

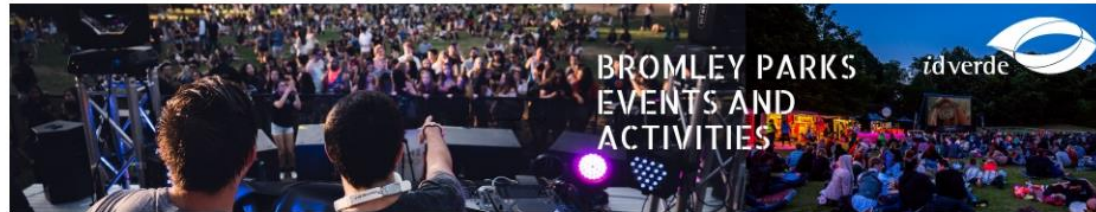
Friends Group Events Planning & Licensing Arrangements



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Completing the online idverde events application



✉ bromleyevents@idverde.co.uk

Welcome to Bromley Parks Events and Activities

EventApp helps us to process your application promptly and to share information with all parties concerned as efficiently as possible.

What do I need to do?

It is important to start planning your event as soon as possible, depending on the scale and complexity of your event we would require the following notice;

- An event with an attendance of 0-499 requires a minimum of 2 months' notice.
- An event with an attendance of 500-4,999 requires a minimum of 3-6 months' notice.
- An event with an attendance of 5,000 and above requires a minimum of 6 months' notice.

Types of Events

Commercial Events

This category is for all revenue events and will usually have an entrance fee attached. Commercial events are typically accessible to the general public for a fee. This category can include, outdoor cinemas, music festivals, funfairs and circuses.

Community Events

Community events are those which are organised by the community or voluntary groups in direct support of the community for the benefit of the Borough or local residents. A community event must always be offered with no entrance fees to the public or otherwise, this will be considered a commercial event. These events will not provide significant advertising or other commercial benefits. The organiser must provide proof that they are not profiting from allowing third party contractors, e.g. commercial stallholders to attend their event. Therefore fees, where levied for community and third sector stallholders, will be set at an affordable and reasonable level.

Apply to hold an event

Please follow this link to begin your application.

Apply to hold an event

[Click here to see your existing applications](#)

Useful Documents

1. Event Safety Guide

2. Event Organiser Checklist

3. New Customer Account Form

4. Event Fees

5. EventApp Terms and Conditions

6. Apply4 Platform Applicant User Guide

Our EventApp service allows you to submit an application to host an event in one of our parks or green spaces -

<https://bromleyparks.co.uk/events/>

Steps to completing application

- Apply to hold an event on EventApp
- Set up a new account if you do not have an existing account
- Follow the steps to complete the new application
 - *Your Details*
 - *Insurance*
 - *Invoice Details*
 - *Event Details (Be sure to include a details event description, start/duration of event, attendance and requirements)*
 - *Add any relevant documentation*
 - *Submit the application*

Licences, Plans and Insurances for Events

There are a number of licences you need to consider when thinking about holding an event.

Licences

- **TEN/Premises Licence** (for regulated entertainment/sale of alcohol/showing of films)
- **ADIPS** (Fair Rides)
- **PIPAS** (Inflatables)
- **PRS/PPL Certificate** (Recorded Music)
- **Animal Display Licence** (if travelling more than 65km a **Transportation Licence** is also needed)

Plans

- **Event Management Plan** (including Site Plan, Traffic and Noise Management)
- **Event Risk Assessment**
- **Fire Risk Assessment**
- **SAG** (Safety Advisory Group application – for events expected to attract over 500 attendees)
- **Noise Management**
- **Complete List of Food Concessions and relevant food hygiene certificates**

Insurances

- **Public Liability Insurance** (£5m minimum)

Useful Info/Websites

SAG - <https://www.bromley.gov.uk/SafetyAdvisoryGroupEventForm>

Event Safety Guidelines - <https://www.hse.gov.uk/event-safety/>

TENS - <https://www.gov.uk/temporary-events-notice>

Premises - <https://www.gov.uk/premises-licence>

PPL/PRS Licence - <https://pplprs.co.uk/get-themusiclicence/>

Animal display licence - <https://www.gov.uk/government/publications/animal-activities-licensing-guidance>

