

ORGANISING SAFE AND SUCCESSFUL EVENTS IN CROYDON

Croydon Council is keen to promote its use of venues, parks and open spaces for events and cultural activities. The Borough is experiencing a widespread regeneration programme which will see new, exciting urban event spaces developing which in turn requires a creative programme for the Borough of Croydon.

Events are hugely important to the Borough as they boost the economy of the area, whilst bringing communities together. They promote the area as a place of business, culture and community and play a key part in Croydon's vision.

Whilst we encourage creative groups, individuals and companies to apply to hold events in Croydon, we also recognise the importance of not disturbing communities and urban spaces, and request that our event organisers recognise and manage the challenges that come hand in hand with the successes of hosting events.

To organise a safe and successful event, we ask that you read through these guidance notes, use the links provided for advice and then use our forms to apply to hold an event or activity. Croydon Council works closely with its key partners including The Metropolitan Police, Transport for London, British Transport Police and other key stakeholders. This document aims to make the process of applying to hold an event in Croydon consistent, transparent and as simple as possible whilst adhering to relevant legislation and policies.

Events needing permission will vary from a small charity sponsored walk, to a community fete, to a music festival or a food and drink festival;

An event is defined as any planned activity in a specific location and for a limited period of time that the public can attend. The activity can take place indoors or outdoors, on public land or in private property.

Each event application must be accompanied by a full event risk assessment and evidence of public liability insurance, and depending on the size/nature of the event, you may need to also provide a full event management plan. Croydon Council's Events Office will offer advice and guidance on this. Finally, it may be a requirement that your event proposal and its plans are presented to the local Safety Advisory Group who will advise on whether the event can go ahead or not. This group is made up of relevant council officers and representatives from the local fire service, hospitals and police.

PLANNING AND NOTICE PERIODS

For all event applications, there needs to be a name organiser(s) identified as soon as possible. This person will be responsible for the choice of venue, size and nature of event, dates and times, whether admission is free or ticketed, capacity of the event and the event management plans.

Notice periods vary depending on where the event is being held and how many attendees the event is being organised for. The following table provides guidance but we ask that you

Contact the Events Office Events@croydon.gov.uk with your proposal to check whether there is adequate lead time for the planning and consents to be put in place.

TYPE OF EVENT	NOTICE PERIOD REQUIRED	APPLICATION PROCESS
Event being held on private land/on private property but needing a licence for licensable activities e.g. Alcohol/Regulated Entertainment/Late night refreshment	Temporary Event Notice application submitted with 10 working days' notice Premises Licence will be granted after 28 day consultation period.	Contact venue/landowner to obtain permissions for event, then apply to council for licence
Event for up to 500 people in a council venue	12 weeks	Submit an Event Application Form, Public Liability Insurance and a Risk Assessment. Type of event will dictate other documents; to be advised.
Event for up to 500 people using a council owned outdoor space, Parks	12 weeks	Submit an Event Application Form, Public Liability Insurance and a Risk Assessment. Type of event will dictate other documents; to be advised.
Event for between 500 and 2000 people using a council owned outdoor space	16 weeks	Submit an Event Application Form, Public Liability Insurance and a Risk Assessment. Type of event will dictate other documents; to be advised.
Event for over 2000 people	24 weeks	Submit an Event Proposal Document as an overview and arrange a meeting with the Events Officer
Event for over 4000 people	36 weeks	Submit an Event Proposal Document as an overview and arrange a meeting with the Events Officer

The advice would be to contact Croydon Council as soon as you can. The number of events held in venues/open spaces is restricted during each year to allow their general use by the residents and visitors of Croydon.

It is also recognised that some events, even though classed as 'small' with under 500 people attending, could have an impact on the local neighbourhood or need additional consultation with our Safety Advisory Group Members so they may need extra lead time.

The Safety Advisory Group meets once every two months, so this must be taken into consideration when making an application to hold an event.

