



ADUR & WORTHING
COUNCILS

Adur & Worthing Councils

Open Space Events Policy

(Council owned land)

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1 Introduction

The development of an exciting events programme is a vital element for Adur & Worthing; it will enable the town and surrounding area to promote the best locations and activities, showcasing local talent, tapping into artistic and sporting excellence whilst celebrating cultural heritage and diversity. The programme should result in enhancing Adur & Worthing's tourism profile and one which can sustain economic growth.

Events also make a major contribution to the wider agenda of community cohesion and well-being. Participation can raise horizons, increase life chances, raise aspirations as well as provide positive activities that can divert antisocial behaviour. Well-designed projects can contribute to educational attainment and also contribute to health and well-being.

An events programme must be managed effectively and contained within agreed budgets and resources. Event management should be robust; to ensure events are delivered under best practice. The council has several functions to fulfil with regard to the delivery of events:

- A supporting role to work with event organisers to protect public safety
- As an event deliverer, hosting and resourcing events
- As an enabler working in partnership with external organisations to support and/or deliver high quality relevant events.

The Open Space Events Policy reflects:

- The importance of outdoor events to the economy of the community
- The demand from promoters to hold outdoor events in Adur & Worthing
- The difficult balance needed to maximise event benefits while minimising the challenges that are faced in holding them.
- Alongside the benefits for tourism, a good range of events enhances the vitality and self-image of a place.
- That as events evolve and develop it will be necessary for the Outdoor Events Policy to evolve and develop accordingly.
- Working with partners to provide a programme of safe and well managed events for the benefit of residents and visitors.

2 Priorities

The Open Space Events Policy commits to actively supporting business enterprise and growth; outdoor events contribute to the following priorities:

- Attracting Investment
- Promoting Enterprise

- Inspiring Learning
- Welcoming Visitors
- Strengthening Partnerships

3 Contribution to Priorities

The benefits of outdoor events include:

- A positive contribution to the local economy
- Developing community cohesion bringing local people together, whether as participants or spectators
- Raising the profile of Adur & Worthing at regional, national and international levels
- The generation of income to the council which contributes to supporting the Council’s service priorities
- Promoting sport and physical activity which encourages regular participation and benefits the health and well-being of the district’s residents.
- Providing opportunities for local and national charities to raise funds.

4 Policy Objectives

The objectives of the policy are to:

- Ensure effective planning and management of events
- Maximise safety for those working and attending events
- Ensure the promotion of Licensing Objectives
- Ensure that events protect and enhance the environment, meeting community needs and promote economic growth
- Provide a framework for the application process to seek approval for outdoor events
- Ensure pre-event consultation takes place
- Maximise the opportunity for increased spending that makes a positive contribution to the local economy
- Minimise the impact of events to the residents and businesses of the town
- Ensure compliance with the Animal Welfare Act
- Set out a scale of charges for events
- Ensure the recognition of areas as outdoor event spaces
- Develop the existing events programme with events throughout the year to maximise the impact of events to Adur & Worthing’s economy.

5 Event Application

The size and type of the event determines how to apply and fees payable.

Size	Audience capacity*	How to apply
Small	Under 500	Submit Outdoor Spaces Application Form
Medium	500 - 2000	Submit an Outdoor Spaces application Form and on request an Event Management Plan
Large	Over 2000	Submit an Event Management Plan

* Audience capacity is the maximum number of people expected at the event at one time. All events will be required to comply with the guidance provided by the Purple Guide to Health, Safety and Welfare and Other Events <http://www.thepurpleguide.co.uk/> Professional firework displays must comply with Health & Safety Executive Guide HSG 123. Guidance on how to organise an event on Council Land is available on the Adur & Worthing Councils website

5.1 Small Events

- The event organiser submits an open space application form a minimum of 8 weeks before the event date.
- The application form is assessed by the Events Team and a booking letter and conditions of hire document are issued if permission is granted.
- The open space application Form contains questions and guidance on the areas needed to consider before holding an event.
- A risk assessment , evidence of Public Liability Insurance (minimum £5m) and a copy of the signed conditions of hire agreement is required for all events.

5.2 Medium Events

- The event organiser submits an open space application form a minimum of 3 months before the event date.
- Where an event is considered to have significant impact on an area, site or residents, or requires a considerable emergency services operation, event organisers may be asked to submit an event management plan.
- The application form is assessed by the Events Team and a booking letter and conditions of hire document are issued if permission is granted.
- The open spaces application form contains questions and guidance on the areas needed to be considered before holding an event.
- A risk assessment, evidence of Public Liability Insurance (minimum £10m) and a copy of the signed conditions of hire agreement is required for all events.