Temporary Road Closure - <https://www.bromley.gov.uk/roads-highways-pavements/application-temporary-road-closure>

Licensing Application - <https://www.bromley.gov.uk/licences>



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Event Management Plan Template

A thorough event management plan consists of the following;

- Event Overview
- Licence and Application Checklist
- Key Event and Key Management Contacts
- Staffing
- Organisational Structure
- Program Schedule
- Timetable
- Health and Safety
- Risk Assessment
 - *Security*
 - *Stewarding*
 - *Emergency Procedures*
 - *Electricity*
 - *Fire Safety at your Event*
 - *Inflatables*
 - *Fun Fairs*
 - *Temporary Structures*
- Communications – Local Residents, Internal and Audience
- Licensing
- Public Liability Insurance
- Site Plan
- Toilets
- Vehicles On Site
- Traffic, Transport and Parking
- Environmental Considerations
 - *Waste Management*
 - *Recycling*
 - *Noise Management*
 - *Extreme Weather Plans*

idverde can provide a template for the Event Management Plan, should you need it.

Risk Assessment Template

Events Risk Assessment (Example)

Name of Community Group:		Start Date of Event:	
Name of Organiser:		Date of Assessment:	
Name of Risk Assessor:		Date of Review:	

No	Hazard & Potential Consequences	Persons at Risk	Control Measures	Current Risk Rating (High, Med, Low)	Additional Control Measures Necessary	Residual Risk Rating (High, Med, Low)
1	<i>Slip, Trips and Falls E.g. Injuries arising from slips, trips and falls from uneven ground or obstructions and debris in access / egress routes and pedestrian areas</i>	<i>Members of Public Employees Volunteers Contractors</i>	<i>Organiser has carried out a pre-event site visit to ensure that the area is suitable to hold event and has developed a suitable risk assessment. Emergency routes to be of adequate width and kept clear at all times. Any uneven or damaged surfaces must be appropriately highlighted usually by means of a physical barrier or hazard tape to warn others of the risks until it can be suitably repaired or replaced. All working at height must be avoided wherever possible; where not it must be risk assessed, properly planned and organised and any equipment used (e.g. ladders, cherry pickers) must be properly inspected and maintained in accordance with the Work at Height Regulations (2005) and the Lifting Operations and Lifting Equipment Regulations (1998)</i>	<i>Medium</i>	<i>Event Organiser to carry out walk through visual inspection (prior to start of event) to ensure access/egress routes are unobstructed, free from slip and trip hazards and lighting levels are adequate.</i>	<i>Low</i>

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Fire Risk Assessment Template

Event Fire Risk Assessment Template

Name of event and venue: _____

Name of hirer/hiring organisation: _____

Date of event: _____

The steps you need to follow are:

Step 1 – Identify the hazards within the venue

Step 2 – Identify people at risk

Step 3 – Evaluate, remove, reduce and protect from risk

Step 1 – Identify the hazards within your premises

Considering the nature of the event and activities involved, you need to identify:

sources of ignition
such as naked flames, heaters or some commercial processes

sources of fuel
such as built-up waste, display materials, textiles or overstocked products

sources of oxygen
such as air conditioning or medicinal or commercial oxygen supplies

Step 2 – Identify people at risk

You will need to identify those people who may be especially at risk such as:

People using or operating sources of heat
E.g. cookers

People who will be near fire dangers

Children
E.g. in pushchairs or prams

The elderly or infirm

People with mobility problems or who use wheelchairs or mobility scooters

People who are under the influence of alcohol.

Step 3- Evaluate the level of risk

You will need to evaluate both the risk of a fire **occurring** and the potential **consequences** should it occur:

What is the likelihood of a fire occurring?
Consider the hazards identified in step 1

What are the potential consequences should a fire occur?

