

Events in
Stockport's
Parks:
Information
Pack
2018/19



STOCKPORT
METROPOLITAN BOROUGH COUNCIL

EVENTS IN STOCKPORT'S PARKS: INFORMATION PACK

This pack will provide you with information that you need to make 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 prior to completing your application form. This will enable you to provide council officers with detailed information about your event and also make you aware of the responsibilities of organising an event.

The guide gives general advice that can be used for almost any event, but please note; **it is not exhaustive**. Additional guidance may be required for specialist events and large scale activities. You are advised to seek your own professional advice, as the Information Pack is not a substitute for such assistance.

Please do not be put off by the size of the pack; most of the matters raised are common sense measures to help prevent accidents. If you are holding a small event many of these issues may not apply to you.

It is important to understand the process as it can take **up to 12 weeks** to obtain a decision. To avoid disappointment we strongly recommend that you forward your completed application form well in advance of the event. You will need to plan and prepare for your event, and you may need to consult with the police, fire service and St Johns Ambulance, all of which may take time. Additionally you may also need licenses for your event from the Council's Licensing Section so do allow yourself adequate time.

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- 2 Risk Assessment Form
- 3 Free Online Events Guidance
- 4 Safety Inspection Checklist
- 5 Event Activity Checklist

THINGS TO THINK ABOUT WHEN ORGANISING AN EVENT

1. What type of an event is it going to be?

Every event must have a clearly stated purpose at the outset which should be set down in a way, which will allow organisers to judge the success of the event after completion.

In the case of all events there also needs to be a named organiser(s) right from the beginning, and this should be the person named on the Application form. The first thing to do is to set out aims and objectives i.e. what do you want to do and what do you want it to achieve. It is advisable to agree and designate persons who will undertake specific roles, such as Treasurer, Secretary, Health and Safety Advisor etc. if possible.

2. Where can I hold my event?

There are a large number of parks in the Stockport Borough from small neighbourhood parks to larger destination parks; however not all council owned land or buildings are suitable for all events; you will be contacted if your preferred location is not suitable for your planned event and we will work with you to agree an alternative venue.

For a list of parks please see: <https://www.stockport.gov.uk/topic/parks>

3. How much will it cost?

Stockport Council does charge fees for some events and all businesses that use Council owned land for commercial reasons are charged. These fees are reviewed annually.

The charges for events in parks are listed below and they are available to view on the website using the following link; <https://www.stockport.gov.uk/holding-an-event-or-volunteering-in-a-park> please note there may change in the fees for events that take place after 31st March 2019:

Events in Stockport's Parks: Fees and Charges, April 2018 to March 2019

Events General	FEE	BOND	COMMENT
Closed group events (i.e. not open to members of the public – small scale)	Free	None	Teddy Bears picnic by nursery group
Event open to the public (<u>not</u> requiring AC Approval)	Free	Negotiable	Friends Group fun day
Event open to the public: Requiring AC Approval with no commercial element	£21.00	£500.00	Events by any organiser that requires approval by Area Committee – see Event Guidelines.

Events General	FEE	BOND	COMMENT
Event open to the public requiring AC approval and has a commercial element	£200	£500	For example, shows or markets
Gazebo Hire - Friends Group	Free	£50.00	Gazebos are booked out on a first come, first serve basis to ' <u>friends of the park</u> ' groups only.
Forest Schools - per 4 hour session	£21.00	None	
Hire of Chadkirk Lawn	£500.00	£1,000.00	Used for erection of marquee for weddings.
Sessional Hire for Commercial Activity - per each 4 hours	£21.00	None	Bootcamps, dog walking

Filming and Photography	FEE
Student filming as part of coursework	Free
Commercial filming per day (negotiation for part days)	£500.00
Commercial photography: up to 1 day	£55.00

Circuses and Fairground rides	FEE
Circuses (non-animal) per day	£884.00
Adult funfair ride per day	£62.00
Child funfair ride per day	£31.00
Carnival (Inclusive of funfair fees)	£260.00

Cross Country / Running Events / Orienteering	FEE
Adult/Seniors one-off event	£83.00
Juniors & Schools one-off event	£42.00

4. What timescales should we be working to?

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

More time = better planning = success.

You must submit all the relevant documentation requested including an Application, a Site Plan, copies of insurance details if appropriate, a Risk Assessment Form and any Fee or Deposit levied prior to the event to enable the council to give approval:

Any event on Council owned land will be cancelled if this documentation is requested and not provided.

5. When should I submit my application form?

If your event is a family picnic, or a children's party in a public park where you are not bringing any marquees or bouncy castles or if it is an informal gathering of friends or similar there is no need to apply for permission.

However all other events and activities held on, or filming within Council owned land **must** be approved by SMBC; via the appropriate application process.

A minimum of 3 months' notice is preferable, as this allows for enough time for larger events to be submitted to Area Committee Meetings; to be considered at said meeting and to allow for the call in period to cease before the event takes place.

