



**STOCKPORT**  
METROPOLITAN BOROUGH COUNCIL

Events in parks information pack  
2022/23

## Contents

Introduction .....	3
Things to think about when organising an event .....	4
Type of event .....	4
Where to hold the event.....	4
Cost .....	4
Fees and Charges, April 2022 to March 2023 .....	4
Timescales you should be working to .....	5
When to submit your application .....	6
Supporting documents.....	7
Once we've received your application.....	7
Insurance for your event.....	7
Availability of the site before and after the event.....	8
Closing roads .....	8
If it rains or there's bad weather .....	8
Keeping people safe at your event .....	8
Legal responsibility.....	9
Fire precautions .....	9
Marshals and security .....	9
Security .....	10
Emergencies.....	10
First Aid .....	11
Car parking .....	11
Entertainment at events .....	12
Premises Licenses .....	12
Temporary Events Notice (TEN).....	12
Playing of recorded music.....	13
Fairground rides .....	13
Bouncy castles and inflatables.....	13
Marquees .....	13
Food and drink .....	14
Circuses .....	14
Animals.....	14
Toilets.....	14
Informing the emergency services about your event.....	15
Collecting money .....	15

Raffles or gambling .....	15
Collections of money .....	15
Fireworks and bonfires .....	15
Sky lanterns and balloons .....	16
Henna tattoo stalls.....	16
Markets and car boot sales.....	16
Markets .....	16
Car boot sales.....	16
Regulations for markets and car boot sales.....	16
PA systems and noise levels.....	17
Weapons – real or replica .....	17
Generators .....	17
Lighting and electricity.....	18
Litter – during and after the event .....	18
Additional gazebos, tables and chairs.....	18
Staff to support your event.....	19
Signs .....	19
Publicising the event.....	19
Council website .....	19
Leaflets.....	19
Posters .....	19
Damage to the site caused by the event .....	20
Appendix 1 – Risk Assessment.....	21
Event Risk Assessment Guidance.....	22
Identify the hazards .....	22
Identify those at risk .....	22
Assessing the risk .....	23
Further action necessary to control the risk.....	23
Record the risk assessment findings.....	23
Information .....	24
Appendix 2 – Risk Assessment Form.....	25
Appendix 3 - free online events guidance .....	27
Appendix 4 – Safety inspection checklist, before, during and after the event.....	28
Appendix 5 – event activities checklist .....	30

## Introduction

This pack provides you with the information you need to submit your application and organise your event. All events and activities held on council owned parks require a formal application to be made.

We would advise that you read through all the event guidelines before completing your application. This will make sure that you provide us with detailed information about your event. It will also make you aware of the responsibilities of organising an event.

The guide gives general advice that can be used for almost any event. Please note though it is not exhaustive. Additional guidance may be required if you're organising a specialist event or large-scale activity. We advise you to seek professional advice if this is the case.

Do not be put off by the size of the pack. Most of the points raised are common sense measures to help prevent accidents. If you're holding a small event many of these points may not apply to you.

It can take up to 12 weeks to obtain a decision. We strongly recommend that you submit your completed application form well in advance of the event to avoid disappointment.

You'll need to plan and prepare for your event. You may need:

- to consult with the police, fire service and St Johns Ambulance
- licenses for your event from the council's Licensing Section

All of this may take time.

## Things to think about when organising an event

### Type of event

Your event must have a clearly stated purpose. This should be set down in a way which will allow you to judge the success of the event after completion.

All events should have a named organiser(s). This should be the person named on the application.

Set out the aims and objectives of the event. For example, what do you want to do and what do you want it to achieve?

If possible, agree and appoint people who will undertake specific roles. For example, Treasurer, Secretary, Health and Safety Advisor.

### Where to hold the event

Stockport has a large number of parks from small neighbourhood parks to larger destination parks. Not all council owned land or buildings are suitable for all events. You'll be contacted if your preferred location is not suitable for your planned event and we'll work with you to agree an alternative venue.

Visit the Stockport Council website to [find a list of parks in Stockport](#).

### Cost

We charge fees for some events.

All businesses that use council owned land for commercial reasons are also charged.

These fees are reviewed annually.

The charges for events in parks are listed below

Please note fees for events that take place after 31 March 2023 may change.

### Fees and Charges, April 2022 to March 2023

<b>General events</b>	<b>Fee</b>	<b>Bond</b>
Sessional hire for commercial activity (including Life Leisure, Forest Schools) per every 4hour session.	£27.72	None
Event not requiring Area Committee approval with no commercial element	£31.50	£250
Event open to the public requiring Area Committee approval with no commercial element	£37.80	£500
Event open to the public requiring Area Committee approval and has a commercial activity	£325	£500

<b>Carnival, circuses, fairground rides and bouncy castle</b>	<b>Fee</b>	<b>Bond</b>
Carnival (inclusive of fairground rides)	£300	£1000
Circuses (non-animal) per day	£1000	£1000
Adult fun fair ride per day	£65	£500
Junior fun fair ride per day	£35	£500
Bouncy castle per day	£35	£250

<b>Cross country, running events, orienteering</b>	<b>Fee</b>	<b>Bond</b>
Adult / Seniors one-off events	£113.40	£250
Juniors / Schools one-off events	£56.70	£250

<b>Filming and photography</b>	<b>Fee</b>
Student filming as part of coursework	Free
Commercial filming per day (negotiation for part days)	£945
Commercial photography per instance / per day	£126

### Timescales you should be working to

Set out the proposed timescale and give yourself as much time as possible to organise the event. You may need as much as **12 months** planning time. Some specialist advice may be required and special permission and licences can take time. Don't forget that the summer can be a busy time with numerous events taking place within your area.