Consider both the hazards identified in step 1 and the people identified in step 2

Once the risks have been evaluated, you should take steps to remove or reduce any fire hazards where possible and reduce any risks you have identified. This may include the following:

What can you do to remove or reduce any fire hazards?
E.g. replace highly flammable materials with less flammable ones

What can you do to reduce any risks you have identified?
E.g. separate flammable materials from sources of ignition

What is in place to detect fire?

What is in place to alert people there is a fire?

What is in place to fight a small fire?

What are the safe routes for people to leave the venue?

Are these exit routes properly signed?

How will disabled people be evacuated? Will you need to provide staff/volunteers to assist them?

Do you need emergency lighting to enable people to escape in case of fire?

Date of risk assessment: ____ / ____ / ____ Completed by: _____
name(s)

Common Law in Events

Common Law in Events

Common law, also known as case law or precedent, is a body of law developed by judges through decisions in individual case. Common law in the context of outdoor events in the UK involves legal principles developed through judicial decisions rather than statutes. Here are some key aspects:

- **Duty of Care:** Event organisers have a duty of care to ensure the safety of attendees. This means they must take reasonable steps to prevent foreseeable harm. For example, if an attendee is injured due to unsafe conditions, the organisers could be held liable under common law principles of negligence.
- **Nuisance:** organisers must also consider the impact of their event on the surrounding community. If an event causes significant disruption, such as excessive noise or litter, affected individuals might bring a claim for nuisance.
- **Occupiers' Liability:** Under common law, those in control of premises (including temporary event sites) must ensure that the premises are reasonably safe for visitors. This includes ensuring that temporary structures like stages and tents are secure.
- **Public Order:** Common law also encompasses public order offenses. For example, if an event leads to disorderly conduct or breaches of the peace, organisers could face legal consequences.

An example of common law in the context of outdoor events in the UK can be seen in personal injury claims. For instance, if someone is injured at an outdoor event due to the negligence of the event organisers, they might bring a claim under the Occupiers' Liability Act 1957. This act requires occupiers to ensure that visitors are reasonably safe while on their premises.

A specific case involved an outdoor screening event where a member of the public was injured by a thrown can.

The event organisers were found liable because they had control over the premises and failed to prevent the incident despite having rules against bringing in bottles or cans.

Civil Law in Events

Civil Law in Events

Civil law in the context of outdoor events in the UK encompasses various legal aspects, including contracts, torts, and consumer protection. Here are some key points, including the Management of Health and Safety at Work Regulations 1999 (MHSWR):

- **Contracts: Agreements** between event organisers and vendors, performers, or attendees are governed by civil law. Breach of contract claims can arise if one party fails to fulfil their obligations.
- **Tort Law:** This includes personal injury claims. For example, if an attendee is injured due to unsafe conditions at an outdoor event, they might sue the organisers for negligence.
- **Consumer Protection:** Civil law protects attendees' rights, such as ensuring that the event meets advertised standards. If an event is misrepresented or fails to deliver as promised, attendees can seek redress.
- **Property Law:** Disputes over the use of land for events, such as noise complaints or issues with leases, fall under civil law.
- **Health and Safety:** The Management of Health and Safety at Work Regulations 1999 (MHSWR) require employers, including event organisers, to assess and manage risks to the health and safety of their employees and others affected by their activities. This includes ensuring that outdoor event venues are safe and that appropriate measures are in place to prevent accidents and injuries.

For example, if an outdoor event involves temporary structures like stages or tents, the organisers must ensure these are safely erected and maintained. They must also have plans in place for emergency situations, such as severe weather or crowd control issues.

Health and Safety Laws for Events in the UK

For industry guidance on health and safety laws for events in the UK, here are some key resources and guidelines:

- **Health and Safety Executive (HSE):** The HSE provides comprehensive guidance on running events safely. This includes information on managing crowds, venue and site design, temporary structures, and noise control.
- **The Event Safety Guide (HSG195):** Also known as the “Purple Guide,” this resource is created by the Events Industry Forum with support from the HSE. It offers detailed advice on planning and managing events safely, covering topics such as risk assessments, crowd management, and emergency planning.
- **A Definitive Guide to Health and Safety Requirements for Event Planning:** Published by Function Central, this guide offers valuable information on the duties of event planners, identifying hazards, crowd management, and working with reliable contractors. It also includes a comprehensive event safety checklist.
- **Local Authority Guidance:** Local authorities often provide specific guidance and requirements for events held within their jurisdiction. This can include licensing requirements, noise control measures, and public safety considerations.

