

# Nottingham City Council Events Guidance 2024/25

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## 1. Main Application Form

If you are a first-time event organiser or planning a larger event than you have in the past, we have included all of the pop-up guidance that you will come across during your application in this document, this may assist you in understanding what is and maybe required before you commence with the application process.

- **Event build**, date, and time you require to access the venue
- **Event dates and timings** – when will your event be open to the public?  
You can include further timings in the additional information field if you have different start/finish times on different event days.
- **Event breakdown** – start date and the time you expect to be exiting the venue
- **Brief description** - Your brief description should describe proposed content for example; family fun day, music concert, fundraising, community picnic.
- **Aims and objectives of the event** for example a Commercial event to make a profit, Event to raise funds for a particular cause, raising awareness of a product or service or to engage a local community

### 1.1. Site Plans

The general principle behind venue design is to provide an arena or location in which the audience can enjoy the entertainment in a safe and comfortable atmosphere, and to ensure that the health, safety and welfare needs of the workforce are also met.

The detail and complexity of the site and facilities will depend on the nature of the entertainment planned, the audience profile, the location, size of the event, the time of year (weather) and duration of the event. The site design will also need to take account of the existing geographical, topographical and environmental infrastructure

Once a clear understanding of the event concept has been established, a visit to the venue or site to carry out a preliminary assessment will determine its suitability. The factors to consider include:

- available space
- viewing space – this can be enhanced by use of video screens
- traffic and pedestrian routes, and emergency access
- ground conditions
- position and proximity of noise-sensitive buildings
- geographical location
- topography
- location and availability of services.

Nottingham Events can provide a base site plan for all parks and public open space venues on request.

The capacity of a venue generally depends upon the available space for people (the audience, staff and contractors), taking account of the event infrastructure/temporary structures, the number of emergency exits and the sight lines for the audience to view the entertainment.

Once the basic outline of the site has been determined a detailed site plan should be produced in relation to the location of provisions and facilities, including temporary structures. Ideally a site plan should be to scale.

A site plan should clearly indicate where the structures, facilities, barriers, fence lines, entrances/exits and specific safety hazards, such as overhead power lines, etc, will be. This will not only assist during construction of the site but will be of use for services operating during the event, e.g. stewards, and first aid and welfare teams.

## **1.2. Expected attendance**

You are asked to provide information on expected attendance.

If attendance is for 5000 people or more or unusual in its risk, you may be required to attend the Safety Advisory Group for events.

If your event is for more than one day or is a free to access style promotion, please state your capacity at any one time, rather than a cumulative figure. For example, an event in Old Market Square, you may expect 10,000 people to visit across the full day, but the event capacity is 100 at any one time.

## **2. Activities and attractions**

You will be required to provide details of all other activities and attractions that will be part of your event, below is the list of activities and guidance included within the application form. There is also space for you to include information on other activities and attractions, which are not included within this list.

- Animals
- Balloon launch (e.g.: Helium balloons)
- Barbeques
- Bonfires
- Boxing or wrestling
- Drones
- Face Painting TBC
- Fairground rides/Attractions
- Fireworks/Pyrotechnics
- Henna Tattoos TBC
- Inflatables



- Lasers and special effects
- Performance of dance
- Performance of live music
- Performance of a play
- Raffles and Lotteries
- Recorded music
- Re-enactment groups
- Sale of alcohol
- Sale of food and drink
- Sale of food and drink (after 23:00)
- Screening of a film
- Other

## **2.1. Animals**

The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 took effect on 1 October 2018 and includes the keeping or training of animals for exhibition this includes entertainment such as dog shows, kids' petting zoos or pony / donkey rides and similar.

Guidance notes have been issued by the Department of Food & Rural Affairs (DEFRA) and Nottingham City Council. The application form is available [here](#) . Please note that licences for Activities Involving Animals takes a minimum of 10 weeks to process.

In addition to the above, Nottingham City Council also has its own policy on performing animals use in parks, open spaces and other venues owned and managed by Nottingham City Council. This policy prohibits Circuses, and other theatrical type shows which include performing animals.

## **2.2. Balloon Launches**

Mass balloon launches are not permitted from Nottingham City Council venues due to their impact on wildlife and the environment.

Further information on balloon releases and other similar products such as Sky Lanterns is available from NABAS the Balloon & Party Professionals Association. [Click here](#) for further information.