You must submit all the relevant documentation requested including:

- an application
- a site plan
- copies of insurance details, if appropriate
- a Risk Assessment Form
- any fees or deposits levied prior to the event to enable the council to give approval

Note: any event on council owned land will be cancelled if this documentation is requested and not provided.

## When to submit your application

You do not need to apply for permission if your event is:

- a family picnic
- a children's party in a public park where you are not bringing any marquees or bouncy castles
- an informal gathering of friends or similar

All other events and activities held on, or filmed, within council owned land must be approved by the council using the application process.

We prefer a minimum of 3 months' notice. This allows:

- enough time for larger events to be submitted to Area Committee Meetings and to be considered at these meetings
- for the call-in period to cease before the event takes place

You may want to submit your application with 6 months' notice if:

- your event requires lots of publicising
- you need to book activities
- providers are advised to gain approval first

The following need to be considered by Ward Councillors at Area Committee Meetings:

- bonfires, firework displays
- events where over 250 people (participants and/or spectators) are likely to attend
- events where alcohol is served
- events where political parties are fundraising
- events where weapons, real or replica, may be fired
- music performances
- fairgrounds
- circuses
- events involving animals
- all events which start or continue after 10pm

If your event is small and low-key we may be able to approve it with less than 3 months' notice. If in doubt always allow more time. If an application is not received in good time the event may have to be cancelled.

Note: licensing, traffic management, health and safety and the police may need to be consulted as part of the event process. You may need to make multiple applications to different departments so do allow time in your event planning to complete these before your event is due.

## Supporting documents

Submit the following documents to strengthen your application. You can do this as part of your application process, or as soon as possible afterwards:

- site plan: [a large scale map of the proposed area](#). Mark where equipment, activities and sellers will be situated. This should also be referred to in site meetings
- risk assessment forms: a completed risk assessment that lists all the activities you're proposing to include in your event. This should be a live document that's updated as the planning process develops and updated on the day of the event
- copies of your Public liability Insurance Certificate if applicable
- an event management plan or traffic management plan if you have them

In addition to documents that we need to see during the process you'll be required to have:

- 3<sup>rd</sup> party Public liability certificates
- ADIPS certificates for fairground rides
- PIPA certificates for bouncy castles
- documentation for food sellers. These may be checked on the day of the event

## Once we've received your application

We'll let you know when we've received your application.

- we'll check the availability and suitability of your event area, and let you know
- if your application needs to be submitted to the Area Committee, but no other information is needed, a short report will be submitted to the Area Committee Clerk. They'll add the item to the next available meeting. Decisions made at this meeting are subject to a call-in period and will be [published on the council's democracy website](#)
- if your application does not need to go to the Area Committee meeting it may still need to be passed to councillors for comment, along with other partners
- we'll check to see if a fee is applicable or if a returnable deposit is needed. The event organiser will be notified if this is the case
- we'll request any outstanding paperwork
- you should contact other agencies or council departments. For example, if a license is needed, if environmental health needs to be contacted
- if appropriate a site visit will be arranged. This is normally arranged a couple of weeks before the event. Arrangements around the use and access of the event site would be finalised at this meeting
- when we have all the paperwork, and any deposit or fees (if applicable), we'll approve the event

## Insurance for your event

It's the event organisers responsibility to make sure that your event is adequately insured.

Public Liability Insurance must be in place before permission for an event to go ahead will be granted. A copy of your insurance certificate must be either sent in with the application or provided as soon as possible after submission.

If your organisation employs staff it's a legal requirement that you have Employers Liability Insurance for bodily injury to your staff whilst undertaking their duties. We would also request a copy of this.

If you're a Friends of the Park Group, or other voluntary group, and are organising an event in a park contact the Green Space team.

### Availability of the site before and after the event

This depends on the size of the event and how long you'll need to set up the event. You must let us know in the application when you would like to access and vacate the site.

### Closing roads

If your event includes a street party, or takes place partially on the road, you'll also need to [submit an event on the highway application](#) to apply for permission for this element of your event.

### If it rains or there's bad weather

You'll need to consider the impact of severe weather. For example, heavy rain, heat, high winds, ice and lightning. The event organiser is responsible for altering, cancelling or closing the event earlier than expected if the weather becomes a hazard or starts to cause damage to the site.

You'll also need to think about other potential hazards. For example:

- is the event site next to a river? If it is, you'll need to be aware of flood alert status
- adjacent high buildings or trees
- motorways

These considerations need to be included in your risk assessment. You may want to produce another document to outline your actions if you do need to either evacuate your event site or have an alternative venue in the event of bad weather.

If you're holding a large or expensive event, you may want to take out Cancellation and Abandonment Insurance. This covers you if you're forced to cancel your event due to situations that are beyond your control. For example, unexpected weather conditions and flooding. Many contractors to your event may still require full payment so additional insurance may prevent any financial problems.

### Keeping people safe at your event

Make sure you complete your risk assessment. This should be a living document throughout the event planning process.

Your risk assessment should consider:

- the site itself
- the activities you're planning for the event
- the equipment you're bringing on site

You also need to think about the number of people you expect at the event and consider if you need:

- marshals
- an information tent; centrally perhaps
- an emergency plan
- to control the numbers attending
- a lost children policy
- First Aid provision
- traffic management
- disabled access

Risk assessment notes and forms are located in the appendices. A 'Walk through Safety Inspection Checklist' is also included in the appendices that can be amended to suit your event and used on the actual day; before, during and after the event.

### Legal responsibility

As an event organiser, you have a legal responsibility to ensure the health, safety and welfare of any employees, volunteer helpers or contractors involved in arranging the event and to the public and participants attending. Carrying out a detailed risk assessment will help you make sure this is achieved. A formal record should be kept of the risk assessments.