These resources can help ensure that your event complies with health and safety laws and provides a safe environment for all participants.

Helpful Links

Guidance of running events safely - <https://www.hse.gov.uk/event-safety/>

Large-scale temporary outdoor events near to major accident hazards - <https://www.hse.gov.uk/event-safety/large-scale-temporary.htm>

Crowd Management - <https://www.hse.gov.uk/event-safety/crowd-management.htm>

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Working at Height

When it comes to working at height during outdoor events in the UK, safety is paramount.

Risk Assessment: *Always conduct a thorough risk assessment for any work involving heights. Consider factors like the height of the job, the surface the access equipment will rest on, and ground conditions (e.g., sloping or uneven terrain). Ensure that the access equipment is suitable for the ground conditions and stable.*

Lighting Grids: If you're dealing with lighting grids, ask questions like:

- *How high is the job from the ground?*
- *What surface will the access equipment rest on?*
- *Is the ground condition suitable?*
- *Is it raining heavily or windy?*
- *What tools or materials are needed, and how will they be safely transported up and down?*

Types of Access:

- **From the Ground:** *Whenever possible, install rigging points, trusses, and lamps from the ground.*
- **From the Grid:** *If working from the grid, ensure it has guardrails or other fall prevention equipment. If not, consider installing them.*
- **From a Platform:** *Consider using mobile elevated work platforms (MEWPs), tower scaffolds, or tallescopes.*

Fall Protection:

- *Assess whether personal fall protection (such as harnesses) is necessary.*
- *Rope access work is highly specialized; refer to BS 7985:2009 for guidance.*

Ladders:

- *Use ladders for low-risk, short-duration tasks.*
- *Ensure the ladder reaches the work area and can be secured safely.*
- *Confirm that workers are trained to use ladders safely.*

Planning and Communication:

- *Plan the work thoroughly, including emergency procedures.*
- *Involve workers in planning and equipment selection.*
- *Check the grid's strength and prevent items from falling off truss work.*

Remember, safety nets, harnesses, and proper equipment are crucial.

Moving Vehicles Onsite

When it comes to managing moving vehicles at outdoor events in the UK, safety is paramount. Here are some essential guidelines:

- **Vehicles must not exceed 5 mph, should display hazard warning lights whilst moving** and should not drive on grass surfaces unless specific permission has been granted and the Hirer has taken steps to prevent ground damage. The Event Organiser will be responsible for repairing any resulting ground damages resulting from the event to the satisfaction of the Idverde.
- The Event Organiser must ensure that the event, including any required vehicles, plant, equipment or structures must be contained within the area of ground agreed by the Council and identified in the Event Safety Plan. All vehicles not required for the event must be removed prior to the start of the event.
- The Event Organiser must ensure that no equipment or infrastructure, e.g. fences, gates, bollards etc., are dismantled, changed or removed without the prior permission of the Idverde/Council.
- The Event Organiser shall be responsible and liable for the area of the Park/Open Space as agreed and identified in the Event Safety Plan and all activities thereon for the duration of the Event.
- The Event Organiser shall be required to survey and record (including the use of photographs) the current state and condition of the Park prior to accessing the park or open space on the date of Event and at the end of Event period along with the Events and Activities Manager from Idverde.