WORKFORCE REQUIREMENTS

Every event is required to have an **Event Manager** (the named, responsible person). In addition to this, an event will require a **Safety Officer**. It is not deemed suitable to have one person fulfilling both roles. **The Safety Officer** needs to be competent and be suitably trained and/or have experience in safety matters appropriate for the event.

Both people should:

- Be fully identifiable at all times (advice would be to provide named hi visibility bibs)
- Not be engaged in other duties or activities that would prevent their responsibilities being carried out.
- Have the means to communicate with the rest of the events team and anyone else involved in contingency arrangements.
- Have the authority to close the event or any part of it down.
- Make safety checks before an event is open to the public and during the event.

EVENT MANAGEMENT PLANS

If your event is for under 2000 people (known capacity) then please submit our Event Application Form. This form contains sufficient questions and guidance on the areas you will need to consider before organising an event.

If your event is for more than 2000 people, or the event audience numbers are unknown (such as on a greenfield site and the event is free and open access) then you will need to submit an Event Proposal to be discussed with the council's Events Officer. Following this, a more detailed Event Management Plan will be required.

The Event Management Plan needs to include, but not be limited to, the following sub headings with relevant and accurate information:

- Access/Egress plans for the attendees
- Crowd Management Plans
- Ticketing Procedures (if ticketed)

- Emergency Contingency Plans
- Welfare Facilities
- Cancellation Procedure
- Adverse/Extreme Weather Plans
- Concessions and Catering Stands
- Lost Child and Vulnerable Adult Plan
- Complaints procedure
- Communication Plan
- Organogram/List of the workforce responsible duties from Manager to Stewards
- Fire Safety & Evacuation Plan
- Medical Plans
- Site Build/Derig Timeline
- Entertainment Information
- Food Safety
- Licensing Requirements
- Noise Management Plan
- Risk Assessments
- Public Liability Insurance
- Site Plans
- Security & Stewarding Plan
- Volunteer Plan
- Sanitary Provisions
- Event Timeline
- Transport Management including Tramlines/Parking
- Waste Management
- Sustainability Plans
- Resident/Business liaison
- Marketing Plan

LARGE SCALE EVENTS

When submitting plans for a large-scale event (over 2000 people) it is important to consider the following elements:

- Communications Plan – everyone working on the event must be able to communicate with each other, and with Event Control. Mobile phones can be used, but it is strongly advised to hire radios and build a thorough, reliable communications plan with a radio fleet map.
- Event Control – most larger events will require an event control room where the event manager, safety officer, and representatives from the Safety Advisory Group can meet and discuss any issues. It can also be the point of contact via a landline for residents and local businesses.
- Public Address System – once an event gets to a certain size, it is impossible to communicate with your audience unless you have a PA system in place. This is essential for emergency messaging which falls into contingency planning.

- Gold, Silver, Bronze Control – if your event is taken to the Safety Advisory Group in Croydon, it may be deemed necessary to have a tactical group in place, as well as a strategic group working at the actual event. This would be a group of individuals (silver control) who are based together on a separate site, away from the event, and who would be able to make contingency decisions if there were issues at the event which were too serious/large to be managed by the bronze event control. Further advice on this can be sought from the Police event planning contact, found at the end of this document.

LICENCES/CONSULTATION

Event organisers must ensure that all appropriate licences are obtained and that adequate consultation and permissions are sought from the relevant authorities and departments of the council. Some examples are:

- Performing Rights Society Licence (PRS)
- Premises Licence (see note below)
- Temporary Event Notice (see note below)
- Street Collection Licence

Since November 2005, public entertainment and alcohol licences have been dealt with in a different manner. A Premises Licence is required for all licensing activities (for example dancing, provision of alcohol, showing of films, music) at an event for over 500 people. For events with less than 500 people, a Temporary Event Notice is required.

Further information can be found via the following link, or you can contact our Licensing Team.

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

Croydon Borough Council holds Premises Licences for some of its open spaces, to make the application process easier for event organisers. The Events Office can advise whether the space you're looking to use has a licence in place or not.