### Fire precautions

You should try to reduce the risk of fire as a matter of principle before you decide how to deal with potential incidents. We advise that you consult with the Greater Manchester Fire and Rescue Service. Remember to take account of weather conditions. For example, if there's been a long, dry spell and vegetation can easily set on fire. This may influence the layout of your event and where vehicles are parked:

- use flame resistant materials wherever possible
- keep vending vehicles and stalls well away from other buildings
- do not store flammable materials close by
- keep vehicles or obstructions well clear of exits

All sources of fire should have suitable fire extinguishers and fire blankets easily accessible. You may also need to provide firefighting equipment at strategic locations and, if necessary, put up signs to say that it's there.

### Marshals and security

Marshals ensure the safety, welfare, and enjoyment of everyone attending the event. They're there to help rather than control, and to make everyone's experience enjoyable. Marshals and stewards should be:

- identifiable with "Hi Viz" waist coats
- well trained
- over the age of 18 unless partnering an adult

You'll need to decide how many marshals you need at the event. You'll need them to look after:

- car parking
- access routes
- entrances
- exits
- the main event area

If an event is long, you'll need to plan in breaks for marshals and make sure areas are covered during breaks.

All marshals should be fully briefed before the event, have an agreed means to communicate, and clear duties.

### Security

Depending on the type of event you may also need security staff. This may be for:

- cash collections
- supervision of expensive equipment overnight after contractors have left

We recommend you seek trained security staff registered with the Security Industry Association (SIA) to help you in this area.

### Emergencies

You need to think about what you'd do in a situation if something goes wrong, and you need support and backup.

You may need an emergency plan or other arrangements which could be activated quickly to reduce the impact of the incident.

An emergency plan should be in place before your event takes place. It should say how you'd deal with emergencies which may arise during the event. A simple and easy to follow plan will suit a small event. A large event may need a more complex plan involving the emergency services and the council.

The emergency plan should include:

- how it will be implemented and managed – who's in charge of what, clear roles and responsibilities, an understanding of what each role does
- contact details of who needs to be updated or contacted in the event of an emergency
- access arrangements for the emergency services
- the number of people at the event
- the nature and risk of activities at the event
- how the venue would be evacuated if there was an emergency. You must make sure there's an emergency route and keep it clear at all times, including overhead and mark the route on your site plan. The route must be adequate to take heavy vehicles in any weather condition and should allow vehicles to turn around and get out quickly and easily too. You should agree the route with the emergency services
- where you'd send all the people if the event needed to be evacuated

- other factors. For example; weather, type of people involved, time and day of the event, operating in water or at height

You should make sure that organisers, people helping at the event and marshals receive clear instructions about the plan. Thought should also be given to sharing the plan with a colleague off-site.

You should submit your plan with your event application, if possible, or forward it to us before your event.

### First Aid

You should provide adequate qualified first aiders at the venue.

Visit the [St John Ambulance website for more information](#) or the [Red Cross website for advice](#).

Depending on the size and nature of the event, you may need an ambulance on standby. A first aid post should be established and all event staff must know where it is. Contact between the Event Manager and the first aid personnel must be maintained.

Provision also needs to be made for lost children, missing persons, and lost property. Keep a note of lost children and only include a description of the child or parents name for security reasons.

### Car parking

You should think about car parking for all events as it can be an issue and will affect future events if not dealt with in the correct way.

You must consider the traffic management and road safety implications of an event at an early stage by preparing a traffic management plan. The plan needs to consider:

- the safe and effective movement of all those going to the event including attendees and organisers
- how any interference with normal traffic movements will be minimised
- the impact of the event on the roads near to the site, and on the residents who live in the surrounding streets
- entrances to the event for both pedestrians and vehicles
- entrances and exits for emergency vehicles – making sure they're identified and kept clear
- assigning roles to traffic marshal's
- parking arrangements to make sure that the event does not cause unacceptable congestion or impact in local residents

Wherever possible, you should encourage the use of public transport, walking and cycling to the event.

You should also make sure that disability needs are taken into consideration during planning arrangements.

## Entertainment at events

Under the Licensing Act 2003, there are 2 types of license for events which you may need to apply for:

- Premises Licence for larger events
- Temporary Event Notice (TEN) for smaller events

There are exemptions to the act.

If you're planning to host any of the following please visit the council website to [read about the Licensing Act 2003](#) before contacting us:

- sale of alcohol
- supply of alcohol
- provision of regulated entertainment including:
  - performance of live music
  - playing of recorded music, excluding incidental music
  - performance of dance or a play
  - exhibition or a film
  - indoor sporting activities including boxing and wrestling
  - any similar descriptions of activities to the above

## Premises Licenses

You may need to apply for a premises licence if:

- you intend to carry out any of the above activities at your event
- you'll be catering for over 500 people during the day

If alcohol is being supplied or sold, the event applicant must be or have a delegated Personal License held with a local authority.

Note: Stockport has a byelaw in place prohibiting the consumption of alcohol in public places. Think carefully about the location of your event and what drinks you'll be serving.

We need a minimum of 2 months to grant a Premises License as each application has to be considered by the councils Licensing Committee. Copies of the application must be sent to the councils Licensing Office and Development Control, Stockport's Licensing Police Officer and the Health and Safety Executive.

You can [find advice, applications and guidance notes on the premises licence process](#) on the Stockport Council website or call 0161 474 4311.

## Temporary Events Notice (TEN)

For small events of up to 499 people during the day, a TEN must be applied for.

We need a minimum of at least 10 working days to grant a TEN as each application has to be considered by the councils Licensing Committee. Letters should also be sent to the local police authority informing them about the event.

You can [find advice, applications and guidance notes on the TEN process](#) on the Stockport Council website or call 0161 474 4311.