Transport - Event safety - <https://www.hse.gov.uk/event-safety/transport.htm>



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Food Safety at Events

Idverde Food Catering Form

Event:

Venue:

Date:

Organisers:

TEL:

Email

Name and address of food business	Name, telephone number & email address of food business operator	Type of food	Local authority where the food business is registered	Food hygiene rating	Safer Food Better Business manual in place (Y/N)	Level 2 Food Hygiene Training Certificate s (Y/N)	Temperature control (required for hot and cold food) (Specify)	Hand washing facilities (required for all open food) (Y/N)	Sneeze guard (required on open food display) (Y/N)	All food equipment and food stored above ground (Y/N)	Protective clothing (required for sale of open food) (Y/N)

When it comes to food safety at outdoor events in the UK, here are the key points:

- **Registration with Local Authority:** Any food vendors present must be registered with a local council, this does not need to be Bromley Council.
- **Food Hygiene Certificates:** All vendors present at an event must be listed in the completed list of food concessions with the relevant food hygiene certificate and uploaded onto EventApp.

<https://www.foodhygienecompany.co.uk/food-hygiene-training/food-hygiene-certificate-faq/>



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Noise at Events

Bromley Council Guidelines

- The music noise level should not exceed 65dB (A) over a 15 minute period at the nearest noise sensitive property and should not continue past 11pm, or time otherwise stated on the licence issued by LBB.
- If you are organising an event which will have amplified music, live music, large crowds or noisy machinery (such as a generator) then please read this information carefully before the event. Your event can then take place without causing nuisance and you will not end up with a noise abatement notice under the Environmental Protection Act.
- To organise an event which will not cause a noise nuisance, the event needs to be clearly planned in advance. In certain cases, especially for large events, environmental health officers may monitor the event using subjective tests, such as site visits, or use a sound level meter. Monitoring points are usually the nearest residential property.

Noise at Events continued...

The following steps are recommended by environmental health.

Before the event

- write to local residents informing them of the event – this should state the length of the event, when the event is due to finish and the organiser's phone number so that residents can call if they are disturbed by noise during the event.
- plan the layout of the site if outdoors, that is, move noisy activities away from the most sensitive location.
- if the event is indoors keep doors and windows closed where possible.
- contact an environmental health officer to discuss any specific concerns you may have.

During and after the event

- have a nominated person regularly patrol the area, particularly near any houses, during the event to check the noise levels
 - if the music is likely to cause a nuisance then the volume should be reduced.
- tell people leaving the event, especially late at night, to leave quietly and not unreasonably disturb residents in the neighbourhood.
- if you have music at your event consider positioning any speakers so they point into the building, or if it is an outdoor event, away from any noise sensitive premises.
- make sure all windows and doors are kept shut - it is often useful to lower volume towards the end of the event.
- after 11pm, music should be kept to a level where it would not be audible inside a residential property.
- outdoor concerts – the music noise level should not exceed 65dB (A) over a 15 minute period at the nearest noise sensitive property and should not continue past 11pm.

Emergencies – venue/organiser/personal responsibilities

You must have plans in place to respond effectively to health and safety incidents and other emergencies that might occur at an event.

This emergency plan should be in proportion to the level of risk presented by event activities and the potential extent and severity of the incident.

Consider the key risks

- Using the resources available to you onsite, develop emergency procedures to be followed by staff and volunteers in a significant incident/emergency, e.g. sudden bad weather, a fire or structural failure.
- Include contingencies to deal with incidents and situations as varied as an entertainment act cancelling at short notice, severe weather, or the unavailability of key staff in your team.
- You will also need to consider your response to more serious emergencies, including major incidents that will require help from the emergency services and implementation of their regional emergency plans (which may not be specific to the event).

<https://www.hse.gov.uk/event-safety/incidents-and-emergencies.htm#consider>

Unmanned Aerial Vehicles (Drones)

Using a drone for **filming and photography** purposes will require an application to be submitted via Bromley Film Office (Film Fixer), and they will be able to advise accordingly.

Film Fixer provide a service for managing filming and photography on behalf of the council, and requests can be made via their inbox info@bromleyfilloffice.co.uk, or you can find more information on their website <https://bromleyfilloffice.co.uk/>.

If you film without permission on council-owned land, you may be asked for proof of a filming permit by our ward security team.

For all requests regarding flying drones in a Bromley park/green space, contact events bromleyevents@idverde.co.uk for each individual request.



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