## **2.3. Barbeques**

If you are planning a BBQ as a part of your event (either trading or as a part of a community picnic or similar), all BBQ's or similar using solid fuel (including charcoal and wood) must ensure that the fuel is authorised for use in a smoke control area.

A list of approved smoke free fuels is available from DEFRA. [Click here](#) for further information.

In most of our venues, we do not permit the use of barbeques, unless being used by a professionally operated food concession with relevant insurances in place.

## **2.4. Bonfires**

Nottingham City Council will only permit bonfires to be staged on its land for event purposes during a 10-day period around the traditional 5th November Bonfire night events and when lit as a part of a chain of nationwide beacons to mark a specific event, such as the Queen's Diamond Jubilee.

Even during one of these permitted periods when bonfires may be staged, it remains illegal

to burn many types of waste as setting fire to treated wood, plastics, tyres, rubber, and oil can both pollute the environment and harm human health.

If your event includes a bonfire you will need to ensure that only materials such as untreated wood and branches are burnt, making sure that you know where the material has come from. You will also need to arrange to secure the wood pile so others cannot add unsuitable waste material to the bonfire.

For further guidance from the Environmental Agency, [click here](#).

Before planning a bonfire event, please consider the impact on the environment.

## **2.5. Drones**

Whilst drones or other un-manned aircraft can be a great way of obtaining aerial footage, if you are planning to use one you will need to ensure that you comply with the following regulations.

All flying activities in the UK are regulated by the UK Civil Aviation Authority (CAA), with the rules and regulations being established in law under the Air Navigation Order 2016 (ANO 2016). Further specific guidance is also supplied in “Unmanned Aircraft System Operations in UK Airspace – Guidance CAP 722” which relates to commercial and non-commercial drone flight.

Any work undertaken for commercial gain or favour is seen as commercial flight and requires the operator to be registered with the UK CAA.

Drone pilots must hold CAA approved qualifications; a current ‘permit for commercial operation’ issued by the CAA; and 3rd party insurance complying with EC785/2004. The ‘permit for commercial operation’ will define the parameters in which that pilot and aircraft is allowed to fly.

Pilots generally have to work within Visual Line of Sight (VLOS) of the aircraft to a maximum range of 500m. (i.e. the pilot cannot fly further than their ability to see and safely orientate the aircraft or 500m, whichever is reached first).

Flights should not be over, or within, 150 metres of an organised open-air assembly of more than 1,000 persons or within 50 metres of any vessel, vehicle, or structure, which is not under the control of the person in charge of the aircraft. Flights are limited to a maximum flight altitude of 400ft above ground level.

These parameters may be amended if the CAA has reviewed and approved a specific safety case presented by a company where the skills and qualifications of the pilot(s), and the aircraft design, meet enhanced criteria.

If you wish to use a drone in a Nottingham City Council Park or public open space or want to use one as a part of a filming permit, you will need to provide a copy of the CAA credentials highlighted above plus the following documents:

A site-specific risk assessment

Method statement

Detailed site plan of landing zones and filming areas, which also details the proximity to members of the public - both individuals (staff and members of the public) and large groups.

Further guidance is available [here](#)

## **2.6. Fireworks and Pyrotechnics**

Fireworks are explosives, and as such they pose a risk to operators, the audience, and the general surroundings. It is essential that these risks are managed sensibly and proportionately to ensure a safe and spectacular display.

If you wish to stage a fireworks display in a Nottingham City Council venue, we will require a robust and detailed approach to the planning of your display including site specific risk assessments, details of the materials that you are proposing to fire and consideration of environmental issues, including noise, debris, and smoke. We will share this detail with Nottinghamshire Fire & Rescue Service and Nottingham City Council Environmental Protection (Health & Safety teams).

We recommend that all fireworks displays fired from our venues use professional firework display operators, however we recognise that for some smaller firework displays have and will continue to be staged by local sports clubs, schools, or parish councils and similar who may not be able to meet the costs associated with a professional company.

If you are proposing to not use a professional firework display operator at your event in a Nottingham City Council venue, your event must comply with the following:

- Only use Category 2 or 3 fireworks (see below for definition)
- Displays should be for audiences of less than 499 people
- Not staged in a Category A or B location\* which are our larger and most popular parks and therefore have the potential to attract more visitors to your display.