## Playing of recorded music

If you're thinking about playing music at your event you may need a [Performing Rights Society licence \(PRS\)](#) and a [Phonographic Performance Ltd licence \(PPL\)](#).

You do not need these licences if your event is:

- a non-amplified music event between 8am and 11pm
- an amplified music event with an audience of less than 200 people

## Fairground rides

Not all locations are suitable for fairground rides. You'll be contacted if this is the case.

Any fairground rides unless part of a carnival, are subject to a fee.

You'll need:

- ADiPS Test certificates for each piece of equipment
- public liability insurance certificates

Any fun fair operator employed must be a member of the 'Showman's Guild' and adhere to their regulations.

## Bouncy castles and inflatables

Inflatables must comply with British Standards BS EN14960. You must obtain written documentation to prove this along with public liability insurance certificate.

Inflatables over 12 months old can be inspected by either:

- PIPA, who provide a numbered tag
- ADiPs, who issue a declaration of compliance (DoC)

Inflatables should be manned by the provider. They're also responsible for the setting up following up to date [HSE Guidelines](#).

Please contact our Health and Safety Team on 0161 474 4181 for advice on how the bouncy castle should be secured to the ground.

## Marquees

Marquees can be erected in parks, however any marquees hired must have a fire certificate.

You must notify:

- Greater Manchester's Fire Service on 0161 736 5866 that you're intending to bring a marquee on site
- our Health and Safety Team on 0161 474 4181 for advice on the construction of the marquee

If you're erecting gazebos neither of the above applies. You can erect these as long as we approve their location.

## Food and drink

Food hygiene legislation applies to any activity which involves handling food, including drinks such as tea and coffee. You must make sure that your catering vendor has a current Food Hygiene Certificate and their own public liability insurance in place. Always ask for copies for your records and to make sure they're up to date and current.

All food vendors are also required to be registered with their local Environmental Health Department. They should be [listed on the Food Hygiene Ratings website](#) along with their up to date food hygiene rating.

If the vendor cannot be found on this site and cannot provide evidence of registration, they need to contact our Environmental Health Team to be assessed. In Stockport only vendors that achieve a rating of 3 or above are allowed to trade at your event.

If you're providing food and drink yourself or selling pre-packaged food at your event contact our Food Safety Team on 0161 474 4208.

## Circuses

Some parks in Stockport are suitable for circuses. Please seek advice if this is the first time you've applied.

Circuses should be members of the Association of Circus Proprietors of Great Britain.

## Animals

Any event which includes animals must be approved by Area Committee.

Note: we have strict rules regarding the buying and selling of animals. It's also prohibited to give animals as prizes.

It's essential that the organisation which provides the animals hold a valid public liability insurance. A certificate of this should be provided to the event organiser.

You may also need to contact our Environmental Health Team for advice on livestock movement regulations if your event includes certain farm animals.

## Toilets

You must estimate the number of people attending the event. Toilet requirements should be based on these estimates.

You'll need to make sure that the toilet and washing facilities are adequate and cater for disabled people, children and baby changing and that they're emptied and cleaned on a regular basis.

Put your toilets in a discreet place, provide lighting after dark and arrange security to make sure people are safe. Check the toilets periodically to make sure everything is working as planned.

To discuss welfare provisions and ratios of people to toilets please contact our Health and Safety Team on 0161 474 4181.

## Informing the emergency services about your event

Inform the emergency services well in advance. They need to know the type of event you're planning, where and the timings. Any resulting traffic management plan should consider access for emergency vehicles.

## Collecting money

You can collect money for charities, community groups and community or park projects. Any fundraising for political parties must be approved by Area Committee.

Please allow up to 3 months for your application to be considered at an Area Committee meeting. An admin charge will also be levied for this service.

You are not allowed to raise money for private financial gain.

## Raffles or gambling

If tickets will only be sold at the event and the draw and announcement of the winner is made within the event time, you don't normally need permission.

If tickets are being sold in advance, or if you're planning any other gambling activities you should speak to our Licensing Team on 0161 474 4208.

## Collections of money

Our Licensing Team can issue a street collection permit so that you can collect money from the public, or on behalf of charities. You must [apply for a permit at least one month in advance](#).

## Fireworks and bonfires

You'll be notified if your preferred location is not suitable.

Firework displays must be formally agreed well in advance by our Health and Safety Team. Call 0161 474 4181.

You must notify:

- Greater Manchester's Fire Service for both firework displays and bonfires on 0161 736 5866
- Manchester Airport. Email [community.relations@manairport.co.uk](mailto:community.relations@manairport.co.uk). If the display is going to be on a larger scale you should call the control tower on 0161 209 2825
- The Highways Agency should be notified in relation to the proximity of major roads and the potential of smoke from the event encroaching carriageways. The Emergency Planning Officer can be called on 01925 29 8280 or email [phil.stockford@highways.gsi.gov.uk](mailto:phil.stockford@highways.gsi.gov.uk)

Displays should only be fired by well trained and experienced operators who have visited the venue, assessed the risk and agreed it's safe.

Consideration must be given to the:

- spectator area: where the audience stands
- safety zone: a space where spectators are not allowed to go
- firing area: where the fireworks are kept
- fall out area: where the debris from the fireworks falls

Before planning an event with fireworks [read the guidance from the Health & Safety Executive](#).

### Sky lanterns and balloons

You cannot release balloons or sky lanterns, sometimes known as Chinese or floating lanterns, in Stockport. This is due to the environmental concerns and threat to wildlife and livestock. There is also a very real risk of fire damage where sky lanterns are involved.

### Henna tattoo stalls

You can have a henna tattoo stall if natural henna is used. This is orange in colour with a brown / red tinge. We do not permit the use of black henna, sometimes known as neutral henna, as this can cause chemical burns to the skin.

