



**Horsham
District
Council**

A Guide to Organising Outdoor Events in Horsham District

www.horsham.gov.uk

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1. Introduction

The following pages offer general guidance for organisations and members of the public thinking of organising a public event in Horsham. The guidance is designed to provide you with an outline of what to consider, who to contact and what arrangements need to be in place to organise a safe public event.

Health and Safety should be a key concern when planning an event. See Appendix 1 for a checklist of concerns you will need to take into account.

Contact details are given at the end of each section and a summary list of contacts is given at the end of this document.

2. Planning – An Overview

An event, as described here, can be anything from having just one table and chair in the town centre for an information display, to organising music and dance, street filming, a street parade, or a concert in Horsham Park, and anything inbetween.

When planning any event, even if very small, do remember to start planning *at least* three - four months in advance, or longer for larger events, to allow time to check for space availability, for permits and licenses to be applied for, sponsorship and funding to be gained, organisation of logistical details - such as checking the need for marquees and other equipment, crowd control barriers, portaloos etc - regulations to be satisfied and promotional work to be carried out and distributed.

You will need to appoint a named person who has overall responsibility for the event. It is strongly recommended that you gather a team of volunteers / colleagues when planning larger events to share the workload, delegating specific tasks to named people. Ensure that regular meetings take place and that allocated tasks are recorded including a given specific timescale.

Decide in advance what resources you have for this event and where you may be able to access further income - whether from grants, sponsorship, donations, event income from stalls, games, rides and raffles etc. Check in advance the cost of the logistical

requirements such as venue hire, licensing, hire of crowd barriers, extra security, first aid cover, public liability insurance etc, as these quickly eat into the budget – and don't forget to set money aside to promote the event too!

For an overall summary of things to consider when planning an event, see Appendix 2.

3. Where to Start

LICENSING REGULATIONS

The Licensing Act 2003 came into force in 2005. The new Act means that there is a single system for licensing and Horsham District Council is responsible for dealing with licensing for different activities:

- Performing live music
- Dancing
- Providing facilities for making music or dancing
- Performance of a play
- Exhibition or a film
- Indoor sporting events
- Retail sale and supply of alcohol
- Boxing or wrestling events
- Supplying hot food or drink after 11pm until 5am

WHAT YOU NEED TO DO

To hold any public outdoor event you will need to contact Horsham District Council and complete:

- i) An **Event/Activity Permit** [application form](#). Where you want to hold the activity will determine which department in Horsham District Council you contact for an activity permit (See 'Who to Contact' on p.6).
- ii) A **Risk Assessment** (see p.7)
- iii) A current certificate of **Public Liability Insurance** for a minimum of £5,000,000 will need to be submitted with the application form. **NOTE:** If you have booked entertainment you will need to check the providers' Public Liability Insurance policies too.

- iv) If you are planning any of the activities listed above you will also need to apply for either a **Temporary Events Notice** (a TEN) or a **Premises Licence** (see below).
- A [Temporary Event Notice](#) (TEN) will need to be applied for from the Licensing department for small events which last no more than 96 hours and have no more than 499 people attending at any one time. There is a limited number of TEN's that can be applied for in any one year.
 - A [Premises Licence](#) will be required for events larger than that described above. This process will need a consultation period and should be started at least 8 weeks prior to the event.

Selling Alcohol

A [Personal Licence](#) will be needed by anyone who wants to authorise the sale of alcohol as part of his or her business or event.

Under a Premises Licence: Where alcohol is to be sold in connection with a Premises Licence there must be a Designated Premises Supervisor (DPS) named on the licence. The DPS must be a personal licence holder.

Under a TEN: If the event takes place under a TEN then a personal licence is not required, although the intention to sell alcohol must be stated on the TEN application.

Planning a public event on Council-owned Green Open Spaces

If you are planning an event not on the public highway but on a green open space, such as Horsham Park, you will need to book this with Park Services and complete an [application form](#).

WHAT YOU MAY ALSO NEED TO DO

You may also need to apply for any of the following:

- [Street Trading Permit](#)

Any street trading activity as part of your event will need an Occasional Street Trading Consent from Horsham District Council in accordance with Section 3 of and Schedule 4 to the Local Government (Miscellaneous Provisions) Act 1982. Tel: (01403) 215251.