However if your event requires lots of publicising or if you need to book activities, or providers may be advised to gain approval first and as such you may want to submit your application up to **six months in advance**.

Events that will need to be considered by Ward Councillors at Area Committee Meetings include:

- Bonfire & firework displays.
- Events where over 250 people (participants and/or spectators) are likely to attend.
- Where alcohol is to be served.
- Where party political parties are fundraising.
- Music performances.
- Fairgrounds.
- Circuses.
- Events involving animals.
- All events which start or continue beyond 10pm.

If your event is a much smaller and low key affair it may be able to be processed in house and three months' notice may not always be necessary however if you are in doubt always allow more time. If an application is not received in good time the event may have to be cancelled.

Please bear in mind that it may be necessary that multiple officers from Licensing, Traffic Management, Health and Safety and the Local Police may need to be consulted as part of the event process, and you may need to make multiple applications to different departments so do allow time in your event planning to complete these comfortably before your event is due.

6. What supporting documents will I be asked for to strengthen my application?

- **A site plan:** Obtain a large scale map of the proposed area <https://maps.google.co.uk/> is a good place to start,

Denote where all the equipment / activities and vendors are intended to be situated on the plan and submit with the application if possible and as soon as possible after submission, this should be referred to also at any Site Meeting.

- **Risk Assessment forms** this should be a live document that is updated as the planning process develops and finally amended on the day of the event. However we require a completed risk assessment that lists all the activities you are proposing to include in your event as part of the application process or as soon afterwards as possible.
- Copies of your **Public liability Insurance Certificate** if applicable.
- If you are producing an **event management plan** or **traffic management plan** please forward these to us.
- In addition to documents that we need to see during the process you will be required to collect and retain any **3rd party Public liability certs**, ADIPS certificates for fairground rides and to ensure that bouncy castles are PIPA certified, and that all documentation regarding food vendors and are in place for examination on the day of the event.

7. What happens after I submit my application?

Once the application is received the availability and suitability of the area will be checked, you will be contacted to let you know that your application has been received and if the dates and location are suitable.

It would be considered if the event needs to be submitted to Area Committee, if it does and no other information is required, a short report will be submitted to the Area Committee Clerk who will add the item to the next available meeting. Decisions made at this meeting would be subject to a call in period and will be published on the SMBC website:

<http://democracy.stockport.gov.uk/ieDecisionDetails.aspx?ID=2777>

Even if the application does not need to go to the committee meeting it may still be appropriate that it should be passed to Local Ward Councillors for comments, along with other partners.

It will be checked to see if a fee is applicable and also if a returnable deposit is required, the Event Organiser will be notified if this is the case.

Any outstanding paperwork required will be requested and we would expect that you contact any of the other agencies or council department's necessary, for example if a License is necessary or if environmental health should be contacted.

If appropriate a site visit will be arranged, this would generally be arranged for a couple of weeks prior to the event and any arrangements in regards to the use and access of the site would be finalised at this meeting.

Once we have all the paper work and if appropriate any deposit and fee paid the event would finally be approved.

8. Who will insure my event?

The Event Organiser is responsible to ensure that your event is adequately insured.

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

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

If your organisation is a **Friends of the Park Group or other voluntary group** and you are organising **an event in a park** please contact the Green Space team.

9. How long can I have the site for before and after my event?

This really depends on the availability of the site, the size of the event and the extent of setting up, you are asked to state when you would like to access and vacate the site on the application form.

10. Can I close a road if needs be?

If your event is to include a street party or would take place partially on the highway you would need to submit an additional application to the Highways Team please follow the link below to apply for permission for this element of your event.

<https://www.stockport.gov.uk/permits-and-licences/events-on-the-highway>

11. What happens if it rains or there is bad weather?

You will need to consider the impact of severe weather (heavy rain, heat, high winds, icy conditions and lightning). The event organiser must be responsible for altering or cancelling or closing the event earlier than expected if the weather becomes a hazard or if there is likely to be too much damage to the site.

Consider on and off site hazards, e.g. is the event site next to a river? If so, then you will need to be aware of flood alert status. Beyond floods, you will also need to be aware of nearby potential hazards (adjacent high buildings/trees, nearby motorways etc.).

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

If you are holding a large or an expensive event, it may be worth considering Cancellation & Abandonment Insurance; this covers you if you are forced to cancel your event due to situations that are beyond your control, such as unexpected weather conditions and flooding. It is often the case that contractors to your event will still require full pay; therefore forethought may prevent any financial problems.

12. How can I ensure people are safe while at my event?

There are a number of ways to do this, they would all start with filling in your Risk Assessment this should be a living document throughout the event planning process. While filling your risk assessment you should consider, the site itself, the activities you are planning for the event and the equipment you are bringing on site. Also think about the numbers that you expect and consider the following:

- Would you need marshals
- An information tent; centrally perhaps
- An emergency plan
- Control numbers attending?
- Lost children policy
- First Aid provision
- Traffic management
- Disabled access

Risk assessment notes and forms are located in the appendices; forms can also be located from the events in Parks Webpage:

<https://www.stockport.gov.uk/start/apply-to-hold-an-event-in-a-park>.