Visit the NHS website for [advice on black henna tattoos](#).

### Markets and car boot sales

You can organise a market or car boot sale, but a fee may be charged for this type of event. We've a number of regulations you need to be aware of:

#### Markets

Stockport Market byelaws hold a franchise on any market within a 6 and 2 thirds miles radius of Stockport Town Centre Market. Anyone wishing to host an additional market within this area needs to call the Market Manager for permission on 0161 474 2500.

Even if the proposed market is outside of this radius you'll need to let the Market Team and Trading Standards know.

The event manager is responsible for checking the trader's insurance.

Our Food Safety Team must be notified if food is being sold at the market, either packaged or unpackaged, along with any food vendors. Call 0161 474 4208.

#### Car boot sales

You must obtain a licence for a car boot sale to be operated legally. Call our Licensing Team for advice and guidance on 0161 474 4311 or [visit the council website](#).

You'll also need to inform the Market team on 0161 474 2500 and Trading standards on 0161 474 4195.

#### Regulations for markets and car boot sales

We prohibit the sale of illegal goods, animals, birds and fish, replica or real guns, knives and other weapons on its land. It's also prohibited to sell any inflammable liquids, explosives, fireworks or other articles likely to cause fire or explosion.

Commercial traders are not allowed at private car boot sales. We visit car boot sites regularly. If we see commercial traders at events future licenses for the applicant and that site will be refused.

Only second-hand goods, or goods that are surplus to a household's requirements, may be sold at car boot sales. Items acquired for the purpose of resale, will not be permitted.

## PA systems and noise levels

All activities which need sound should be identified. You need to take into account the following when planning your event:

- location of sound
- noise levels
- start time, including set up and sound checks
- finish time
- type of sound. For example, amplified sound, PA, sound systems, funfair, recorded, live, announcements and background noise (traffic), parades and other events in the same area

You should also classify all activities incorporating sound as part of your risk assessment:

- high - amplified music from stage
- medium - funfair recorded sound
- low – PA from stalls

Consider for each risk whether or not it can be eliminated completely. If it cannot, then decide what must be done to reduce it to an acceptable level.

Any event using amplification must end by 11pm on council land. Events relaying amplified music must comply with any maximum level set by the council to protect noise sensitive premises, including hotels and dwelling. Early discussion with our Environmental Health Team is advised. Call 0161 474 4181.

The location of the PA should be such that minimal disruption is caused to local residents.

## Weapons – real or replica

There are some types of events where the presence of weapons, real or replica, could be considered appropriate. For example:

- armed forces events or where armed forces are present
- re-enactment events or when historical artefacts are brought on-site
- memorial events

The discharge of weapons may be desired at events with any of the above, however permission must be requested before the event and will only be granted in exceptional circumstances. For example, such requests will be considered at Area Committee Meetings so please be mindful to allow 3 months to make sure your application can be fully processed.

## Generators

Generators can be used, but it's essential that you make proper arrangements for re-fuelling and the safe storage of fuel. This must be reflected in the risk assessments you produce. If you do use a generator, check what protective devices it has and add additional safety measures. For example, use an earth rod driven into the ground.

Make sure generators are put where they can be supervised and do not cause annoyance due to noise.

Make sure any spillages are cleared up as soon as they occur.

Hired equipment should come with a certificate to confirm that it's safe.

Call our Health and Safety Team on 0161 474 4181 if you need more advice or information.

### Lighting and electricity

Lighting should be considered for events continuing into the evening and to light escape routes and exits.

Make sure that any contractor employed to provide lights is reputable. Ask for a copy of their public liability insurance. Call our Health and Safety Team on 0161 474 4181 to discuss how rigs should be constructed safely.

Electrical installations should comply with the current regulations and be checked and/or installed by a qualified, competent electrician. Make sure that only authorised people can gain access to your electrical equipment. You must include protection devices in your electrical circuits. For example, a Residual Current Device (RCD). All electrical equipment must have an up to date PAT test certificate.

Any portable electrical appliances, including extension leads, should be tested for electrical safety and a record kept. Hired equipment should come with a certificate to confirm that it is safe.

Be mindful that cables may be a hazard depending on where you put them:

- at ground level someone could trip over them
- the cable may get damaged and harm someone if the insulation is pierced
- overhead cables may also present problems

Put cables out of the way. If this is not possible cover them with sturdy material or tape them to the floor.

### Litter – during and after the event

As the organiser of an event, you're responsible for all litter generated by the event, or the full site if it's within a park. Litter needs to be cleared at the end of the event, and during the event if there's a chance litter bins may begin to overflow.

If you'd like bagged rubbish to be collected and taken away you must request that this takes place. If you'd like to request the provision of additional litter bins to be delivered during the working week, these must be requested before the event. There may be a charge for this service.

If any litter is left on the site, bagged up or not with no prior collection arrangement, you'll be asked to remove it from site. If this is not done, the litter will be collected by Totally Local Company and you'll be charged.

### Additional gazebos, tables and chairs

We can only supply additional gazebos, tables and chairs to a 'friends of the park group'. You must request these as soon as possible when submitting your application. Email [eventapplication@stockport.gov.uk](mailto:eventapplication@stockport.gov.uk). These will be dropped off during the working week.

## Staff to support your event

You can ask for support from Totally Local Company with regards to staffing your event. There is a charge for this service. For details and prices call 0161 474 4514.

## Signs

You cannot put up signs without permission. Different departments are responsible for different types of signs:

- highway directional signs. Call Traffic Services on 0161 217 6111
- banners or posters. Call Development Management on 0161 474 3896 from 10am to midday, Monday to Friday
- lamp post banners on the A6. Email <mailto:nick.whelan@stockport.gov.uk> to discuss costs and availability

Flyposting is not permitted in Stockport and your group could be fined if you do this.