- [Charitable / Street Collections Licence](#)

If you wish to collect for charity as part of your event you will need a Charitable / Street Collections Licence from Horsham District Council. Tel: (01403) 215442 / 5326.

- [Temporary Road Closure](#)

A Temporary Road Closure Order is needed for any event which may stop the flow of traffic on the Public Highway within the Horsham District, for example carnivals, parades, street parties etc. The orders are made by the District Council following consultation with the County Council, the Police and the local bus companies.

To make an application you will need to provide the following information:

- the name of the organisation and a contact number
- the purpose of the event
- the date of the event
- a list of the roads which you wish to close
- the times that it is proposed to close each of the roads
- a marked street plan.

Applications need to be submitted at least eight weeks in advance of the event, or sooner if possible. There is an administrative charge of £25 per application. In addition to informing Highways and the Emergency Services about a planned road closure, the closure will also need to be advertised in the local paper at least 6 weeks prior to the event. The Highways Department can advise you on what is required. Organisations making an application should also have Public Liability Insurance to the sum of £10m.

WHO TO CONTACT

- **Events on the Forum**

For an activity permit to hold an activity / event on the Forum, Blackhorse Way, contact Community Services on Tel: (01403) 215386.

- **Events in Parks and Open Spaces**

For an activity permit to hold an event in parks and open spaces, contact Parks Services on Tel: (01403) 215256.

- **Events in Horsham Town Centre**

For an activity permit for events elsewhere in Horsham Town Centre contact the Licensing department on Tel: (01403) 215442.

- **Road Closures**

Applications regarding a road closure should be addressed to:

Mr A Flack, Secretary & Solicitors Department, Horsham District Council,

Park North, North Street, Horsham, West Sussex. RH12 1RL.

Tel: (01403) 215139 / E-mail: contact@horsham.gov.uk

- **Filming in Horsham**

If you wish to film in Horsham (for which there may be a charge) please contact the Communications Manager on Tel: (01403) 215549

FOR ALL LICENSING ENQUIRIES

Contact the Public Health and Licensing Department of Horsham District Council on

Tel: 01403) 215641 or email: publichealth.licensing@horsham.gov.uk or visit the

website at: <http://www.horsham.gov.uk/health/5256.aspx>

4. Health and Safety

Risk Assessment

In order to be given permission to carry out an event or activity in Horsham you will need to provide a written risk assessment to identify possible hazards which may cause injury, and to list the precautions that have been set up to prevent this happening. In all cases where a crowd is placed in a confined space an evacuation procedure should be part of the risk assessment appraisal and plan. You will need to be able to present this Risk Assessment before being given permission to hold any event or activity in Horsham.

Horsham District Council's Health and Safety Officer can provide you with a template form to guide you in this process if required.

NOTE: If you are using a contractor for some of your event needs - to supply fairground equipment for example - it would be good practise to ask them to supply a Method Statement. An effective Method Statement reassures you that that their procedures for setting up, maintaining and dismantling equipment will be carried out safely. If the risk is low a verbal statement will suffice.

Emergency Services

You are responsible for the safe management of and public safety at your event. Consultation with Horsham Police and Fire Service will need to take place for any event that will attract a crowd of 50 people or more and it is a legal requirement for you to serve the police with a copy of your application for a TEN or Premises Licence. The only

document the Fire Service need to be served with is a copy of a Premises Licence application. It may also be advisable to contact the emergency services directly for advice on fire safety, detection and control arrangements necessary for your event.

Electricity

Where electricity is required within the event this should be provided by generators unless prior arrangement has been made with Horsham District Council to use mains electricity. Ensure that any electrical equipment used at the event has been PAT tested (Portable Appliance Testing) within twelve months prior to the event, is installed safely (eg avoiding trip hazards), and is suitable for outdoor installation including wet weather protection. All circuits must be protected with the inclusion of an RCD (Residual Current Device) to protect against electric shock. For enquiries about use and / or supply of Council electricity during an outdoor event contact Horsham District Council's Building Services Technician.

People with Disabilities

You should ensure that emergency procedures and where possible all other event arrangements meet the needs of disabled people. Our Access Officer can offer advice if you need further information on this.

First Aid

Any large public event should have a level of first aid, or paramedic cover. You may wish to consider using the medical services of such organisations as the British Red Cross and St. John Ambulance (see contacts on p.9).