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

Remember that 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 to ensure this is achieved. A formal record should be kept of the risk assessments

13. What Fire Precautions can I put in place?

Ideally you should attempt to reduce the risk of fire as a matter of principle before you decide how to deal with potential incidents. Consultation with the Greater Manchester Fire & Rescue Service is advised. Remember to take account of weather conditions, for example, if there has been a long, dry, spell and vegetation is easily combustible, 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 and do not store flammable materials close by, and 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 is there.

14. Do I need marshals / security at my event?

The primary duty of all marshals is to ensure the safety, welfare and enjoyment of all others attending. Marshals are there to help rather than control, to make everyone's

experience enjoyable. Marshals / stewards should be appropriately identifiable with “Hi Viz” waist coats, well trained and over the age of 18 unless partnering an adult

You will need to decide how many marshals you need to look after the event. Remember to allow for people to look after car parking, access routes, entrances, exits and along with the main event area. If the event is long, breaks will need to be planned so ensure you have factored in cover for those times

Please ensure that all marshals are fully briefed in advance of the event, have an agreed means to communicate, and clear duties.

Security

In addition to marshals, depending upon the nature of the event, specific security arrangements may be necessary to organise such as cash collections, supervision of expensive equipment overnight after contractors have left etc.

It is advisable to seek trained security staff registered with the SIA (Security Industry Association) to assist you in this area.

15. What needs to happen if there is an emergency?

When organising your event it is important to think about arrangements for situations when something has or could go wrong, and you would need to seek support and backup. You may therefore need an **Emergency Plan** or arrangements which could be activated quickly to reduce the impact of the incident. An Emergency plan should be in place prior to any event going ahead.

Your emergency plan should say how you would 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. If you had to evacuate the venue, how would you do it and where would you send all the people? Could it be done safely without causing panic?

Designate 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 emergency services.

Organisers and helpers / Marshalls would clearly need appropriate instructions; thought should also be given to sharing this Plan with a colleague off site.

The following details should be taken into account and included in your Emergency Plan.

- How the emergency plan will be implemented and managed: Who is in charge of what; clear roles and responsibilities and ensuring an understanding of what each role entails.
- Who needs to be updated/informed in the event of an incident and the contact details;
- Access arrangements for the emergency blue light services;
- The numbers that will be present at the event
- The nature and risk of the activities that will be taking place;
- Any other relevant factors e.g. the type of people involved, weather factors, time/day of the event, operating in water or at height etc.

Your plan should be sent with your relevant Event Application Form if possible or forwarded before your event.

16. Do I need first aid on site?

You should provide adequate numbers of qualified first aid assistance at the venue; for advice see:

St John Ambulance: <http://www.sja.org.uk/sja/what-we-do/event-services.aspx>

Or, The Red Cross: <http://www.redcross.org.uk/en/What-we-do/First-aid/Event-first-aid-and-ambulance-support> 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.

17. Do I need to consider car parking?

Yes, you will need to consider this for any event as this 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.

This needs to consider the safe and effective movement of all those going to the event (attendees and organisers), and how any interference with normal traffic movements will be minimised.

It will also need to look in detail at the impact of the event on the roads adjacent to the site, and on the residents who live in the surrounding streets.

Also consider the entrances to the event for both pedestrians and vehicles and ensure that you have identified and kept clear entrances and exits for emergency vehicles. Consider whether it would be appropriate to assign roles to Traffic Marshalls.

Wherever possible, you should encourage the use of public transport, walking and cycling to the event. Parking arrangements will need to be considered carefully to ensure that the event does not cause unacceptable congestion or impact in local residents.

Please ensure that disabled participants needs are taken into consideration during planning arrangements.

18. I want entertainment at my event, do I need a license?

Under the Licensing Act 2003, there are two main types of licenses for events which you may need to apply for. For larger events there is a Premises License and for smaller events a TEN (Temporary Events Notice). However, there are exemptions to the act.

If you are planning to host any of the following please read the following notes before contacting the Council Licensing Section; more information can be found

at: <https://www.stockport.gov.uk/about-the-licensing-act-2003>

- Sale of Alcohol
- Supply of Alcohol
- Provision of Regulated Entertainment, namely being:
- Performance of live music
- Playing of recorded music (excluding incidental music)
- Performance of dance or a play
- Exhibition of a film
- Indoor sporting activities including Boxing and Wrestling
- Any similar descriptions of activities to the above

- **Premises Licenses**

If you intend to have any of the above activities, then you may need to apply for a Premises Licence.

A Premises License is also important if you feel your event will be catering for audience numbers of over 500 people during the day. In addition, to where alcohol is being supplied or sold, the applicant must be or have a delegated Personal License holder held with a local authority. Please be aware that the Borough of Stockport has a byelaw in place prohibiting the consumption of alcohol in public places, so think carefully about location and beverages at your event.