If events will take place in a park, posters or banners can be displayed in that park for a maximum of 2 weeks directly before the event. Our Green Space Team will need to approve the content, size and exact positioning in advance.

## Publicising the event

We can publicise your event on the council website. We can also publicise the event in other council publications with enough notice.

### Council website

You can add your own event using the 'Add your event' button in the top right hand corner of the [What's On pages of the council website](#).

### Leaflets

You're allowed to hand out leaflets, but you must contact us for permission.

If you're handing out leaflets, this should be done responsibly:

- you must not obstruct the free flow of pedestrian movement
- you must make sure that any leaflets dropped on the ground are picked up. If you're seen causing a litter problem, you may be fined
- the area you're handing out leaflets in must be clear of litter when you've finished
- any activity that leads to public disruption will not be allowed

### Posters

Many shops will display posters along with libraries and drop-in centres. Some parks also have notice boards where posters can be placed.

Do not fly-post any posters or leaflets in Stockport as this is not allowed and you could be fined.

### Damage to the site caused by the event

As the organiser of the event you're responsible for returning the site back to its original condition. This means making good any damage caused at your own expense.

You may be asked to provide a monetary bond as insurance for larger events. This may be in the form of a cheque. It should be given to the council team dealing with your application before the event takes place. This cheque will be kept in a safe and returned if the site has been left in a satisfactory state following inspection.

If damage has occurred to the site, the bond will be used to pay for the works and the remainder returned. If the bond does not cover the full costs of the remedial works a further invoice will be raised.

This bond will not be used without the prior consent of the event organiser unless repairs are not dealt with within satisfactory timescales.

## Appendix 1 – Risk Assessment

As the organiser of an event you have a legal responsibility to ensure the health, safety and welfare of employees, contractors, volunteers, artists and the audience. You must also comply with environmental law. For example, no unnecessary hazardous smoke releases or excess noise, etc. The aim is to make sure that your event goes according to plan without any unexpected incidents. You can never guarantee that an accident will not happen, but careful planning can reduce the likelihood of it happening and help you deal with it if it does occur.

You must first identify all the significant hazards associated with the event and decide how much risk they represent. Remember that 2 or more single hazards might become a major hazard if they were to occur at the same time. Events with the most obvious risks include fireworks, bonfires, flashing lights, lasers, chemicals, animals, large crowds.

When you've identified the hazards, you must eliminate them entirely or, where it's reasonable to do so, reduce / control them to an acceptable level.

The larger and more complex an event is, the more likely it is for an accident to happen. But do not think that smaller events do not have serious risks, they do. As the event organiser it's your responsibility to find and control those risks. When you employ contractors, they should also do a risk assessment of their own and give you a copy.

There is no "correct" way to write a risk assessment but whichever way you choose you must be able to show, in writing, that you've considered all the significant hazards and that you've eliminated them or reduced the risk of them happening. A suggested format is included in this application pack. The risk assessment should be dated and signed by the person who has undertaken it. It is your responsibility as event organiser to carry out this risk assessment. It's your event and you should be more familiar with it than anyone else. The risk assessment must be an integral part of the event and not a paper exercise simply to obtain permission for the event.

On the day of the event, or before if possible, check the whole venue to make sure that all the risks are controlled properly as you've said in your risk assessment. If you find any more, put them right before the event starts and make a note of what you've done.

Think of the risk assessment as the plan.

For more information about risk assessments [visit the Health and Safety Executive website](#).

We recommend you keep your written file of documents for 3 years after your event. If people under the age of 21 were present at your event, maybe more. This is just in case someone makes a claim against you.

Before your event is approved you must arrange a site visit with the team leader/ facility manager/venue manager to discuss practical issues and for comment on your draft proposals and risk assessment.

## Event Risk Assessment Guidance

The following guidance should help you in carrying out your risk assessments. A form to record your findings is also provided.

### Identify the hazards

All hazards should be identified including those relating to the individual activities and any equipment. A hazard is something with the potential to cause harm. Only note hazards that could result in significant harm. You should include:

- slipping, tripping or falling hazards
- hazards relating to fire risks or fire evacuation procedures
- chemicals or other substances hazardous to health. For example, dust or fumes
- moving parts of machinery
- vehicles on site
- electrical safety. For example, use of any portable electrical appliances
- manual handling activities
- high noise levels
- poor lighting, heating, or ventilation
- possible risk from specific demonstrations or activities
- crowd intensity and pinch points
- sale of hot food and hot drink
- sale or supply of alcohol

This list is by no means exhaustive. Care should be taken to identify any other hazards associated with the activities at the event.

### Identify those at risk

For each hazard identified, list all those who may be affected. Do not list individuals by name, just list groups of people. You should include:

- stewards and volunteers
- employees
- contractors
- vendors, exhibitors, and performers
- members of the public
- people with a disability
- children and elderly persons
- potential trespassers
- expectant mothers
- local residents

### Areas to Consider

The following are examples of areas to consider:

- type of event
- potential major incidents
- site hazards, including car parks
- types of attendees. For example, children, older people or people with a disability

- provision for the emergency services / first aid
- provision of facilities – sanitary facilities / waste management
- provision of services – drinking water
- fire, security, and cash collection
- health and safety issues
- exhibitors and demonstrations
- amusements, attractions, and structures
- access for emergency services

### Assessing the risk

The extent of the risk arising from the hazards identified must be evaluated, and existing control measures taken into account. The risk is the likelihood of the harm arising from the hazard and its severity. You should list the existing controls and assess if any further controls are required. You should include:

- any information, instruction and training the event and the activities involve
- compliance with legislative standards, codes of good practice and British Standards
- whether or not the existing controls have reduced the risk as far as is reasonably practicable

### Further action necessary to control the risk

Classify risks into high, medium and low. Examples of risks falling into these categories are:

- high - an unsecured inflatable being used in adverse weather conditions
- Medium - a display of animals, in a roped off arena
- Low - a mime artist performing amongst the crowd

For each risk consider if it can be eliminated completely. If it cannot, decide what must be done to reduce it to an acceptable level. Only use personal protective equipment as a last resort when there is nothing else you can reasonably do. Consider the following:

- removal of the hazard
- preventing access to the hazard. For example, guarding dangerous parts of machinery
- the use of personal proactive equipment
- find a substitute for that activity/machinery

Remember the idea is to enjoy the day so risk assess using common sense.