Food Hygiene

Food poisoning is at best unpleasant and at worst extremely hazardous to health, particularly for older people or young children. It is preventable by following some simple rules and planning ahead. When using caterers ensure that they are registered under the Food Safety Act 1990 and ask for written evidence. Caterers trading in Horsham town centre will require a Street Trading permit which should be applied for from Horsham District Council. This is not necessary for parks and open spaces. Your caterers must have received some training in food hygiene that should ensure that they are providing and preparing food that is safe. This applies even if food is being given away.

An outline of the type of catering and facilities planned should be provided to Horsham District Council Public Health and Licensing Department in advance of the event. They will also be able to provide you with more detailed information on the safe handling of refreshments and requirements for the sale of foods.

WHO TO CONTACT

- **HDC Health & Safety Officer** - Tel: (01403) 215136.
- **HDC Food Safety & Licensing** - Tel: (01403) 215251
- **HDC Access Officer** – Tel: (01403) 215648
- **HDC Building Services Technician** - Tel: (01403) 215051.
- **Sussex Police** - Tel: 0845 60 70 999
- **Horsham Fire Service** - Tel: (01243) 786211
- **The Red Cross** - Tel: 0800 0280831
- **St John Ambulance** - Tel: (01403) 253344

5. Equipment / Temporary Structures

Any marquee, table, or other temporary structure erected as part of an event should be in good condition with flammable materials treated to ensure that they are flame resistant. They will need to be included in your event Risk Assessment (see p.7).

Have you considered the need for crowd control barriers, for example around outdoor PA systems or stages, or the need for portable toilets if large crowds (more than 200 people) are expected? Both of these can be hired by specialist providers.

No vehicle may be driven onto the Blackhorse Way Forum, Horsham Carfax and parks and open spaces without prior permission from Horsham District Council.

The erection of barriers on roads is subject to Council or Highway Authority approval.

6. Environmental Concerns

Organisers need to consider environmental issues when planning their event, particularly with regard to the concerns of local residents. For example:

- Is the venue or highway environmentally suitable for the type of event proposed?
- Has attention been given to the issues of: * Noise? * Litter? * Traffic?

Organisers should at all times comply with statutory requirements, as set by Horsham District Council Public Health & Licensing. If additional litter is created as a result of the event there may be a charge levied by Horsham District Council to pay for restoring the area to a clean and tidy state. If necessary, please arrange the collection of litter in advance.

NOTE: Balloon Releases

It is an offence to release balloons at events as it constitutes littering. Litter from balloon releases can harm wild, farm and domestic animals. If you were planning a balloon event, consider the alternatives. You could use the balloons to build balloon statues - numbers could be sold and the winning ticket chosen by randomly bursting a balloon. Use latex rather than mylar or foil balloons.

WHO TO CONTACT

- For advice on Environmental Health considerations - Tel: (01403) 215641
- For the provision of refuse trade sacks - Tel: (01403) 739397
- For other environmental waste services, eg refuse collection or provision of bins - Tel: (01403) 739382.

7. Insurance

If you are organising any public event it is advisable to have public liability insurance (PLI). If you are organising a public event in Horsham you will be required to provide **public liability insurance** for a minimum of £5 million for all parties involved. For large events you might also wish to consider insuring against eventualities such as bad weather and cancellation. Details of insurance brokers can be found in your local telephone directory.

If you are employing outside contractors always check their insurance cover, their health & safety policy statements and their risk assessments to ensure safe working.

If your event involves trading or large audience numbers consideration should be given to special security measures, for example if large amounts of cash are likely to be accumulated at the event or to manage crowd control. Horsham police may be able to advise upon such issues.

8. Promotions and Signage

Cross-street banners

The erection of cross-street promotional banners in West Street will need to be booked in advance using the [online form](#) and given the prior authorisation of Horsham District Council Environmental Health. Tel: (01403) 215442

Temporary Traffic signage

For very large events temporary signs will need to be erected to guide traffic to events which are expected to attract a considerable volume of traffic. It is an offence under the Highways Act 1980 (Section 132) for any person to place any sign anywhere within the highway without the prior consent of the Highway Authority. Signing proposals must be sent to the Highways Authority approximately 6 - 8 weeks prior to the event so approval can be granted. See 'Who to Contact' on p.12.

Another option may be to contact the AA or RAC who, for a fee, will manage your traffic arrangements for you. Proposals should include information about the nature of the event, the expected number of visitors, the provisions for parking and proposed locations of signs.