The Council needs **a minimum of 2 months** to grant a Premise License as each application has to be considered by a Licensing Committee. Copies of the application must be sent to the Council's Licensing Office, the Council's Development Control, Stockport's Licensing Police Officer and the Health and Safety Executive. Advice, applications and guidance notes on the process can be obtained from the **Councils Licensing Section** at: <https://www.stockport.gov.uk/premises-licence> or by phoning directly: **0161 474 4311**

- **TEN** (Temporary Events Notice)

For small events, where audience expectation is up to 499 people during the day, a TEN (Temporary Events Notice) must be applied for.

The Council needs a minimum of at least 10 working days to ensure adequate time is given to the Councils Licensing Committee. The process is not as onerous; however it is advisable, that letters are sent for information to the local Police Authority and as much forewarning is given as possible.

Advice, applications and guidance notes on this process can be obtained from the **Councils Licensing Section** at: <https://www.stockport.gov.uk/temporary-events-notice> or by phoning directly: **0161 474 4311**

- **Playing of recorded music**

If you are considering playing music at your event you may need a PRS licence (Performing Rights Society) licence and a PPL licence (Phonographic Performance Ltd). However, this may be unnecessary for example Non-amplified music events between 8am and 11pm do not require a license nor do amplified music events with an audience of less than 200 people

For more information and to see if you need to apply please visit the following websites:

<http://www.prsformusic.com/> and <http://www.ppluk.com/>

19. Can I bring on Fairground rides?

Not all locations are suitable for Fairground Rides; you will be contacted if this is the case.

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

ADIPS Test certificates for each piece of equipment should be obtained from the operator and public liability insurance certificates will need to be collected.

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

20. Can I put up a marquee?

Marquees can be erected in Parks however please note: any marquees hired must have a fire certificate. Please notify Greater Manchester's Fire Service on **0161 736 5866** that you are intending to bring a marquee on site. Also in regards to the construction of the Marquee please contact Environmental Health's Health and Safety Team on **0161 474 4181**

If your group are erecting any gazebos however neither of the above applies. You are able to erect these as long as their location is approved by the Stockport Council team who are processing your application.

21. Can I have refreshments at my event?

Food hygiene legislation applies to any activity which involves handling food, including drinks such as tea and coffee. Please ensure 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 ensure they are up to date and current.

Additionally all food vendors are required to be registered with their local Environmental Health Department and should be listed at the following website along with their up to date food hygiene rating: <http://ratings.food.gov.uk>

If the vendor cannot be found on this site and cannot provide evidence of registration, they need to contact SMBC 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 are providing refreshments yourself or are selling pre-packaged food at your event please contact **Stockport's Environmental Health's Food Safety Team** on **0161 474 4208** to discuss.

22. Can circuses operate in Stockport?

Some parks in Stockport are suitable for circuses please seek advice if this is the first time you have applied.

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

23. Can I have animals at my event?

Yes, however, any event which includes animals must be approved by Area Committee, and please note Stockport Council have strict rules regarding the buying and selling of animals, it is also prohibited to give animals as prizes.

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

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

24. Will I need toilets at my event?

The organiser must estimate the number of attendees to the event and toilet requirements should be based on these estimates. You will be required to ensure that the toilet and washing facilities are adequate and cater for disabled people, children and baby changing and that they are 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 Environmental Health's Health and Safety Team on **0161 474 4181**

25. Will I need to inform the emergency services of my event?

Inform them well in advance of what type of event you are planning, where and the timings. Any resulting traffic management plan should consider access for emergency vehicles.

26. Can I collect money at my event?

Yes! You are able to 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 three months for your application be considered at an Area Committee meeting, an admin charge will also be levied for this service.*

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

- Raffles / Gambling

You can usually do this without the need for permission, if the tickets will only be sold at the event and the draw and announcement of the winner is made within the event time.

If however, tickets are being sold in advance, or if you are planning any other gambling activities these would need to be discussed with Stockport MBC's Licensing Section on **0161 474 4208**

- Collections of money

The Council's Licensing Office is able to issue a Street Collection Permit so that you can collect money from the general public or on behalf of charities. Applications for a permit must be made to the Council at least one month in advance.
<https://www.stockport.gov.uk/start/apply-for-a-street-collection-permit>

27. Can I have fireworks / a bonfire at my event?

In some locations this is possible; you will be notified if your preferred location is not suitable. Firework displays must be formally agreed well in advance by the Health & Safety section the Council's Environmental Health Service on **0161 474 4181**.

Greater Manchester's Fire Service should be notified for both firework displays and bonfires on **0161 736 5866**.

Please notify Manchester Airport of your display by either emailing: community.relations@manairport.co.uk, or if the display is going to be large scale ringing the control tower on **0161 209 2825**.

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. The Emergency Planning Officer can be contacted on **01925 29 8280** or 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 is safe.

Consideration must be given to:

The spectator area: Where the audience stands

The safety zone: A space where spectators are not allowed to go

The firing area: Where the fireworks are kept

The fall out area: Where the debris from the fireworks falls

Event organisers should read guidance from the Health & Safety Executive before planning an event with fireworks.