\*Category A & B parks are as follows: Wollaton Park, Newstead Abbey, Forest Recreation Ground, Victoria Embankment, Nottingham Arboretum, Highfields Park, Colwick Country Park, Woodthorpe Grange. Fireworks displays in our city centre venues are not permitted.

You will need to consider the following before applying to use one of our venues for a firework display:

- Consider whether the site is suitable and large enough for your display, including a fall out zone to ensure that fireworks to land well away from spectators.

- Have you checked (in daylight) for overhead power lines and other potential obstructions.
- Consider what is the direction of the prevailing wind? What would happen if it changed?
- Have you obtained the fireworks from a reputable supplier?
- Do you have a suitable place to store the fireworks and dispose of any un-spent fireworks safely?

**The 4 categories of fireworks are as follows:**

The British Standard BS7114 defines 4 categories of fireworks, and this approach is followed in the European Standards that were initiated in 2017.

- Category 1 – indoor fireworks
- Category 2 – garden fireworks
- Category 3 – display fireworks
- Category 4 – display fireworks for professional use

Category 4 fireworks do not, however, have to be more powerful or larger than their equivalents. In some cases, the only difference is the fusing arrangement and the labelling.

The Pyrotechnic Articles (Safety) Regulations require that those supplied with Category 4 fireworks be “Persons with Specialist Knowledge” and have undergone suitable training endorsed by the British Pyrotechnics’ Association and hold appropriate insurance.

If you are using a professional company, we will request to see a copy of the BPA’s Firers and Senior Firers qualifications, backed up with ID cards and logbooks of displays fired.

Further information is available at:

- The Health and Safety Executive (HSE) fireworks [click here](#) for guidance

- The British Pyrotechnics Association (BPA) [Click here](#) for further information

There is a difference between firework displays and pyrotechnic stage displays. For stage pyrotechnics please refer to the guidance notes on special effects.

## **2.7. Raffles and Lotteries**

To sell printed raffle tickets before the prize draw, you must register as a 'small society lottery'. This type of lottery is designed to raise funds for non-commercial societies with charitable, sporting, cultural, or other non-commercial purposes, except for private gain.

The current application fee is £40. (2024/25)

- Small Society Lotteries whose total value of ticket sales for a single draw is less than £20,000 and less than £250,000 per annum can register with the licensing authority in whose area the head office of the fundraising group is located
- Large lotteries Societies whose ticket sales for a single draw exceed £20,000, and £250,000 per annum must instead obtain a lottery operator's licence from the Gambling Commission

Lottery tickets may only be sold by any persons over the age of 16 to persons over the age of 16. Tickets can be sold from a kiosk, in a shop and door to door. They should not be sold in a street, which is defined as including any bridge, road, footway, subway, square, court or passage (including passages through enclosed premises such as shopping malls).

For further information on small society lotteries, please visit the [Gambling Commissions Advice Page](#).

## **2.8. Re-enactment groups**

If you will be using re-enactments as part of your event, you will need to provide a risk assessment covering all aspects of the performance.

If using weapons and ammunition, this is the responsibility of the re-enactment group and should not be left unattended, especially if loaded. All weaponry displays, skirmishes and battles should take place behind a double rope or fenced barrier, with a minimum of 1.4m gap between barriers. All displays, skirmishes and battles should be covered by the group's own risk assessment and safety policy or code of conduct.

Where black powder is used during displays, the Police must be notified, and the correct permits applied for.

During archery demonstrations, the group should fire away from areas where the public are present and provide a safety net or sterile area around the target.

All camp or cooking fires should be confined to a firebox and roped off if possible.

Further guidance can be found on the National Association of Re-enactment Societies website [here](#).

## **2.9. Special effects**

If using special effects as a part of your event we will require you to appoint a competent and trained specialist contractor who should ensure that appropriate measures are in place to prevent or control the risks to employees, contractors, and the audience from such special effects.



[Click here](#) for further details on explosives

### **2.9.1. Stage pyrotechnics, smoke, and flame effects**

Stage pyrotechnics, smoke and flame effects contain either explosives or pressurised gas and, as such, are potentially dangerous particularly where they are used in close proximity to the audience.

If using such effects, we will require a site-specific risk assessment and method statement. We will also share details with Nottinghamshire Fire & Rescue Service and Nottingham City Council Community Protection (Health and Safety teams) who will require a full list of materials to be used, a detailed firing plan including cueing arrangements and a plan in place for dealing with any misfires. Materials to be used should also be reflected within your Fire Risk Assessment.