Town Centre Posters

Community notice boards are available for public event promotion in the Carfax and in Horsham's parks and open spaces. Posters up to A4 portrait in size will be accepted, subject to suitability and space availability. Contact HDC Leisure Services at least three weeks in advance of your event. (Tel: 01403) 215263.

Promoting Your Event on the HDC Website

Don't forget to promote your event on the 'Events in the Horsham District' listing on Horsham District Council's website. You can find it in the box on the Home Page entitled Popular Pages. This calendar includes, for example, fetes, fairs, shows, festivals, and any other public events that are taking place in the District. It's very simple to add an event:

- 1) Visit the home page of **www.horsham.gov.uk**
- 2) Find the blue box on the right side called Popular Pages and click on 'Events in the District'
- 3) Click on "You may also add your own event".

Read the instructions from there, clicking on the 'Continue' button when required. The event will need to be authorised but this should be completed within a day or two and you will be informed by email when the information has gone live.

WHO TO CONTACT

- **Temporary road signage:** West Sussex County Council Highways: Tel: (01243) 642105.
- **AA Temporary Road Signage & Traffic Management Plan:** 0800 731 7003
- **RAC Temporary Road Signage & Traffic Management Plan:** 0845 610 6466
- **Permission to erect banners in West Street** (please book well in advance to ensure a space): Tel: (01403) 215442.
- **Poster display in Horsham's Carfax Community Notice Board**
Tel: (01403) 215263.

9. Event Monitoring and Evaluation

Why do you need to monitor & evaluate?

- To review what you've done
- To measure progress and identify failures
- To make improvements to your work
- To show the impact on your community

- To show volunteers and staff the value of their work
- To develop the group's strengths
- To keep control of your finances
- To show your funders that their money has been spent in the right way. Many will ask you to monitor your work to provide them with 'proof' of success.

Monitoring is information-gathering that takes place throughout the life of the event and helps you to check that all is going to plan as well as looking at who is taking part, who's contributing what, how many people are attending, and what they have gained from it etc. It is advisable to incorporate monitoring procedures into the everyday activities of the event management so that it becomes a standard part of what you do.

Evaluation is usually done after the event and may be an essential part of your management plan if you are seeking funding from outside organisations / sponsors. Evaluation uses the monitoring information you have gathered to make judgements about how well you did. It will reveal how well funds have been used and the benefits to all those involved. It will also help you create more successful, well-managed projects in the future. For the best results this process should be open and honest.

After the event good questions to ask are:

- Did everything go as planned?
- Were your objectives achieved?
- Were your team, participants and audience happy and satisfied?
- What could you have done differently and what lessons did you learn for next time?

10. Useful Contacts

Horsham District Council

- Town Centres Manager Tel: (01403) 215386.
- Public Health & Licensing Tel: (01403) 215442 / 5326.
Email: publichealth.licensing@horsham.gov.uk
- Street Trading and Food Safety Tel: (01403) 215251
- Health and Safety Officer Tel: (01403) 215136.
- Access Officer Tel: (01403) 215648
- Waste Management Tel: (01403) 733144
- Building Services Technician Tel: (01403) 215051.
(re. outdoor power supplies)
- Leisure Services Tel: (01403) 215263
- Communications Manager Tel: (01403) 215549
- Secretary & Solicitors Department
(ref. Road Closures) Tel: (01403) 215139

West Sussex County Council

- Highways Department Tel: (01243) 642105.

Sussex Police

Tel: 0845 60 70 999

Email: contactcentre@sussex.pnn.police.uk

Website: www.sussex.police.uk

West Sussex Fire and Rescue Service

Tel: (01243) 786211

Voluntary First Aid Provision

- **The Red Cross** Tel: 0800 0280831
Email: sussexbranch@redcross.org.uk
NB: People can also apply for cover on-line at www.redcross.org.uk but are advised to follow up with a 'phone call.
- **St John Ambulance** Tel: 01403 253344
Email: countyhq@sussex.sja.org.uk
Website: www.sja.org.uk/sussex

