

Community Events Toolkit

North Ayrshire Council recognises the importance of local events and festivals, and the positive impact they have on our local communities and local economy.

These local events and festivals are primarily organised by voluntary management committees and this event toolkit has been developed to assist committees, or any local event organiser, continue to deliver successful community events.

When an event is taking place on open public space or North Ayrshire Council owned land it is important to notify North Ayrshire Council by completing the Community Event Notification Form.

In this toolkit you will find guidance notes that will not only help you to complete this form but will also provide useful advice and tips to help you organise your event.



North Ayrshire Council

Community Event Notification Guidance Notes

On receipt of your completed form the Council's Corporate Communications Team will share this with the relevant services for information. Depending on the nature of your event, more information and/or event planning meetings may be required.

Please ensure that you apply for any relevant licences, traffic regulation orders, etc.

Useful contacts are provided at the end of this document for any community event queries.

This document provides information on how to complete the Community Event Notification Form and also includes useful information to assist you in your event organisation.

Topics covered are:

1. Licensing
2. Site Considerations
3. Roads and Traffic Management
4. Health and Safety
5. Estates
6. Conditions

This document has been prepared to provide general guidance and information to community groups considering staging an event in North Ayrshire. Please note that not all of the information in this toolkit may apply to your event. For further information on event planning you can visit www.hse.gov.uk/event-safety/

The Community Event Notification Form can be downloaded from www.north-ayrshire.gov.uk/eventplanning.

Site plans must be submitted with every form. Guidance on how to create a site plan can be found within the Site Considerations section.

1. Licensing

Applications for licences should be made at least six weeks before they are required, but it is advisable to give as much notice as possible in case your Licence has to be considered by the Licensing Board or Committee.

Many events require a licence, for example Public Procession Licence, Street Trader's Licence, Public Entertainment Licence, etc.

Information Note - Local Events in North Ayrshire & Street Trading Licensing

As an organiser of a local event(s) in North Ayrshire, the Council would like to bring to your attention some changes which resulted from a review of Street Trading Licensing, which took place in August 2017.

The Council's Licensing Committee agreed an exemption from the requirement for a Street Trading licence for the holder of a Public Entertainment Licence (PEL), if the PEL holder themselves own and trade from a vehicle, moveable stall or kiosk at the relevant event. Proof of ownership of such a trading unit could be in the form of the relevant Food Hygiene certification issued by a Local Authority, which doesn't necessarily have to be North Ayrshire. If there are other traders at an event, out-with the actual holder of the PEL, then these traders do require a Street Trading licence and organisers of local events should ensure that only licensed traders are invited to be present and trade at their event.

In response to feedback, and to assist traders that wish to trade at numerous local temporary events, the Council revised the types of Street Trading licence it offers and it is now an option to apply for a 3 year 'events only' licence, which permits operators to trade legally at as many events in North Ayrshire (with the organiser's permission) as they wish over a 3 year period. Traders who hold a 3 year licence for other, more regular trading activities, such as licensed ice cream vans for example, will now also be able to trade at temporary local events within the terms of their licence. Traders who want to go for a 3 year licence should apply many weeks prior the first event they plan to attend to allow for the requirements of the application process. The alternative to a 3 year licence (fee - £240) is a temporary Street Trading licence which costs £165 each time, or for traders to group together and co-ordinate with each other and the event organiser and apply for a Market Operators Licence.

Each local event is different and unique but to ensure consistency throughout North Ayrshire in terms of licensing we request that organisers be aware of the Street Trading requirements and only enter into arrangements with licensed traders. Further information can be found at the following web page and organisers (and traders) can contact NAC Licensing Department for further guidance or clarification on the Licensing status of individual operators.

If you have any specific questions about licensing you should contact the Licensing Office directly for advice.

Licensing Office

Democratic and Administration Services
1st Floor West, Cunninghame House
Irvine KA12 8EE
01294 324305
licensing@north-ayrshire.gov.uk
www.north-ayrshire.gov.uk/licensing

2. Site Considerations

Site plan

You must draw up a site plan showing all of your event's attractions and facilities. This site plan must be submitted to North Ayrshire Council along with your application form.

To create your site plan you first need a map of the site. You may be able to find a suitable map online from Google Maps. Include icons or markers to represent each activity or item of infrastructure. These may include:

- Staging
- PA system
- Toilets
- Bins
- Catering points
- Walkways
- Crowd barriers
- Stalls
- Marquees and gazebos
- First aid tent
- Information tent
- Power points
- Parking
- Entrance and exit points
- Emergency routes

Toilet facilities

Ensure that adequate toilets are available for the number of people expected to attend the event, and that consideration is given to location, access, construction, lighting and signage, especially for outdoor events.

For outdoor events, locate toilets at different points around the venue rather than concentrating in one small area, to minimise crowding and queuing problems.