<http://www.hse.gov.uk/explosives/fireworks/using.htm>

28. Can I release sky lanterns or balloons at my event?

No! No organised balloon or sky lantern (sometimes known as Chinese or floating lanterns) **releases are permitted in Stockport**. This is due to the environmental concerns and threat to wildlife and livestock and the very real risk of fire damage where sky lanterns are involved.

29. Can I hold a market or car boot sale at my event?

Yes, however a fee may be charged for this event, and the council have a number of regulations you need to be aware of:

- **Markets**

Stockport Market byelaws hold a franchise on any market within a six and two thirds miles radius of Stockport Town Centre Market. Anyone wishing to host an additional Market within this area needs to first contact the Market Manager for permission on: **0161 474 2500**

If the proposed market is outside of this radius it will still be a requirement that the Market Team is notified along with Trading Standards

The event manager will be responsible for checking the traders insurance and if food is being sold at the market either packaged or unpackaged along with any food vendors Stockport's Environmental Health's Food Safety Team on **0161 474 4208** should be notified.

- **Car boot sale**

You are required to obtain a licence for a car boot sale to be operated legally. Contact the Licensing Section for further advice and guidance at <https://www.stockport.gov.uk/car-boots-sales-licence/overview-car-boot-licence>

Or ring on **0161 474 4311**.

The Market team on **0161 474 2500** and Trading standards on **0161 474 4195** will also need to be informed.

- **Regulations (both)**

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

Commercial traders are not allowed on private **car boot sales**. Market's Management visit car boot sites regularly and should commercial traders be evident then 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.

30. Can I use a PA system / are there any rules about noise levels at events?

All activities incorporating sound should be identified and the following should be taken into account when planning your event. the location of sound, the noise levels, the start time (including set up & sound checks), the finish time, the type of sound e.g. amplified sound, PA, Sound Systems, Funfair, Recorded, Live, Announcements and background noise i.e. traffic, parades, other events in the same area.

You should also classify all activities incorporating sound into high (amplified music from stage), medium (fun fair recorded sound), and low (PA from stalls) as part of your risk assessment, and 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 dwellings Early discussion with the Council's Environmental Health Service is advised on **0161 474 4181**.

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

31. Can we use Generators on site?

Yes, however please note; it is essential that you make proper arrangements for refuelling and safe storage of fuel and this must be reflected in the Risk assessments your group produces. If you do use a generator, check what protective devices it has and add additional safety measures, such as using an earth rod driven into the ground. Ensure generators are put where they can be supervised and do not cause annoyance due to noise. Please ensure any spillages are cleared up as soon as they occur.

Hired equipment should come with a certificate to confirm that it is safe. Contact the Council's Health & Safety section in the Environmental Health Service for further advice on **0161 474 4181**.

32. What do we need to consider in regards to lighting & electricity

Lighting should be considered for events continuing into the evening especially outside of daylight hours and in particular to light escape routes and exits.

Please ensure that any contractor employed to provide lights is reputable ask for a copy of their public liability insurance and speak to SMBC's Environmental Health's Health and Safety Team on **0161 474 4181** to discuss how any rigs should be constructed safely.

Electrical installations should comply with the prevailing 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 such as a Residual Current Device (RCD), and 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.

Please be mindful that cables may be a hazard depending on where you put them. At ground level someone could trip over one or the cable may get damaged and harm someone if the insulation is pierced and overhead cables may also present problems. Put cables out of the way and where this is not possible cover them with sturdy material or tape them to the floor.

33. Who's responsible for the litter during and after my event?

As the organisers of an event **you** are responsible for all litter generated by your event (or the full site if it's within a park site) so this needs to be cleared at the end of your event, and during the event if there is a chance that the litter bins may begin to overflow.

If you would like bagged rubbish to be collected and taken away you must request that this take place, similarly if you would like to request the provision of additional litter bins to be delivered during the working week, these must be requested prior to 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 will be asked to remove it from site, if this is not undertaken, the litter will be collected by Solutions SK and you will be charged.

The event organiser is responsible for dealing with all litter generated from their event.

34. I am organising an event in a park: Can I request additional Gazebos, Tables and Chairs?

We can only supply the above to a 'friends of the park group', please request these as soon as possible upon submission of your application to eventapplication@stockport.gov.uk, these would be dropped off with you during the working week. **We no longer supply any of the above to any other groups.**

35. I am organising an event in a park: Can I arrange for staff to support my event on the day?

If you would like to request support from Solutions SK in regards to staffing your event this would be a chargeable service; for details of prices please contact Paul McDerment on Paul.McDerment@solutions-sk.co.uk or telephone **0161 474 4514**

36. Can I put up signs for my event?

Not without permission....different departments are responsible for different types of signs

- Highway directional signs

Please contact Stockport Council's Traffic Services Department on: **0161 217 6111**

- Banners / Posters

Please contact Stockport Council's Planning Department's Development Management Team on **0161 474 3896 (between the hours of 10.00am – 12.00noon Mondays to Fridays)** to discuss.