Planning an Event – Health & Safety Checklist

1. Is the site suitable for your event?
2. Have key personnel been identified i.e. Event Organiser, Safety Officer etc
3. Have you carried out a Risk Assessment and Method Statement, where appropriate, to make sure all necessary health and safety measures are in place?
4. Have you provided the necessary information to the emergency services, local authority, staff, contractors, entertainers etc re. maps, site plans, and an outline programme for the event?
5. Do you know the type of crowd and how many will be attending the event?
6. Do you know where the entrances and exits are on your site and are they controlled, suitable for wheelchairs and pushchairs and appropriately signed?
7. Do you have trained, briefed and clearly identifiable stewards?
8. Have you met the needs of people with disabilities?
9. Have you established a reliable communications system between key people?
10. Have you established a reliable communications system with the audience/crowd?
11. Has a control point been identified, call signs predetermined and public announcements prepared?
12. Are crowd barriers necessary and if so what type?
13. Are emergency procedures in place and been agreed with the emergency services?
14. Have rendezvous points and emergency access routes been agreed?
15. Do you have effective fire safety measures in place?
16. Do you have adequate first aid provision?
17. Can you provide a route to the nearest hospital?
18. Do you require any other special arrangements i.e. lost children, lost property, drinking water, toilets, noise control or vehicle parking?
19. Have you obtained adequate insurance cover for your event?

What To Do If Things Go Wrong

Remember as the event organiser, you are responsible for the safety of everyone at the event. If anyone is hurt or injured because of your negligence, legal action will almost certainly follow. If an incident does occur at your event, here are some questions that you will be asked:

- Was there a safety plan for this event?
- Were the emergency services and other agencies consulted?
- Were risk assessments completed?
- Had appropriate licences been obtained?
- Did you keep detailed logs as event organiser?
- Were evacuation routes clearly signed?
- Were emergency procedures properly explained and practised?
- Was there a clear chain of command and control?
- Were communications between key personnel and the crowd adequate?
- Had stewards and event organisers received the appropriate training?

NOTE:

You should also make sure that all notes are kept, as they will become legal documents in any future public enquiry or inquest in the Coroner's Court.

Remember careful planning and organisation will help to ensure that your event is successful and above all safe.

Planning an Event - Summary Check List

BUDGETS

- Ensure you have considered all resource issues and you have adequate budgets in place.
- Ensure adequate public liability insurance is taken out, with a minimum cover of £5,000,000.

MANAGEMENT & LOGISTICS

- Identify one person who will have overall responsibility for the event. They may be identified by law in the event of any mishaps.
- Consider any arrangements required for car parking and traffic issues such as road closures etc.
- Ensure there are adequate toilet facilities for the crowds expected.
- Ensure that public and environmental health issues have been addressed with regard to nuisances such as those caused by excess noise, litter etc.

LICENSING AND LEGAL

- Ensure permission to hold the event and to perhaps display publicity materials is gained from the relevant landowners (eg Horsham District Council, or West Sussex County Council Highways).
- Ensure all the relevant licenses and permits have been attained – eg a Town Centre Activity Permit, the correct public entertainment licenses, a street trading consent, street collections license, sale of alcohol license, road closure regulations etc.
- Ensure any food provision, whether free or for sale, meets the requirements of the Food safety and Food Hygiene Regulations.

COMMUNICATION

- Plan the event well in advance and hold regular event team meetings to ensure that everyone involved knows what they are doing and by when.

- Ensure consultation takes place well in advance with Horsham District Council, the Emergency Services, West Sussex County Council Highways, the media etc (where relevant).
- Include in the planning process consideration of methods of communication between staff and with the public in case of an emergency and ensure all staff have a list of relevant contact numbers on the day of the event.

HEALTH AND SAFETY

- Ensure a risk assessment has been completed. This will ensure that adequate health and safety measures are put in place.
- Ensure that the Emergency Services are fully aware of your event plans at least six weeks in advance and that the fire safety regulations have been satisfied and approved by the Fire Service.
- Ensure that adequate crowd control measures have been set up in the event of any activity or entertainment likely to cause injury to the public.
- Ensure access arrangements for disabled people have been considered.
- Ensure arrangements are in place for first aid provision, lost children etc.
- Ensure that any planned road closure is announced at least 6 weeks in advance of the event.

MARKETING & PR

- Don't forget to start the promotional work in plenty of time to allow for details to be finalised, promotional copy to be written, design work to be planned and printed, and adverts to be placed. Once this has been completed you should ideally still have allowed at least three weeks before the date of the event for the distribution of posters and flyers to be carried out.

This list is not exhaustive so REMEMBER:

A successful event relies on effective organisation and planning