The level of consultation and the required individuals/businesses will be determined by the size, type and location of your event. Examples of consultation requirements are:

- Local Councillors
- Emergency Services
- Transport Providers
- Local 'Friends of' Groups
- Council departments
- Community Interest Groups
- Venue Management Companies
- Resident Associations

NOISE MANAGEMENT PLANS

Event Organisers have a responsibility to protect the surrounding neighbourhoods to where their event is taking place, from subsequent noise nuisance resulting from the event. This could be caused by live or recorded music, a public address system, amplified film soundtracks, even screams from people experiencing a fairground ride. Events have to live in harmony with their neighbours, both residential and business.

Therefore, if your event requires either a Temporary Event Notice or the use of a Premises Licence, Croydon Borough Council requires a Noise Management Plan (NMP) to be submitted with your event application. The aim of the NMP is to show what measures are being put in place to reduce the noise impact of sources associated with the event. Avoidable noise must be eliminated ideally, or at least reduced. A NMP must be location specific and relate to the immediate surroundings. It also needs to consider wind direction,

and other factors that will affect the impact of noise. Croydon Borough Council advises that for larger events, an experienced Sound Management Company is consulted.

PUBLIC LIABILITY INSURANCE

All event organisers must provide evidence of holding sufficient public liability insurance for their event. We require a minimum of £5 million for small events, and £10 million for events for over 2000 people.

Event organisers are responsible for checking that all contractors, traders, caterers & entertainment providers carry their own sufficient insurance.

EVENTS ON THE HIGHWAY

If your event requires road closures, you will need to liaise with the Traffic Management Team (please refer to useful contacts at the end of this document).

They can advise as to whether the road you require is managed by the council, or Transport for London. They can also check planned roadworks and whether a road closure for your event will impact on any other works on the surrounding highways.

A full Traffic Management Plan compiled by an experienced, reputable company, will be required once the event has been approved.

Where road closures are required to comply with Highways Regulations, there will be additional fees incurred. The exact fees will be determined by your required road closures.

SPECIFIC EVENT TYPES

Croydon Borough Council can offer advice on the following event types, which are all very individual and have their own guidance information:

- Marches and Parades

- Processions
- Road Races
- Sponsored Walks/Runs
- Motorcades
- Large scale motor vehicle gatherings
- Charity Stunts
- Motor Sport Events
- Product Launches
- Food and Drink Markets

CONSIDERATIONS WHEN SEEKING APPROVAL FROM CROYDON BOROUGH COUNCIL

Ahead of contacting us or applying to hold an event in our Borough, please consider the following areas which the council uses to decide whether to approve an event or not:

- Legal constraints – will the event be detrimental to another event or conflict with another area of council responsibility?
- Finance – is the event self-sufficient?
- Public Safety
- Ability to effectively plan and coordinate the event
- Environmental Impact
- Positive economic impact
- Date/Time/Location
- Opportunities for local involvement by residents/communities/business
- Equal Opportunities
- Sustainability
- Statutory compliance
- Animal welfare
- Impact on transport management

APPROVAL PROCESS BY CROYDON BOROUGH COUNCIL

The stages of the application process are:

- Pre consultation with the council's events office (large events only)
- Application form to Croydon Council
- Consultation with Safety Advisory Group (where required)
- Consent granted, subject to planning documents
- Planning meetings with relevant partners/agencies
- Event
- Debrief

CROYDON BOROUGH COUNCIL SAFETY ADVISORY GROUP (SAG)

The remit of the Safety Advisory Group is to advise on whether an event should proceed on safety only, and not any other grounds. The consent of the council or 'landlord' may be withdrawn upon advice from the SAG on safety grounds only.

The core members of the SAG are Croydon Council (Food Safety Team, Events Team, Traffic Management, Licensing, and Parks), Metropolitan Police, British Transport Police, London Fire Service and London Ambulance Service.