### Record the risk assessment findings

Use the attached risk assessment form or your own form, laid out in a suitable way, to record:

- all significant hazards
- the nature and extent of the risks
- the action required to control them

Keep this for future reference or use. You could also refer to other documents you may have. For example, manuals, codes of practice etc.

Review and revise the risk assessment if the nature of the risks change during the planning of the event.

## Information

Where the risk assessment has identified significant risks, you must provide information to all those affected, regarding the nature of the risk and the control measures to be implemented.

Once you've used a risk assessment for one event you may be able to use it for similar future events. This means you don't have to repeat the work each time. Just confirm what's like for like and update via a signature and date.

It's advisable that you undertake the risk assessment as a team.

Appendix 2 – Risk Assessment Form

<b>Event</b>	<b>Date of event:</b>	<b>Venue</b>

<b>Assessors name/s</b>	<b>Date:</b>	<b>Review date:</b>	<b>Persons at risk:</b>	<b>Signature:</b>

Hazards / reference number	Precautions / preventative measures already in place	Residual risk	What further action is required?	By whom?	By when?	Done ✓
1						

Hazards / reference number	Precautions / preventative measures already in place	Residual risk	What further action is required?	By whom?	By when?	Done ✓

Copy and add pages as required.

Please send a completed copy of this with your application and use it to discuss your event with the emergency services and other relevant personnel.

### Appendix 3 - free online events guidance

- [Health and Safety Executive guidance on running events safely](#)
- [Health and Safety Executive guidance on entertainment and leisure](#)
- [GOV UK – Organising a voluntary event: A 'Can Do' guide](#)
- [National Health and Safety Executive Guidance - Fairgrounds and amusement parks – guidance on safe practice](#)
- [Organising Firework Displays and links to publications](#)

## Appendix 4 – Safety inspection checklist, before, during and after the event

Walk through safety inspections should be carried out immediately before, during and after the event. More than one inspection may be needed during the event.

Use this form to note all defects and the remedial action taken. This is not an exhaustive list and care should be taken to identify any other hazards associated with the activities at the event.

<b>Location</b>	
-----------------	--

<b>Site access and exits</b>	<b>Yes</b>	<b>No</b>
Are entrances/exits clear?		
Are staff, stewards in place?		
Can emergency vehicles gain access?		
Are pedestrians apart from vehicles?		
Are security precautions in place?		
Have adequate signs been provided?		

<b>Site condition</b>	<b>Yes</b>	<b>No</b>
Is the site free from trip hazards? For example, cables, potholes, footpath, defects		
Are permanent fixtures in good condition? For example, seats, fences, signs		
Has vegetation been cut back, debris removed, and the area made safe?		
Have current weather conditions created new hazards which need to be addressed?		

<b>Attractions, activities, and structures</b>	<b>Yes</b>	<b>No</b>
Are all structures complete?		
Have all structures been inspected and approved by a competent person where required?		
Are all activities and attractions sited correctly and checked?		
Do all activities and attractions have evidence of insurance and health and safety requirements?		
Are all potentially hazardous activities apart and/or fenced as required?		
Have temporary flags and decorations been installed correctly and checked?		
Have any unanticipated hazards been introduced?		

<b>Event provision</b>	<b>Yes</b>	<b>No</b>
Is fire-fighting equipment in place?		

Is lighting in place where required?		
Have electrical supplies/equipment been checked and certified?		
Have toilets been provided where required?		
Are first aid facilities in place?		
Is a control centre in place, and the public address system working?		
Are adequate litter bins in place?		
Are stewards in place?		