The Health and Safety Executive guidance for toilet provision is:

For events with a gate opening time of 6 hours or more		For events with a gate opening time of less than 6 hours	
Female	Male	Female	Male

1 toilet per 100 females	1 toilet per 500 males, plus 1 urinal per 150 males	1 toilet per 120 females	1 toilet per 600 males, plus 1 urinal per 175 males
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Where possible, provide hand-washing facilities in the ratio of one per five toilets, with no less than one hand-washing facility per ten toilets provided. Provide suitable hand-drying facilities. If paper towels are supplied, arrange for regular disposal and restocking.

Clear up

You will need to make arrangements for bins/recycling facilities during and after the event. The location of bins should be identified on your site plan.

North Ayrshire Council's Streetscene Team can assist you with recycling plans, waste management and provide guidance on other site considerations/ facilities for your event.

If you need any advice prior to submitting your form please contact Streetscene on 01294 310000.

Noise

It is your responsibility to limit the effect of noise from your event on properties nearby. You can cut down on noise issues by taking care over the location of speakers and stages, how long the event lasts and what time it finishes.

If noise from your event is likely to affect properties nearby, you should write to the residents in advance, providing your event dates and times plus a contact name and telephone number.

For advice on noise levels liaise with North Ayrshire Council's Environmental Health Team on 01294 324300.

3. Roads and Traffic Management

Most events will need some sort of traffic control. This could include clearly labelled entrances and exits, stewards to guide traffic and help with parking, and access arrangements for emergency vehicles.

North Ayrshire Council's Roads Service will assess all event notifications to ensure that the planned location, any routes of travel, traffic management and car parking arrangements will not present any risk to public safety.

On-site traffic

Contractors and performers may need to bring their vehicles on site to load and unload equipment. Cars and pedestrians should be kept apart at all times and you will need separate entrances for each. It may be an idea to limit vehicle access to set times before and after the event and most events will need a parking area. You will need specific access arrangements for emergency vehicles.

Off-site traffic

You will need clear direction signs on the approaches to your site entrances and/or stewards to guide traffic entering and exiting the site (direction signs may only be erected with the consent of North Ayrshire Council).

If your event requires road closures, signs on the road, traffic diversions or cones, advice and approval must be sought from North Ayrshire Council. You will have to apply for a Temporary Traffic Order (TTO). North Ayrshire Council Roads Service can assist you with this.

Temporary Displays

If your event includes the erection or installation of amenity displays such as Christmas Lights, event banners etc you will need to apply for an amenity display licence from the Council's Road Service.

Further information and application forms for a TTO and an Amenity Display Licence can be found at www.north-ayrshire.gov.uk/roads-and-travel/road-maintenance-permits-and-services.aspx

Public transport

For larger events, you should contact local rail and bus companies to find out whether there will be enough public transport. You should also advise local bus companies if your event will lead to road closures or diversions.

Assessment of your application

Events that require licences - such as fairs, parades, traders etc. - are assessed individually to identify if any road works are planned that may impact the event, and to approve any road closures during the event if applicable.

For all events, even those that do not require a licence, North Ayrshire Council's Roads service need to assess and approve:

- the nature and location of the event
- the anticipated numbers attending the event

- car parking arrangements (if applicable)
- traffic management arrangements e.g. road closures/restrictions (if applicable).

North Ayrshire Council Roads Service may provide specific instructions for the event e.g. specific car parking locations or route recommendations to ensure public safety. Any such instructions **must** be implemented by the Event Organiser.

4. Health and Safety

Health and Safety is an important aspect of any event and you must consider all safety hazards and how you'll deal with emergencies.

You are responsible for health and safety at your event

Even if you are a community organisation with no employees, you still have a responsibility under the [Health and Safety at Work Act 1974](#) to ensure that your event and any contractors are operating legally and safely.

Event Organisers must ensure health and safety requirements are met, at the planning stage, during, and post event, to ensure the safety of the public.

Risk assessment

It is the responsibility of the event organiser to ensure a suitable and sufficient event risk assessment is completed to identify who might be harmed, hazards which could cause harm, to assess the risks which may arise from those hazards and decide on and implement suitable control measures to eliminate, or control the risks to ensure the risk is as low as reasonably practicable.

For more information visit www.hse.gov.uk

Insurance

A minimum of £5 million public liability insurance cover is required to protect against claims by anyone who suffers injury or loss at your event. Contractors employed by event organisers also have to carry similar insurance cover, and you should check that this is in place before awarding any contracts.

Please note public liability insurance may exclude cover for 'events' and you should be satisfied that you have adequate cover for your planned activities by taking independent advice.

Make sure you have copies of any relevant insurance certificates available for inspection on the day of your event.

Emergency plan

You will need a plan setting out how you will deal with any emergency situations at your event. A small event will only need a simple emergency plan detailing evacuation procedures and emergency exits.

If you are organising a larger event, you will need to share your emergency plan with the emergency services to make sure you have considered all types of emergencies and how you would deal with them.

Contingency plans

It is important that you know what you will do if there are extreme weather conditions on the day of your event. Will you cancel the event? Can you move it to another indoor venue? You will have to provide information on your contingency plan in your form.

Some of the facilities at your event, like marquees and catering, could pose safety issues. So you need to plan their location carefully and make sure that the appropriate safety checks are carried out.

