



# **SMALL EVENTS POLICY**

## ***for External Groups using Community Council land***

Adopted by Council at the Annual Meeting of Council on  
16<sup>th</sup> May 2023

It is a condition of the grant of the authorisation under the attached letter that the organiser:

- 1] Will need to have carried out all risk assessments and safety checks associated with planned activities before the event commences.
- 2] To ensure that all events are planned and operated in compliance with all necessary requirements for the safeguarding of young people and/or vulnerable members of our community, with this requirement being considered as part of the event risk assessment.
- 3] Will take all reasonably practicable steps to avoid damage to carriageways, footways, verges, grassed areas, trees, shrubs, flowers, fences, fixtures and equipment, and will make good all damage or loss caused to the Community Council's land or property as described, to the Community Council's satisfaction.
- 4] Will remove all litter and waste materials before leaving the land.
- 5] Will not permit any activity that may give rise to a public or private nuisance, nor annoyance to the occupiers of property in the vicinity of the land e.g. loud noise from use of sound level amplifying equipment.
- 6] Will indemnify the Community Council from all claims, actions, demands and costs arising in any manner whatsoever from, or out of the use of land described in the attached letter by the organiser and all other persons entering into the said land during the period concerned. The organiser is required to obtain public liability insurance cover against such claims. (minimum- Five Million pounds).
- 7] Will not cause or permit the normal flow of traffic on the highway to be obstructed.
- 8] Will allow access to the land described in the attached letter to any person lawfully entitled to enter same; including authorised representatives / officers of the Council, Statutory Undertakers, and Emergency Services. All activities must cease upon request from a Police officer, an authorised representative / officer of the Community Council, or any representative of the Statutory Undertakers. Following such a request, the consent contained in the attached letter will have been deemed to have been rescinded or temporarily suspended.
- 9] Will notify the Community Council of the names and addresses of any person selling or providing food/ drink on the site.
- 10] Will site any structure, or attraction in a position complying with the requirements of the Community Council, Statutory Undertakers, and Emergency Services personnel.
- 11] Will ensure electrical safety by ensuring that
  - [a] A sensitive earth-leakage protection system (residual current device) shall be installed and maintained where practicable as part of the electrical installation within the curtilage of land referred to. The

device shall be designed to operate if the earth leakage current exceeds 0.03A and shall have a maximum operating time of 30 milliseconds. A test button should be incorporated. The device to meet current standards and have a valid test certificate.

12] Will ensure that the relevant guidance contained in the Health and Safety Commission/Home Office document "Event Safety Guide; and The National Outdoor Events Association - Code of Practice for Outdoor Events other than Pop Concerts and Raves shall be referred to where applicable. In order to ensure that satisfactory event planning occurs, and the infrastructure standards are provided to a satisfactory standard in order to ensure the health, safety and welfare of the general public who are present at the event within the curtilage of the premises referred to in this authorisation. Advice on these issues is available from the Environment Officer on 01908 608559

13] Photographs will be taken of the site prior to an event taking place

Name and address of person accepting responsibility

Name of Event

Date of Event

Signed..... Dated.....

Position/Title .....