- Lamppost banners on the A6

Please contact Nick Whelan to discuss the associated cost implications and availability nick.whelan@stockport.gov.uk

- Please note flyposting is not permitted in Stockport and your group could be fined if this happens.
- Where events are to take place within a park; posters or banners can be displayed, within that park for a maximum of two weeks directly prior to the event. However Stockport Council's Green Space Team will need to approve the content, size and exact positioning in advance.

37. Can Stockport Council help publicise the event?

Stockport Council's website can be used to publicise your event; often if enough notice is given this information is could also reproduced in council publications.

- The Upcoming Events page of Stockport Council's Website can be accessed at: <http://stockport.gov.uk/events>

This page as well as listing upcoming events allows you to submit details of your event to be included; click on the 'Submit Event' box at the top right hand corner which will take you to a short form to complete.

- Leaflets

You are allowed to hand out leaflets but you must firstly make contact with the council for permission

Please note if you are distributing leaflets, this should be done responsibly:

- You must not obstruct the free flow of pedestrian movement
- Distributors must ensure that any leaflets that fall onto the ground must be picked up.
- Distributors must also take additional measures to ensure that they collect up any of their stray printed materials on an on-going basis. If distributors are seen to be causing a litter problem they may be subject to a fine.
- The area must be free from leaflet litter at the end of the distribution time.
- Any activity that leads to public disruption will not be allowed.

- Posters.

Many shops will display posters along with libraries, drop in centres and some parks have notice boards where posters can be placed. Please do not Fly-post any posters or leaflets in the borough of Stockport this is prohibited and you could be fined.

38. What happens if there is damage to the site caused by my event?

The organiser of the event are responsible for returning the site back to its original condition which means making good any damage caused, at their own expense

In some cases for large scale events you may be asked to provide a monetary bond as insurance. This bond will take the form of a cheque which should be given to the Stockport Council's Team dealing with your application prior to the event going ahead. This cheque will then be kept in a safe and returned to the organiser after the site is inspected if the site has been left in a satisfactory state.

If however damage has occurred that needs to be rectified this bond will be used to pay for the works and the remainder returned... if however 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.

RISK ASSESSMENT INFORMATION

Organisers of events have a legal responsibility to ensure the Health, Safety and Welfare of employees, contractors, volunteers, artists and the audience. Additionally they must comply with environmental law (No unnecessary hazardous smoke releases or excess noise etc.) The aim is to ensure 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 two 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 etc.

Then, having identified the hazards, you must eliminate them entirely or, where it is 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, and as the event organiser it is 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 have considered all the significant hazards and that you have eliminated them or reduced the risk of them happening. A suggested format is included in the 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 is 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 said in your risk assessment. If you find any more, put them right too before the event starts and make a note of what you have done.

Think of the risk assessment as the plan, it's as simple as that!

For more information about risk assessments contact *The Health and Safety Executive* (www.hse.gov.uk). You may wish to keep your written file of documents for three years after your event, (or more if under 21's were present), 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 aid you in carrying out your risk assessments. A form to record your findings has also been provided

1. Identifying 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. The following should be taken into account;

- Any slipping, tripping or falling hazards
- Hazards relating to fire risks or fire evacuation procedures
- Any chemicals or other substances hazardous to health e.g. dust or fumes
- Moving parts of machinery
- Any vehicles on site
- Electrical safety e.g. use of any portable electrical appliances
- Manual handling activities
- High noise levels
- Poor lighting, heating or ventilation
- Any possible risk from specific demonstrations or activities
- Crowd intensity and pinch points
- Sale of hot food / hot drink
- Sale or supply of alcohol

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

2. Identifying 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. The following should be taken into account:

- Stewards and volunteers
- Employees
- Contractors
- Vendors, exhibitors and performers
- Members of the public
- Disabled persons
- 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, such as children, elderly or disabled persons
- 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

3. 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 whether or not any further controls are required. The following should be taken into account:

- 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

4. Further Action Necessary to Control the Risk

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

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 whether or not 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 (e.g. guarding dangerous parts of machinery)
- The use of personal protective equipment
- Find a substitute for that activity/machinery

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

5. 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, and the action required to control them. Keep this for future reference or use. You could also refer to other documents you may have, such as manuals, codes of practice etc.

Review and revise the risk assessment if the natures 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 completed for one event a Risk Assessment may be used for many similar events thereafter, so all the work does not have to be repeated fully each time. All you do is, confirm that like is for like and update via a signature and date.

It is advisable that you undertake the Risk Assessment as a team.

Event Date of Event Venue

Assessors Name/s: [Print]	Date:	Review Date:	Persons At Risk:	Signature:

Hazards/ Reference No.	Precautions / Preventative Measures Already In Place	Residual Risk	What Further Action Is Required?	By Whom?	By When?	Done ✓
1						

Hazards/ Reference No.	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 Form, and use it to discuss your event with the emergency services and other relevant personnel.