EVENTS NOT ALLOWED

Unfortunately, there are some events that cannot be granted consent by Croydon Council. These include events that promote political campaigns or controversial issues, those deemed inappropriate, any event that doesn't provide adequate documentation or a risk assessment/insurance, any event that discriminates against race, religions, gender, sexual orientation or disability, and those events that don't satisfy the requirements of the SAG.

If in doubt about your event, please check with the council's events office.

Events@croydon.gov.uk

EVENT APPLICATION FEES

(Non-refundable)

£30.00 Inc. VAT – Community/Charity Fund Raising Events

£120.00 Inc. VAT - Commercial Events

RELEVANT LEGISLATION

The following pieces of legislation all relate to event planning, so it is strongly advised that you read them all and make yourself aware of your responsibilities. This list is not exhaustive.

- Health & Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Successful Health and Safety Management HSG65
- Data Protection Act 1994 and 1998
- Five Steps to Risk Assessment INDG163
- The Personal Protective Equipment at Work Regulations 1992
- Health and Safety (First Aid) Regulations 1981
- The Health and Safety (Safety Signs and Signals) Regulations 1996
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Provision and Use of Work Equipment Regulations 1998
- The Manual Handling Operations Regulations 1992
- The Lifting Operations and Lifting Equipment Regulations 1998
- Electricity at Work Regulations 1989
- The Regulatory Reform (Fire Safety) Order 2005

- The Control of Substances Hazardous to Health Regulations 2002
- The Control of Noise at Work Regulations 2005
- The Work at Height Regulations 2005
- The Construction (Design and Management) Regulations 2015
- Licensing Act 2003
- Managing Crowds Safely HSG15
- The Purple Event Safety Guide
- Temporary Demountable Structures - Guidance on procurement, design and use 2007
- Equalities Act 2010
- Civil Contingencies Act 2004

- Firework Regulations 2004
- Environmental Protection Act 1990
- Croydon Borough Council Byelaws

RECOMMENDED READING:

HSG47 **Avoiding danger from underground services** (Third edition) 2014
HSG65 **Managing for health and safety** (Third edition) 2013
HSG85 **Electricity at work Safe working practices** (Third edition) 2013
HSG107 **Maintaining portable electrical equipment** (Second edition) 2013
HSG151 **Protecting the public your next move** (Second edition) 2009
HSG159 **Managing Contractors A guide for employers** (Second edition) 2011
HSG175 **Fairgrounds and amusement parks** 2007 Guidance on safe practice (Second edition)
HSG191 **Emergency planning for major accidents** 1999 Control of Major Accident Hazards Regulations 1999 (COMAH)
HSG154 **Managing Crowds Safely** (free download)
HSG123 **Working together on firework displays: A guide to safety for firework display organisers and operators** (free download)
HSG124 **Giving Your Own Firework Display; how to run and fire it safely** (free download)
HSG112 **Health and Safety at Motor Sports Events; a guide for employers and organisers**

<http://www.safetyatsportsgrounds.org.uk/sites/default/files/publications/green-guide.pdf>

<http://www.thepurpleguide.co.uk>

RISK ASSESSMENT GUIDANCE:

Link to guidance doc and risk assessment template

USEFUL CONTACTS:-

- Croydon's Events Officer – Events@croydon.gov.uk
- Traffic Management (Temporary Traffic Orders) – Coordination@croydon.gov.uk
- Licensing Office – Licensing@croydon.gov.uk

- Environmental Health Food.Safety@croydon.gov.uk
- Parks and Open spaces – Parks@croydon.gov.uk
- Cleansing – Contact@croydon.gov.uk
- Police - <https://www.met.police.uk/tua/tell-us-about/eo/af/events-processions/>
- Noise Pollution Team – Pollution@croydon.gov.uk
- Advertising your event on roads and pavements – contact-the-council@croydon.gov.uk

For email contacts for the London Fire Brigade, London Ambulance Service, TFL please contact Events@croydon.gov.uk