Temporary structures

If your event will include temporary structures like staging, tents, marquees or stalls, you should choose an experienced supplier. You will need to agree with your supplier who will put up the structures and what safety checks will be carried out. Make sure to include the location of any temporary structures on your site plan.

Any raised structure more than 600mm high may require consent from North Ayrshire Council's Building Standards (under section 89 of the Civic Government Scotland Act).

If your event will include hazards such as moving machinery, barbecues, vehicles, etc. you will need to have safety barriers. The type of barriers required may vary depending on how many visitors you expect.

Catering

Always use licensed caterers and take care over the location of any catering facilities - they should be near water supplies but well away from any children's activity areas. You must also ensure that there is enough space between catering stalls to prevent the risk of fire spreading. Include details of any catering points on your site plan.

Event numbers

You will need to work out how many people your event can handle safely. The numbers may depend on the type of activities you are offering, ticket price, location, etc. You may have to count the number of visitors attending to prevent overcrowding and if your event is ticket based, you may have to limit the number of ticket sales.

Stewards

Larger events may need stewards to deal with crowd control, guide vehicles, clear emergency exits and keep a look out for hazards. Stewards should be SIA (Security Industry Authority) approved.

You should fully brief your stewards on all aspects of the event and the emergency arrangements. Make sure visitors can easily identify your stewards and that stewards are able to communicate with each other, their supervisor, the person responsible for health and safety and the event manager at all times.

Contractors

If you are using contractors for your event, check that they are competent to carry out the work safely – you can ask for personal references. For your records you should request copies of your contractors' safety policy, risk assessments and public liability insurance certificate.

You should meet regularly with contractors to discuss your expectations, you should give them a copy of your event plan and make sure they work to your specifications.

Performers

Performers must have their own insurance and risk assessments and should supply these to you prior to the event. If there will be amateur performers at your event, make sure you discuss your health and safety rules with them.

Utilities and facilities

If you will be using electricity, gas or water for your event, you must ensure the facilities are safe. You must test all portable electrical appliances and their extension leads for electrical safety and make sure any equipment you hire comes with a certificate of electrical safety.

For outdoor events there are specific regulations and you should detail the locations of any electrical, gas or water facilities on your site plan. North Ayrshire Council has the authority to carry out inspections at your event.

First Aid

The first aid provision required varies depending on the size, nature and location of the event. First aid provision must be available to everybody working, performing or attending the event. Further guidance on first aid provision can be found on the Health and Safety Executive's website.

Communication

There are three main areas of communication for your event:

- Letting residents and businesses in the surrounding area know about your event plans before the event, the earlier the better
- Communications with staff/volunteers on the day of the event
- Communicating with your audience on the day

It is important that surrounding residents or businesses are aware of your event plans, especially when the event has the potential to create noise or increased traffic in the area. This could involve sending a letter, speaking to them directly, distributing flyers or advertising your event.

You also need to make sure that you have the communications equipment you need on the day to contact volunteers, colleagues, etc. This could include radios, mobile phones or staff to run errands and messages.

There must be clear channels in place for communicating with your event audience on the day. This could include signage, a public address system, stage schedules, MCs and information points.

5. Estates

Where the planned location is owned by the Council, North Ayrshire Council's Estates team will be consulted to ensure that it is considered suitable for the proposed use and that there are no conflicting interests in the planned location on the proposed dates.

6. Conditions

Event Organisers

- It is the responsibility of the Event Organiser to submit all requested documentation to North Ayrshire Council in a timely manner. North Ayrshire Council will not take responsibility for the cancellation of an event if documentation deadlines are not met.
- Event Organisers must ensure that all relevant licences applications are made in sufficient time for approval prior to the event.
- Event Organisers must ensure health and safety requirements are met, at the planning stage, during, and post event, to ensure the safety of the public.

North Ayrshire Council

- North Ayrshire Council will assess each event on an individual basis.
- North Ayrshire Council will share your event notification form with our partner agencies (Police Scotland, Scottish Fire & Rescue Service, and the NHS) You may be contacted by the Council and/or our partners to discuss further details about your event. Additional information and attendance at event planning meetings may be required.

Useful Contacts

For guidance completing the Community Event Notification form or any general event enquiries.	Corporate Communications Team 1 st Floor East, Cunninghame House Irvine KA12 8EE 01294 324137 communications@north-ayrshire.gov.uk
For licensing queries including licence applications and fees.	Licensing Office 1st Floor West, Cunninghame House Irvine KA12 8EE 01294 324305 licensing@north-ayrshire.gov.uk
For site queries including waste management and recycling.	Streetscene Cunninghame House Irvine KA12 8EE 01294 310000
For enquiries relating to noise levels.	Environmental Health Cunninghame House Irvine KA12 8EE 01294 324300 environmentalhealth@north-ayrshire.gov.uk
For advice on roads and traffic management.	Roads and Transportation Cunninghame House Irvine KA12 8EE 01294 310000 roadspermits@north-ayrshire.gov.uk