Appendix 3

Free Online Events Guidance

Now available free electronically:

Health and Safety Executive guidance on running events safely
<http://www.hse.gov.uk/event-safety/index.htm>

Health and Safety Executive guidance in Entertainment and Leisure
<http://www.hse.gov.uk/entertainment/>

GOV UK – Organising a voluntary event: A ‘Can Do’ guide.
<https://www.gov.uk/government/publications/can-do-guide-for-organisers-of-voluntary-events/the-can-do-guide-to-organising-and-running-voluntary-and-community-events>

National Health and Safety Executive Guidance
“Fairgrounds and amusement parks – guidance on safe practice”:
<http://www.hse.gov.uk/entertainment/fairgrounds/index.htm>

Information re: Organising Firework Displays and links to publications
<http://www.hse.gov.uk/explosives/fireworks/using.htm>

Appendix 4

Safety Inspection Checklist (before, during and after the event)

Walk through safety inspections should be carried out immediately prior to, during and after the event. More than one inspection may be needed during the event. Using this form, note all defects and also 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.

Location: _____

	Yes	No
Site Access/Egress		
Are entrances/exits clear?	<input type="checkbox"/>	<input type="checkbox"/>
Are staff/stewards in place?	<input type="checkbox"/>	<input type="checkbox"/>
Can emergency vehicles gain access?	<input type="checkbox"/>	<input type="checkbox"/>
Are pedestrians segregated from vehicles?	<input type="checkbox"/>	<input type="checkbox"/>
Are security precautions in place?	<input type="checkbox"/>	<input type="checkbox"/>
Have adequate signs been provided?	<input type="checkbox"/>	<input type="checkbox"/>
Site Condition		
Is site free from tripping hazards, eg cables, potholes, footpath, defects, etc?	<input type="checkbox"/>	<input type="checkbox"/>
Are permanent fixtures in good condition, eg seats, fencing, signage, etc?	<input type="checkbox"/>	<input type="checkbox"/>
Has vegetation been cut back, debris removed and the area made safe?	<input type="checkbox"/>	<input type="checkbox"/>
Have current weather conditions created new hazards to be addressed?	<input type="checkbox"/>	<input type="checkbox"/>
Attractions/Activities/Structures		
Have all structures been completed?	<input type="checkbox"/>	<input type="checkbox"/>
Have all structures been inspected and approved by a competent person where required?	<input type="checkbox"/>	<input type="checkbox"/>
Are all activities/attractions sited correctly and checked?	<input type="checkbox"/>	<input type="checkbox"/>
Have all activities/attractions supplied evidence of insurance and health and safety requirements?	<input type="checkbox"/>	<input type="checkbox"/>
Are all potentially hazardous activities segregated and/or fenced as required?	<input type="checkbox"/>	<input type="checkbox"/>
Have temporary flags/decorations been installed correctly and checked?	<input type="checkbox"/>	<input type="checkbox"/>
Have any unanticipated hazards been introduced?	<input type="checkbox"/>	<input type="checkbox"/>

Event Provision	Yes	No
Is fire fighting equipment in place?	<input type="checkbox"/>	<input type="checkbox"/>
Is lighting in place where required?	<input type="checkbox"/>	<input type="checkbox"/>
Have electrical supplies/equipment been checked/ certified?	<input type="checkbox"/>	<input type="checkbox"/>
Have toilets been provided where required?	<input type="checkbox"/>	<input type="checkbox"/>
Are first aid facilities in place?	<input type="checkbox"/>	<input type="checkbox"/>
Is control centre in place and public address system working?	<input type="checkbox"/>	<input type="checkbox"/>
Are adequate waste bins in place?	<input type="checkbox"/>	<input type="checkbox"/>
Are stewards in place?	<input type="checkbox"/>	<input type="checkbox"/>

Defects Noted:	Remedial Action Taken:

Appendix 5 Event activities checklist.