The Event Organiser and person in charge of the special effects must be responsible for: ensuring that all materials are fit for purpose and comply with all legislation relevant to their safe transportation, storage, handling, and use.

### **2.9.2. Smoke & vapour effects**

Further details about them and their safe use can be found in HSE Entertainment Information sheet No 3 Smoke and vapour effects used in entertainment. [Click here](#) to access this information.

### **2.9.3. Flame effects**

The risk in using flame effects is both from the actual flame and the of LPG. [Click here](#) for guidance on Flame effects.

### **2.9.4. Display lasers**

Lasers that are used in entertainment can have outputs high enough to cause a significant risk of eye injury and sometimes skin burns if used in-correctly. PLASA, the Professional Lighting & Sound Association (PLASA) have published guidance [www.plasa.org/guidance-for-display-lasers/](http://www.plasa.org/guidance-for-display-lasers/). The HSE also provide guidance, [click here](#) to access it. If you wish to use Lasers at your event, we will require compliance with PLASA best practice guidance as outlines above.

### **2.9.5. High-power scenic projectors**

High-power projectors for displaying moving or static images should be positioned so they are not accessible to the audience, on stable and level temporary structures. Equipment should be under the management of operators who should be competent in their use with knowledge of the special handling procedures associated with their use (particularly lamp burst). Your fire risk assessment should reference their use and ensure the provision of dry powder fire extinguishers.

### **2.9.6. Strobe lighting**

Strobe lighting (high intensity flickering lighting) may act as a trigger for photosensitive epilepsy, so their use should be considered carefully and signs clearly posted at the event stating that such lighting effects are in use. If strobe lights are used, flicker rates should be set at or below four flashes per second to minimise the risk of an attack. Where more than one strobe light is used flashes should be synchronised. [Click here](#) for further information.

### **2.9.7. Confetti & Streamer canons**

The use of confetti and streamer canons are permitted within Nottingham City Council Parks & Open Space venues however all material should be biodegradable, and paper based (foil and plastic is not permitted). When using this material an additional clean up charge may be levied even where Nottingham City Council is not the appointed waste management contractor.

## **3. Site Services**

To efficiently run your event, you may need to book other services to support the running of your event, we have summarised some of the key services below that can be booked as a part of your application

### **3.1. Waste Management**

You should make provision for how the site will be cleaned during and cleared of rubbish following your event. By law, all waste created by your event is classed as trade waste and removal from site can only be carried out by a licensed carrier.

In all our venues, bin hire and refuse collection for your event can either be provided by Nottingham City Council Waste and Cleansing or a private licensed waste carrier. You can request a waste management quotation as part of your application.

If the venue has existing litter bins on site, these should not be used for event-related waste. You will need to consider how many bins you will require for your event, there are 2 sizes available Domestic 240L bins and Commercial 1100L bins and how many collections you require.

If using Nottingham City Council for waste management services, you can also request litter pickers and mechanical road sweepers (except for on greenfield venues) and similar as part of your waste management arrangements.

If you do not require a quotation, then you will need to include the name of the company you will be using and how you plan to keep the site free from litter.

If you are removing waste from the site, you will be required to confirm that you are aware of the legal requirements for trade waste agreements and licenses as per the Environmental Act 1990.

You will also need to consider recycling at your event including:

- Glass
- Paper/cardboard
- Plastic
- Aluminium
- Metals
- Organic/food waste
- Cooking oil
- Wood
- Other materials

Also record the processing method for each material or mixed waste stream, i.e.:

- Recycling
- Composting/fermenting
- Refined to biofuel
- Incineration
- Landfill

- Other processing method.
- Ask your waste contractor for proof of collection, waste material weights, and end of life processes to make a reliable overview of the results.

### **3.2. Water supply & drainage**

Where water is supplied for domestic purposes, including drinking, washing and cooking, there is a legal requirement to provide and maintain a supply of wholesome water. This applies to all events.

When using water directly from a supply provided by the venue this is known as a private network.

Many of our venues include water provision on site, however you will need to apply to us to use the supply and use a Nottingham City Council appointed contractor.

Your event may require water this could be for catering use, for hygiene reasons, as a condition of your Premises Licence (as drinking water when selling alcohol) or even to use as a means of ballast for temporary structures.