5.3 Large Events

- An initial discussion with the Events Team is followed up with the submission of a draft Event Management Plan at least 6 months before the event.
- If further development of the plan is necessary a timescale greater than 6 months may be required.
- In consultation with the Safety Advisory Group will take place and a series multi agency event planning meetings may be called.
- If the timescale for event planning is not met, Landlords' consent may be withdrawn.
- A risk assessment, evidence of Public Liability Insurance (minimum £10m) and a copy of the signed conditions of hire agreement is required for all events.

All submissions are to be made [via email](mailto:events@adur-worthing.gov.uk) to events@adur-worthing.gov.uk

6 Event Management Plan

Organisers of large events will need to produce a plan which will be subject to the approval of the Events Team and the multi-agency event liaison officers for the event. The plan will include but not be limited to:

- Access Provision

- Cancellation procedure including adverse weather conditions
- Child and vulnerable adult protection
- Complaints procedure
- Concessions and caterers
- Crowd management
- Emergency control
- Entertainment
- Environmental / Sustainability impact
- Equal opportunity statement
- Event communication plan including named contacts
- Fire safety and evacuation
- First aid / medical
- Food safety
- Infrastructure
- Licensing requirements
- Lost children and property procedures
- Marketing
- Noise management
- Public liability insurance
- Risk assessments
- Sanitary provision
- Security and stewarding provision
- Site plans
- Statement of intent
- Production and event timetable
- Traffic management
- Transport management
- Waste management
- Sustainability

7 Licensing, Permissions & Insurance

Event organisers must ensure that all required permissions and licenses are acquired in an appropriate and timely manner including but not necessarily limited to:

- Consent to use council land
- Performing Rights Society (PRS)
- Phonographic Performance Limited (PPL)
- A Temporary Events Notice (TEN) or time limited premises licenses may be required.

The council holds licenses for outdoor events in some of the open spaces across Adur & Worthing. The Events Team can advise whether a license is required depending on the size and nature of your event.

The event organiser must provide evidence that they hold adequate insurance appropriate to the scale and nature of the event.

Size	Audience capacity*	Indemnity
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Small	Under 500	£5 million
Medium	500 -2000	£10 million
Large	Over 2000	£10 million

The insurance needs to cover the whole period of the event from start to finish and includes time when the public are generally not present such as event set-up and break-down. Employers Liability is required and should cover staff, contractors and volunteers.

Size	Audience capacity*	Indemnity
Small	Under 500	£5 million
Medium	500 -2000	£10 million
Large	Over 2000	£10 million

8 Criteria for approval of an event

The following criteria will be used to determine whether approval will be given to a specific event. These criteria will be considered during the application process to ensure compliance with the objectives of this policy and the requirements for holding an event.

- Public safety and security issues
- The ability of the event organiser to manage the financial requirements of the event
- The ability of the organisers to effectively plan, manage and control the event
- Impact upon the environment and damage limitation
- Impact of the event on regular users of public spaces, stakeholders and local residents
- Timing of the event
- Size of event, numbers attending or numbers estimated to attend
- Impact on transport and traffic infrastructure to support the event e.g. parking, increased use of public transport and road closures.
- Type of event
- Opportunities for local participation
- The ability to demonstrate commitment to Adur & Worthing Council's equal opportunities statement
- Legal constraints
- Compliance with conditions specific to the event location
- Compliance with statutory requirements as required by the council as the Highways or Environmental Health and Licensing Authority e.g. noise disturbance and food hygiene
- Compliance with the Animal Welfare Act

9 Council approval process as Landlord

All events will require consent from the council in the capacity as landlord for the area the event is being held. This is provided by the Events Team, Place & Economy.

10 Consultation

The level of consultation will be dependent upon the scale and location of the event with reference to the impact on its surroundings. The consultation process may include consultation with:

- Initial consultation by the organiser with the Events Manager to ensure it fits within the Open Space Events Policy
- Internal sections of the council
- Emergency services
- Transport providers
- Local ward councillors
- External partners specific to an event location
- Communities of interest specific to the event

A consultation plan will be agreed between the Event Organiser and the Events Manager to ensure that all relevant parties are consulted who may be affected by the event.

11 Safety Advisory Group

The Safety Advisory Group has specific terms of reference but any event may be referred to the Group if significant safety issues are identified. The purpose of the group is to take an overview of all events taking place in Adur and Worthing, paying particular attention to days where a series of events are scheduled, to ensure the joint impact on the town's and surrounding areas infrastructure is understood, and those involved in the event have the capacity and capability to deliver a safe event as defined in the relevant guides.