<b>Defects noted</b>	<b>Remedial action taken</b>

## Appendix 5 – event activities checklist

Activity or equipment	Checklist
Re-enactment group / Street entertainers	<ul style="list-style-type: none"> <li>• Call the Licensing Team on 0161 474 4208 or 0161 474 4311, regarding the temporary event notice</li> <li>• Obtain copies of Public Liability Insurance Certificate for each professional performer</li> </ul>
Market stalls	<ul style="list-style-type: none"> <li>• Call the Trading Standards Team on 0161 474 4195</li> <li>• Contact the Market team on 0161 474 2500, Tuesday to Saturday</li> <li>• Check a trader’s insurance and obtain copies of insurance certificates</li> </ul>
Car boot sale	<ul style="list-style-type: none"> <li>• Contact the Trading Standards Team on 0161 474 4195</li> <li>• Contact the Market team on 0161 474 2500, Tuesday to Saturday</li> <li>• Check information pack for legislation relating to car boot sales</li> </ul>
Provision of any food, hot food and drinks, ice cream vans, market stalls selling food both packed and unpacked, cake stall or BBQ	<ul style="list-style-type: none"> <li>• Check vendors are listed on the <a href="#">Food Hygiene Ratings website</a></li> <li>• Public Liability Insurance Certificates should also be collected from individual food vendors</li> <li>• If you’re providing refreshments yourself or are selling pre-packaged food at your event call the Food Safety Team on 0161 474 4208 to discuss</li> </ul>
Animals	<ul style="list-style-type: none"> <li>• Collect copies of Public Liability Insurance Certificates from the organisation bringing the animals</li> </ul>
Face painters	<ul style="list-style-type: none"> <li>• Public Liability Insurance Certificates will need to be collected from the face painter</li> </ul>
Sports coaching and competitive sports	<ul style="list-style-type: none"> <li>• Public Liability Insurance Certificates will need to be collected from the coaches / providers</li> </ul>
Raffles, gambling, collections for a charity	<ul style="list-style-type: none"> <li>• Raffles - where tickets will only be on sale the day of the draw no further action is necessary. For any other raffle or gambling activity call the Licensing Team on 0161 474 4311</li> <li>• Where collections are for a political party, Area Committee Approval will be needed</li> </ul>
Music events and theatre performance	<ul style="list-style-type: none"> <li>• A TENS licence may need to be applied for. Call the Licensing Team on 0161 474 4311</li> <li>• Please also notify Greater Manchester Police on 0161 872 5050 or 101</li> <li>• Note: this application will need to be approved at a Local Area Committee Meeting. You must make sure you’ve allowed at least 3 months between submitting the application and your event date</li> <li>• If the performers / production company are professionals a copy of their Public Liability Insurance Certificate should be collected</li> <li>• If you’re staging the event on a constructed stage call the Health and Safety Team on 0161 474 4181</li> </ul>

Sale of alcohol	<ul style="list-style-type: none"> <li>• A TENs licence may need to be applied for. Call the Licensing Team on 0161 474 4311</li> <li>• Please also notify Greater Manchester Police on 0161 872 5050 or 101</li> <li>• Note: this application will need to be approved at a Local Area Committee Meeting. You must make sure you've allowed at least 3 months between submitting the application and your event date</li> </ul>
Toilets	<ul style="list-style-type: none"> <li>• To discuss welfare provisions and ratios of people to toilets please call the Health and Safety Team on 0161 474 4181</li> </ul>
Stage; mobile (Trailer)	<ul style="list-style-type: none"> <li>• A copy of the supplier's Public Liability Insurance Certificates would need to be obtained</li> </ul>
Stage; constructed	<ul style="list-style-type: none"> <li>• A copy of the supplier's Public Liability Insurance Certificates would need to be obtained</li> <li>• Please call the Health and Safety Team on 0161 474 4181 to discuss how this would be constructed</li> </ul>
Lighting rigs	<ul style="list-style-type: none"> <li>• A copy of the supplier's Public Liability Insurance Certificates would need to be obtained</li> <li>• Please call the Health and Safety Team on 0161 474 4181 to discuss how this would be constructed</li> </ul>
Temporary structures	<ul style="list-style-type: none"> <li>• A copy of the supplier's Public Liability Insurance Certificates would need to be obtained</li> <li>• Please call the Health and Safety Team on 0161 474 4181 to discuss how this would be constructed</li> </ul>
Inflatables. For example, bouncy castles	<ul style="list-style-type: none"> <li>• Inflatables must comply with BS EN 14960. Evidence of this must be provided. PIPA or ADiPs certification will need to be collected for inflatables over 12 months old along with Public Liability Insurance Certificates. The Inflatable would need to be manned by the provider. You'll also need to check with the provider how the bouncy castle will be secured to the ground. Call the Health and Safety Team on 0161 474 4181 for more information</li> </ul>
Marquees	<ul style="list-style-type: none"> <li>• A copy of the supplier's Public Liability Insurance Certificates would need to be obtained</li> <li>• Call the Health and Safety Team on 0161 474 4181 to discuss how this would be constructed</li> <li>• Also call Greater Manchester's Fire Service on 0161 736 5866</li> </ul>
Bonfires	<ul style="list-style-type: none"> <li>• Call the Health and Safety Team on 0161 474 4181 and Greater Manchester's Fire Service on 0161 736 5866</li> <li>• Please also consider whether the Highways Agency should be notified in relation to the proximity of major roads and the potential of smoke from the event encroaching carriageways</li> </ul>
Fireworks and pyrotechnics	<ul style="list-style-type: none"> <li>• Call the Health and Safety Team on 0161 474 4181</li> <li>• Also call Greater Manchester's Fire Service on 0161 736 5866</li> <li>• You'll also need to notify Manchester Airport of your display. Email <a href="mailto:community.relations@manairport.co.uk">community.relations@manairport.co.uk</a>. If the event is on a large scale you'll also need to call the control tower on 0161 209 2825</li> </ul>

	<ul style="list-style-type: none"> <li>• Please also consider whether the Highways Agency should be notified in relation to the proximity of major roads and the potential of smoke from the event encroaching carriageways</li> </ul>
Fairground rides	<ul style="list-style-type: none"> <li>• ADIPS Test certificates and Public Liability Insurance Certificates will need to be collected</li> <li>• Any funfair operator employed must be a member of the Showman's Guild</li> </ul>
PA equipment	<ul style="list-style-type: none"> <li>• Show the location of your PA on the site map</li> <li>• Noise levels should be considered on your risk assessment</li> <li>• Any event using amplification must end by 11pm on council land</li> <li>• Events relaying amplified music must comply with any maximum level set by the council. Call our Environmental Health Service on 0161 474 4181 to discuss</li> </ul>
Motorcycles	<ul style="list-style-type: none"> <li>• You may be contacted for this type of event</li> </ul>
Motorised procession	<ul style="list-style-type: none"> <li>• You must clearly show your procession's route on the site plan</li> <li>• If your procession is partly on the highway, <a href="#">please apply to Traffic Management for this element of your event</a></li> </ul>