For drinking water (potable) the cost will include connection, any distribution required. As our water connections on event venues are not regularly used, they will require testing and testing for Legionella and Enterococci before they can be used for consumption. We require at least 5 working days to undertake required testing and certification.

If the test results are satisfactory, the tap can be used and correct signage applied. If samples fail the test, the tap will be left in situ but labelled up as non-drinking water. You will be advised if this occurs, but you would then need to make alternative arrangements (using bottled water or bowsers) if you require drinking water on site.

Site services information for our most popular venues and costs of water supply is included within the booking section of the initial enquiry.

### **3.3. Using a hydrant for water supply**

Where there is no venue water supply on site, but there is an adjacent fire hydrant, you will need to apply to Seven Trent Water for a licence to draw water from a fire hydrant. It is illegal to abstract water from a water utility network without a valid abstraction licence. This is the responsibility of the event organiser. For further guidance [click here](#).

You can tell if someone has the permission to use a hydrant supply by the connection they use. Approved users will have a large, bright green standpipe and meter attached to the standpipe, which is connected to the hydrant.

A temporary network laid for use during events is an extension of the public supply network if derived from a connection to the mains (either a private supply or hydrant) it is therefore subject to the Water Supply (Water Quality) regulations.

Failure to provide a safe source of drinking water in the appropriate volumes for an event can have significant consequences, with organisers facing notice or prosecution by the local water undertaker for non-compliance with the Water Supply (Water Fittings) Regulations 1999, the Water Supply (Water Quality) Regulations 2016 (with 2018 amendments consolidated) or Private Water Supplies Regulations 2016. The British Standard Codes of Practice BS 8551:2011 also applies for the provision and management of temporary water supplies and distribution networks.

### **3.4. Drainage**

There are two types of drains:

- Surface water & Highways drains: These are drains that collect rainwater, they run into rivers, streams, and the sea, these are only for rainwater.
- Mains sewers (Foul and wastewater): Connecting to the mains sewers, other wastewater materials must be disposed of directly into the mains sewers. To access a mains sewer (if available) you will need the permission of Seven Trent Water to request a temporary connection to their network. Access is via manhole covers.

If no mains sewers are available, you will need to transport wastewater / sewerage off site via a registered carrier. Please note that in no circumstances should waste cooking oil be poured down any drain. Waste cooking oils and fats should be transported off site for disposal at household waste recycling sites or a waste cooking oil recycling service.

### **3.5. Welfare & Sanitation**

Providing welfare and sanitation facilities for both audiences attending your event and your staff, volunteers and contractors is an important consideration.

#### **3.5.1. Toilets**

If your event is in a city centre venue, then unless your event includes the sale of alcohol in most cases you will not need to provide extra toilet provision for your event, as it is expected that audiences and staff can make use of other city centre toilet facilities. However, if your event is staged after 20:00 you may need to provide toilet facilities or request that existing city centre public facilities extend their hours (cost applies). You will also need to consider the needs of any overnight security staff.

If your event is staged in a park venue, then apart from Wollaton Park\*, Victoria Embankment\* and Forest Recreation Ground\* there are no public toilets available for event use. Even where toilets are available these facilities are unlikely to be able to accommodate large numbers of people, so additional facilities will be required.

\*Charges may apply for the use of toilets for event use and cleansing at these venues.

When providing toilets at your event, key factors to consider include: the event duration, projected audience size, demographics and male / female split. Depending on your audience demographics you may need to consider increased facilities for children, elderly or disabled and wheelchair users attending, who may take longer to use a facility). Consideration should also be given to offering provisions for non-gender specific facilities and for attendees who may require a Changing Places high dependency facility.

Irrespective of toilet provision for your audience, the law states that under the Workplace (Health, Safety, and Welfare) Regulations 1992 require that suitable and sufficient toilets and welfare facilities must be provided for employees at workplaces. Separate handwashing facilities will have to be provided for food handlers (catering staff).

The Equality Act 2010 will apply regarding sanitary accommodation for people with special needs. [Click here](#) for further guidance.

Most events will therefore need to provide some form of temporary toilet provision. There are several types of toilets that can be used at events:

#### **3.5.1.1. Portaloo / Polyjohn**

Individual plastic cubicles that provide toilet and basic cold water handwash or sanitiser. Waste materials are held within the unit and require regular servicing otherwise known as 'recirculating.' Disabled access units are also available.

