.

## 28. FIRST AID

Event organisers are responsible for putting in place adequate first aid arrangements, at their own expense. First aid provision needs to be suitable for the expected numbers of people and the activities that are being planned.

The Purple Guide advises on the level of medical provision required  
<https://www.thepurpleguide.co.uk/>



## 29. LOST & FOUND CHILDREN & VULNERABLE ADULTS

It is important to have a safeguarding procedure that covers lost/found children and vulnerable adults and ensure that all event personnel know what to do if this situation arises.

## 30. ACTIVITIES IN THE AIR

If your event will involve hot air balloons, toy helium balloons, helicopter rides or air displays you will need to inform the Civil Aviation Authority (0207 379 7311).

## 31. ANIMALS/REPTILES/FISH

Animals/reptiles/fish are not permitted at events, unless specific written permission has been granted by the Council. The Council does not allow circuses using animals. Circuses are required to be a Member of the Association of Circus Proprietors in Great Britain. For guidance see: [www.hse.gov.uk/entertainment/fairgrounds](http://www.hse.gov.uk/entertainment/fairgrounds)  
HSE's Fairgrounds and Amusement Parks, Guidance to Safe Practice  
<http://www.hse.gov.uk/pubns/priced/hsg175.pdf>

## 32. FILMING & BROADCASTING

No broadcast or television performance, either live or recorded, can take place at your event be without prior consent. Permission is required for further information  
[www.adur-worthing.gov.uk/pr-enquiries](http://www.adur-worthing.gov.uk/pr-enquiries) or contact [filming@adur-worthing.gov.uk](mailto:filming@adur-worthing.gov.uk)

## 33. PROMOTING THE EVENT

If you are holding an event suitable for visitors in Worthing or Adur and would like it listed on the official tourism website go to <https://timeforworthing.uk/add-an-event-listing/>

Remember to tag Time for Worthing in any social media posts and #TimeForWorthing for any additional promotion.

Facebook: @timeforworthing

Instagram: @timeforworthing

Twitter: @timeforworthing

Local news and social media sites publish articles on events, and are a good way of getting information out locally.

It is very important that you obtain authorisation before you display any advertising material as fly posting is illegal. You should only consider using authorised sites and you must obtain the permission of the owner. Fly posting on the highway and on council property is illegal. Any posters or placards that are not authorised can be removed and offenders can be prosecuted.

[www.adur-worthing.gov.uk/leisure/promoting-your-event](http://www.adur-worthing.gov.uk/leisure/promoting-your-event)

### Banners

Permission to erect lamp post shields and banners across Montague Street and Warwick Street is required from West Sussex County Council [WSCCHighways@westsussex.gov.uk](mailto:WSCCHighways@westsussex.gov.uk)

There are also sites available in Adur to promote your event

[www.adur-worthing.gov.uk/parks/open-space-events/promoting-your-event](http://www.adur-worthing.gov.uk/parks/open-space-events/promoting-your-event)

The Events Team wish you well with the planning of your event, do not hesitate to contact us should you require any further information [events@adur-worthing.gov.uk](mailto:events@adur-worthing.gov.uk) Tel 01903 221200.

## Who to contact:

<p>Adur &amp; Worthing Councils Place &amp; Investment, Events Worthing Town Hall, Chapel Road, Worthing West Sussex, BN11 1HA Tel: (01273) 263463 / (01903) 221200 e-mail: <a href="mailto:events@adur-worthing.gov.uk">events@adur-worthing.gov.uk</a></p>	<p>Events bookings on Council land</p>
<p>Public Health &amp; Regulation Portland House, 44 Richmond Road Worthing, BN11 1HS e-mail: <a href="mailto:licensing.unit@adur-worthing.gov.uk">licensing.unit@adur-worthing.gov.uk</a></p> <p>e-mail: <a href="mailto:publichealth.regulation@adur-worthing.gov.uk">publichealth.regulation@adur-worthing.gov.uk</a></p>	<p>Alcohol License/Entertainment Licensing/Raffle and Charitable Collections</p> <p>Food Hygiene/health and safety/noise control/street trading in Worthing</p>
<p>Adur &amp; Worthing Councils Customer Services Department Worthing Town Hall, Chapel Road, Worthing West Sussex , BN11 1HA Tel: (01903) 239999 Fax: (01903) 236552 e-mail: <a href="mailto:road.closures@adur-worthing.gov.uk">road.closures@adur-worthing.gov.uk</a></p>	<p>Road Closure Order <a href="http://www.adur-worthing.gov.uk/streets-and-travel/road-closures/#apply-for-a-road-closure">www.adur-worthing.gov.uk/streets-and-travel/road-closures/#apply-for-a-road-closure</a></p>
<p>Adur &amp; Worthing Councils Waste Services 9 Commerce Way, Lancing Business Park, Lancing, West Sussex, BN15 8TA Tel: (01273) 263059/263042 e-mail: <a href="mailto:operational.waste@adur-worthing.gov.uk">operational.waste@adur-worthing.gov.uk</a></p>	<p>Event waste collection Hire of cones, fencing, Barriers, vests etc. Public Toilets</p>
<p>Worthing Borough Council Technical Services Worthing Town Hall, Chapel Road, Worthing West Sussex, BN11 1HA Tel: (01903) 239999 e-mail: <a href="mailto:surveyors@adur-worthing.gov.uk">surveyors@adur-worthing.gov.uk</a></p>	<p>Water and Electricity services</p>

<p>West Sussex County Council  Highway Network Services  Southern Area Office Clapham  Common, Clapham  Worthing, West Sussex, BN13  3UR Tel: 01243 642105</p>	<p>Confirmation of highway land  Temporary event signage Erection of banners  <a href="http://www.westsussex.gov.uk/roads-and-travel/make-an-enquiry-about-a-road-or-pavement/">www.westsussex.gov.uk/roads-and-travel/make-an-enquiry-about-a-road-or-pavement/</a></p>
<p>Adur &amp; Worthing Councils  Insurance Department  Worthing Town Hall, Chapel Road, Worthing  West Sussex, BN11 1HA  Tel: 01903 221286  e-mail: <a href="mailto:insurance@adur-worthing.gov.uk">insurance@adur-worthing.gov.uk</a></p>	<p>Insurance</p>
<p>Sussex Police Operations Planning  Team Sussex Police HQ  Malling House, Church Lane, Lewes,  East Sussex, BN7 2DZ  Tel: 01273 404198  Email:  <a href="mailto:Wsx.events@sussex.pnn.police.uk">Wsx.events@sussex.pnn.police.uk</a></p>	<p>Emergency planning, information and guidance</p>
<p>Town Centre Manager, 12 The  Steyne, Worthing West Sussex, BN11  3DS Tel: (01903) 203252  e-mail  <a href="mailto:info@worthingtowncentre.co.uk">info@worthingtowncentre.co.uk</a></p>	



ADUR & WORTHING  
COUNCILS

# GUIDANCE NOTES ON HOW TO ORGANISE AN EVENT

time for  
**Worthing**