The remit of the Group is therefore to advise on whether an event should proceed on safety and not any other grounds. Landlords' consent may be withdrawn upon advice by SAG on safety grounds only.

12 Fees and Charges

The fees for holding outdoor events are set out in the supporting document Outdoor Event Fees. The Event Fee and Reinstatement Deposit (if applicable) are payable once consent has been granted.

The fees applied depend on whether an event is:

- Commercial
- Charity (National)
- Charity (Local)
- Community

12.1 Commercial

These events provide a commercial benefit to a profit making business or operation including product launches, corporate events and other marketing and promotional activities for profit making organisations.

12.2 Charity

Events organised by registered national or local charities and are predominantly fundraising events for the benefit of the charity.

12.3 Community

Any event organised by not for profit, community or voluntary groups that directly benefit the residents and visitors of the district, and do not provide significant advertising or other commercial benefit to a profit-making business or organisation.

The classification of the event type is subject of officer discretion and may affect any of the following:

Whether an application is accepted

The events fees charged

The length of time needed for an application to be considered

The nature and duration of the consultation to be undertaken

12.4 Event Fee

This fee covers the cost of hiring the site.

12.5 Cancellation Fee

Event organisers may be charged an open space event Cancellation Fee at the point of booking.

In the event that you cancel your event cancellation fees will be charged based on:

- 25% of your overall event fee within 90 days of the event date
- 50% of your overall event fee within 60 days of the event date
- 75% of your overall event fee within 30 days of the event date
- No refund within one week of the event date

12.6 Reinstatement Deposit

A refundable deposit may be required to be lodged with the council where there is a potential risk of damage to the physical environment from the event. 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.

12.7 Licensing Fees

Under the Licensing Act 2003, if your audience is 499 or more at any one time (this figure includes audience, staff and performers) you will need a premises licence to stage an event that includes regulated entertainment, sale of alcohol or late night entertainment. For further information on licence fees please contact the Environmental Health & Licensing Team (see contact details section). The council pays for an annual licence for events staged in the main event spaces and event organisers will be required to meet the requirements of the licence for events at these areas. If the activity is for less than 500 people a Temporary Event Notice (TEN) may be used.

12.8 Waste Management /Power /Water

Event organisers are required to have arrangements in place to minimise waste, promote recycling and where unavoidable, dispose of waste. All cleansing during and after the event must be carried out by the Event Organiser. If the event organisers' arrangements are not sufficient and result in an increased service level being provided the costs will be charged to the event organiser. Some sites have access to power and water and a charge will be made for these services.

12.9 Road Closure Costs

Where road closures are required to comply with Highway Regulation and Enforcement, a fee will be made to the event organiser for these formal road closures. The appropriate provision should be made to consult and/or contract with a Traffic Management Company or qualified Stewarding Company to assist with road closures.

12.10 Parking bay suspensions

Where the event organiser requires parking bay suspensions to be put in place, a fee will be charged to the event organiser. In addition, if a car park is closed or partially accessible on an event day due to an event a percentage loss of income (relative to normal usage) may also be required from the organiser.

13 Monitoring of events

The Events Manager will monitor the large events to ensure compliance with the policy and the location hire agreement. Where the council is required to provide staffing, equipment or other resources to the event, the costs for such resources may be charged to the event organiser.

14 Sustainable Events

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

Event organisers will be asked to submit their sustainability documents as a part of the requested documents. Alongside this all post event we would like to see a copy of your carbon calculations and your plans on how to improve for next year's event.

15 General Regulations

The following general regulations will apply to all events.

15.1 Hours of Operation

This will include both the duration of the event itself and the rigging and de-rigging of the event site. The requirements will be specific to event locations. The terminal hour is determined by open spaces premises licences.

15.2 Noise Levels

Permissible noise levels will be dependent on specific locations and their individual requirements. A Noise Management Plan may be required to mitigate any potential noise disturbance. Reference should be made to the Noise Council's Code of Practice for Environmental Noise Control at Concerts.

15.3 Health & Safety

The enforcing authority for health and safety for most outdoor events are Adur & Worthing Councils' Environmental Health, Health and Safety Teams. The Events Officer reviews the event application forms or event management plans to ensure a risk assessment has taken place. The team works with event organisers and other agencies to ensure events are run safely.

15.4 Food Safety

Where the event involves the provision of food or has food franchises all traders should be adequately vetted to the satisfaction of Regulatory Services before being permitted to trade. If so required by an officer of Regulatory Services any food trader presenting a significant food safety risk should be instructed by the Licensee to cease trading. Sufficient time should be allowed for home authority checks of food business operations outside Adur & Worthing.