Activity or equipment	Checklist
Re-enactment group / Street entertainers	<ul style="list-style-type: none"> • Contact SMBC's Licensing team (0161 474 4208 / 0161 474 4311), regarding temporary event notice • Obtain copies of Public Liability Insurance Certificate (for each professional performer)
Market Stalls	<ul style="list-style-type: none"> • Contact SMBC's Trading Standards Team (0161 474 4195) • Contact SMBC's Market team (0161 474 2500 :Tuesday to Saturday) • Check traders insurances and obtain copies of Insurance Certificates
Car boot sale	<ul style="list-style-type: none"> • Contact SMBC's Trading Standards Team (0161 474 4195) • Contact SMBC's Market team (0161 474 2500 :Tuesday to Saturday) • Check information pack for legislation relating to Car Boot Sales
Provision of any food / Hot food & Drinks / Ice cream Van / Market stalls selling food both packed and unpacked / Cake Stall /BBQ	<ul style="list-style-type: none"> • Check vendors are listed on the http://ratings.food.gov.uk • Public liability insurance certificates should also be collected from individual food vendors • If you are providing refreshments yourself or are selling pre-packaged food at your event please contact Stockport's Environmental Health's Food Safety Team on 0161 474 4208 to discuss.
Animals	<ul style="list-style-type: none"> • Please collect copies of Public Liability Insurance Certificates from the organisation bringing the animals.
Face Painters	<ul style="list-style-type: none"> • Public liability insurance certificates will need to be collected from the face painter
Sports coaching and competitive sports	<ul style="list-style-type: none"> • Public liability insurance certificates will need to be collected from the coaches / providers
Raffle / gambling / collections for a charity	<ul style="list-style-type: none"> • In regards to Raffles where the tickets will only be on sale the day of the draw no further action is necessary, however for any other raffle or gambling activity please contact SMBC's Licensing Section for advise on 0161 474 4311 • Where collections are for a political party, Area Committee Approval will be needed.
Music Events / Theatre performance	<ul style="list-style-type: none"> • A Tens licence may need to be applied for please arrange this with SMBC's Licensing Section on 0161 474 4311 • Please also notify Greater Manchester Police on 0161 872 5050 or 101 • Please Note: this application will need to be approved at a Local Area Committee Meeting * Please ensure that you have allowed at least 3 months between submitting this application and your event date • If the performers / production company are professional a copy of their Public Liability Insurance Certificate should be collected. • If you are staging the event on a constructed stage please speak to Stockport MBC's Environmental Health's Health and

	Safety Team on 0161 474 4181
Sale of Alcohol	<ul style="list-style-type: none"> • A Tens licence will need to be applied for please arrange this with SMBC's Licensing Section on 0161 474 4311 • Please also notify Greater Manchester Police on 0161 872 5050 or 101 • Please Note: this application will need to be approved at a Local Area Committee Meeting Please ensure that you have allowed at least 3 months between submitting this application and your event date
Toilets	<ul style="list-style-type: none"> • To discuss welfare provisions and ratios of people to toilets please contact Environmental Health's Health and Safety Team on 0161 474 4181
Stage; Mobile (Trailer)	<ul style="list-style-type: none"> • A copy of the supplier's Public liability Insurance Certificate would need to be obtained.
Stage; Constructed	<ul style="list-style-type: none"> • A copy of the supplier's Public liability Insurance Certificate would need to be obtained. • Please contact SMBC's Environmental Health's Health and Safety Team on 0161 474 4181 to discuss how this would be constructed.
Lighting rigs	<ul style="list-style-type: none"> • A copy of the supplier's Public liability Insurance Certificate would need to be obtained. • Please contact SMBC's Environmental Health's Health and Safety Team on 0161 474 4181 to discuss how this would be constructed.
Temporary Structures	<ul style="list-style-type: none"> • A copy of the supplier's Public liability Insurance Certificate would need to be obtained. • Please contact SMBC's Environmental Health's Health and Safety Team on 0161 474 4181 to discuss how this would be constructed.
Inflatables (e.g. bouncy castles)	<ul style="list-style-type: none"> • PIPA certification and Public liability insurance certificates will need to be collected for inflatables. The Inflatable would need to be manned by the provider. Also you will need to check with the provider how the bouncy castle will be secured to the ground for advise in this matter please contact Environmental Health's Health and Safety Team on 0161 474 4181
Marquees	<ul style="list-style-type: none"> • A copy of the supplier's Public liability Insurance Certificate would need to be obtained. • Please contact SMBC's Environmental Health's Health and Safety Team on 0161 474 4181 to discuss how this would be constructed. Please also discuss with Greater Manchester's Fire Service on 0161 736 5866
Bonfires	<ul style="list-style-type: none"> • Please contact Environmental Health's Health and Safety Team on 0161 474 4181 and Greater Manchester's Fire Service on 0161 736 5866. • 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
Fireworks / pyrotechnics	<ul style="list-style-type: none"> • Please contact Environmental Health's Health and Safety Team on 0161 474 4181 and

	<ul style="list-style-type: none"> • Greater Manchester's Fire Service on 0161 736 5866 also • Please notify Manchester Airport of your display by either emailing: community.relations@manairport.co.uk, or if the display is going to be large scale ringing the control tower on 0161 209 2825. • 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
Fairground rides	<ul style="list-style-type: none"> • ADIPS Test certificates and public liability insurance certificates will need to be collected. • Any funfair operator employed must be a member of the Showman's Guild.
PA equipment	<ul style="list-style-type: none"> • Please show the location of your PA on the site map. • Noise levels should be considered on your risk assessment. • Any event using amplification must end by 2300hours on Council land. • Events relaying amplified music must comply with any maximum level set by the Council please discuss with the Council's Environmental Health Service on 0161 474 4181.
Motor cycles	<ul style="list-style-type: none"> • You may be contacted in regards to this type of event
Motorised Procession	<ul style="list-style-type: none"> • You must clearly show your procession's route on the site plan. • If your procession is partly on the highway please apply to Traffic Management for this element of your event: https://www.stockport.gov.uk/permits-and-licences/events-on-the-highway