

The Bourtons Parish Council

Policy for Public Events

Reviewed and agreed at the July 2025 meeting minute 2507-50.025

Introduction

This policy provides an outline of the rules, regulations, terms and conditions for any outside event planned to be run within the Parish of the Bourtons. It defines the duties and responsibilities of the event organiser. Under certain circumstances events may need to be licensed by the appropriate authority.

Scope

This policy applies to any event to be run on land owned, leased, managed or controlled by The Bourtons Parish Council.

Permission required

Any event within the above scope must receive formal permission from the Parish Council. All events, as described above, must request permission using the official application form which can be found on the Parish website.

The ultimate responsibility for compliance with all relevant regulations etc. rests with the nominated event organiser who can be held liable for any deficiencies in compliance.

Organising an event

Prospective events should be planned well in advance to allow time for the necessary consultations to take place and for actions to be taken to ensure compliance. The following steps should be followed :

1. An event organiser must be nominated at the earliest opportunity. This person is ultimately responsible for the correct planning, organisation, compliance and execution of the event, and can be held personally liable. Their responsibility does not end until the event site has been cleared and vacated.
2. An application form should be submitted to request permission from the Parish Council and be fully completed to ensure all necessary steps have been undertaken. This form should be completed as early as possible to allow time for external consultation as required.
3. It is recommended that an event committee be formed to share the workload and identify individuals with specific responsibilities.
4. If the land to be used for the event is not owned by the Parish Council, then written permission from the landowner will be required.
5. Public liability insurance will be required. It is the responsibility of the event organiser to ensure that this insurance cover is in place and that all associated conditions have been complied with. The cost of this is the responsibility of the organiser. A copy of the policy and terms and conditions must be presented to the Parish Council.
6. A detailed risk assessment for the event must be created, and all risks identified and mitigated as far as is possible. This may require agreement from the insurers. Consult an expert if you are unsure.
7. Any licenses required must be applied for by the organiser in the name of the organising committee.

The devil is in the detail

Even small events require considerable planning so that, on the day, the event runs smoothly and all risks have been suitably managed and mitigated. The following provides suggestions of the things that must be considered :

Planning

1. Has a plan of the event site been created? This will assist in completing the actions required. If different elements of the event happen at various times, then an event timing plan should be created and published.
2. Who is the target audience for the event and what is the anticipated attendance? Numbers will have a significant impact on the preparations required.
3. If large numbers are expected then provision must be made for the availability of public toilets.
4. What preparations are in place for adverse weather?
5. Stewards/staff may be required to direct visitors and monitor activities to ensure public safety. Check with the event insurer if they have specific requirements.

Traffic

1. Is the audience predominately local residents? If attendance from outlying villages/areas is expected, what plans have been made regarding car parking?
2. If significant number of cars are anticipated then consultation with the Highways Authority may be required, and identification of access routes. Specific care should be taken regarding deliveries of materials.
3. Are gateways sufficiently wide and has care been taken to separate vehicles and pedestrians?
4. Suitable direction signage may be required.
5. Land for car parking may need to be arranged and clear identification of entrances and exits signposted. Careful planning will be required to avoid unnecessary congestion and queues forming on main access roads.
6. Clear access for emergency vehicles must be ensured. Consultation with the Police, Fire Service and Ambulance Service is recommended if visitor numbers are significant.

The event site

1. Is the site free of trip hazards and have potholes, cables etc been protected.
2. Has suitable provision been made for rest areas if large numbers are expected; this should include seats.
3. Litter and rubbish must be managed. Provision of litter bins is vital and the correct disposal of resulting waste must be properly managed. Sacks of waste cannot be left on the site after the event. Disposal must conform with recommended best practice.
4. Are any structures required? Have they been designed or acquired with the numbers of visitors in mind? Are any warning notices in place?
5. Are refreshments planned? Care should be taken to ensure that all Health & Safety procedures are followed.
6. Have all hazards resulting from planned activities been identified and mitigated where possible?
7. Is firefighting equipment required? Has it been sourced and is it correct for the risk? Consider consulting an expert if in doubt.
8. Is there a first aid post? Is it correctly provisioned? Consult experts for advice if unsure of requirements.
9. Where will the event be managed from? Has a control centre been established and is it clearly signed? Are methods of contacting emergency services in place?
10. Following the event, a care inspection of the site should be made by the organiser to ensure all materials, structures, signs, waste etc. has been removed and no damage has been caused. The condition of the site should be reported to the landowner and agreement reached regarding any outstanding matters.

This policy is provided by the Parish Council as a guide to the necessary organisation and planning required for a successful event. It is not intended to be a foolproof process. Care must be taken when arranging public events, and the ultimate responsibility always rests with the nominated organiser. The Parish Council does not accept responsibility for any errors or omissions in this policy.