15.5 Transport Management

Transport management is a major concern for events. Event organisers must liaise with West Sussex County Council Highways Team and Adur & Worthing Councils' parking team and act on any appropriate guidance. Robust Transport and Traffic Management Plans should be drawn up as part of the event planning process for events where significant numbers of people will be travelling to the event.

15.6 Vehicle Parking

Approval must be obtained for onsite vehicle parking in relation to an event whether for the event organisers, participants or spectators.

15.7 Animal Welfare Charter

All events including animals must comply with Animal Welfare Policy and AWC Public Health must be informed.

15.8 Sanitary Provision

The appropriate numbers and types of toilets must be provided for the anticipated number of people attending the event.

15.9 Environmental Protection

Every effort should be made to minimise environmental impact and maximise the “green” production of events through the use of recyclable and/or reusable products and materials. Reducing the amount of plastic waste will improve our environment as a whole, our health and the well-being of animals. Adur & Worthing Councils encourage event organisers to reduce their single use of plastics at events.

The release of helium balloons and paper lanterns powered by tea lights are not permitted on Council land.

16 Community Safety

The safety and security of event visitors, organisers and other members of the public must not be compromised by any event. It is the duty of all event organisers to make such provisions necessary as to ensure this is the case. Key items for consideration are:

16.1 Security & stewarding

Security & stewarding personnel are key to ensuring the safety of all people in and around an event. All events must provide appropriately trained and briefed staff in positions to maintain crowd control, provide public information and to enforce any applied restrictions on entry and behaviour within the space, as well as to implement procedures in an accident or emergency situation. All staff working in a security role must be qualified to the appropriate level with the Security Industry Authority (SIA).

16.2 Child protection

Child protection is a fundamental part of the safety management of an event. Organisers are expected to make such efforts as necessary to remove risk of the abuse or mistreatment of children at events and to take appropriate measures if event staff identify situations of abuse or mistreatment whether related to the event or not. Event organisers will be expected to submit a child protection policy statement and lost children procedure as part of their application for the event.

16.3 Medical & first aid provision

Event organisers must carry out a medical risk assessment, considering such things as the activities, the numbers, types and age groups attending, access and egress, the site and structures, and other health, safety and welfare issues. Provision of adequate numbers and types of first aid and medical resources should be based upon published guidance such as HSG195

16.4 Signage

Signage within an event site should be clear to read using commonly understood language and symbols and be positioned such that it can be seen from a reasonable distance by event attendees. All main sanitary, medical and safety facilities, as well as emergency exits, should be signposted throughout the event site. Where signage and/or advertising are used outside of the event site, guidelines around outdoor advertising must be adhered to.

17 Legislation, Regulations and Guidance

All events must conform to relevant legislation, including but not limited to:

- Health & Safety at Work Act 1974
- Health & Safety (First Aid) Regulations 1981
- Data Protection Act 1994 and 1998
- Equality Act 2010
- The Management of Health & Safety at Work Regulations 1999
- RIDDOR 1995
- Town and Country Planning Act 1947 and 1990
- Licensing Act 2003
- The Children's Act 1989
- Temporary Demountable Structures Guidance 2007
- Fire Regulatory Reform (Fire Safety) Order 2005
- Firework Regulations 2004
- Safety at Sports Ground Act 1975
- Private Security Industry Act 2001
- Environmental Protection Act 1990
- Noise Act 1996
- The Control of Noise at Work Regulations 2005
- Adur & Worthing Councils Byelaws
- The Purple Guide to Health & Safety & Welfare at Music & other Events
- The Green Guide Guide to Safety at Sports Grounds 2018

18 Publicity & Advertising

Using outdoor banners, posters or any other media must comply with the council's guidelines on advertising in public spaces. Advertisers must have permission from the land owner, Adur & Worthing Councils or West Sussex County Council. Where unapproved fly posting can be linked to an event, the event's organiser will be deemed in breach of their contract with the council and will subsequently incur any associated costs arising through the council having to remove such material.

Communicating the details of an event to attract residents and visitors is an important part of event planning. Event organisers can list events (hosted across Adur & Worthing) Time for Worthing <https://timeforworthing.uk/add-an-event-listing/>

19 Worthing Town Centre Initiative

Worthing's Town Centre Initiative manages events in Worthing Town Centre and controls bookings in central spaces.

20 Filming and Photography

For Filming & Photography on council land a different application procedure applies. www.adur-worthing.gov.uk/pr-enquiries/