If your event is after dark, you will also need to ensure that areas where Polyjohns are located are adequately lit, so that light can permeate through the translucent roof as units do not have lighting.



#### **3.5.1.2. Urinal**

Normally used in conjunction with Polyjohns above. Creates significant additional male capacity using 4-bay urinals, however fencing and screening is required.

#### **3.5.1.3. Toilet Trailer units**

There are numerous sizes and configurations of trailer-based toilet units from small male / female 2 cubical / urinal units ideal for backstage requirements to larger units comprising of multiple cubicles or urinals. All come with some form of handwash facility, with some of the higher end units coming with hot running water.

Trailer units are not normally wheelchair accessible due to being on a vehicle chassis, therefore they will need to be supplemented with a Disabled Polyjohn.

A mains water supply can be required for these units, and therefore consideration of available water pressure is important to ensure that demand for water across the event site has been adequately catered for.

Waste from trailer units can either be 're-circulating' which means that it is collected into a waste tank which depending on usage may need to be collected several times a day when in high use or weekly if only occasional use. Alternatively, at several of our sites, if sited in the corresponding locations can make use of main sewer connections.

#### **3.5.1.4. Baby change provision**

In addition to toilets, larger capacity events or those with an expected high proportion of families may also need to consider providing a baby change facility, which can also be suitable for breastfeeding. This would normally be an enclosed covered area with a suitable changing mat and bin.

#### **3.5.1.5. High dependency units**

Consideration should be given to providing 'changing places' units which provide those unable to use standard accessible toilets (including people with profound and multiple learning disabilities, motor neurone disease, multiple sclerosis and cerebral palsy, as well as older people) with suitable facilities. For more information, please see [click here](#).

Regardless of which toilet types are used, event organisers, or your toilet supplier will need to understand your requirements and have calculated the likely toilet provision required. The Event Safety Guide (and several event toilet suppliers) can provide a useful matrix to help you calculate your projected audience numbers and the numbers of toilets that you will need to provide at your event.

### **4. Event Management**

These are the contact details for the key personnel and organisation responsible for the event. Please give as much detail as possible including contact details for key members of your organising team.

If there are different details for your Events Manager (e.g. a contracted event production company), please enter the name and contact numbers for the Event Manager in the spaces provided. If you are staging this event in partnership with another organisation, please state this. Please enter the lead organisation with overall responsibility for the event as the main contact.

Each event must have an Event Site Manager and Event Site Safety Co-ordinator; these roles cannot be covered by the same person and require a different person to cover each.

If you do not have this information at the time of application, please leave these blank. This information will be required to confirm your booking later in the process.

#### **4.1. Welfare & Event Information**

Welfare and information services should be provided at large events or where there could be considerations due to expected audience demographics. Welfare services can be co-located alongside event information and services such as Lost Property or Missing Persons thus providing a single point that event attendees can be directed to.

Services such as mobile phone charging points and the use of a Welfare phone to allow for distress/humanitarian communications, having plentiful free drinking water, and access to for example public transport information will also help event goers in need.

Event Control should, however, be located away from Event Welfare and Information, whilst ensuring that there is radio and phone contact between the two functions.

Welfare at an event should be able fill in gaps not provided by other specialist services, such as medical and stewards, as such welfare workers should be competent and have received adequate training and briefing. Welfare staff must have suitable experience and follow a procedure agreed by the event organiser, where required, such as having policies in place for lost property and missing persons amongst others.

When providing staffing of Welfare and Missing Persons facilities ensure those working with children to have Disclosure and Barring Service (DBS) checks. Even if workers have DBS checks, there must always be a broader range of safeguarding and safety measures in place. The preparation of a missing and found child and vulnerable adult policy that sets out arrangements for the safe care of lost children until they are reunited with parents/carers. Ensure that all workers are fully conversant with the policy and

arrangements for locating a missing child.

You should clarify the role and responsibilities of welfare and information workers in advance. Fully brief other services involved in the organisation and management of an event, such as stewards and emergency services, about the nature of available welfare and information services. Encourage them to share information and liaise with such services before and during an event.

#### **4.2. Stewarding / Security**

Details of your provision for event stewarding and security will need to be included in your event application, this may be in the form of a stewarding or crowd management plan provided by your event stewarding or security contractor.

The Private Security Industry Act 2001 provides legal definitions for roles of Security at Events. The Security Industry Authority (SIA) is responsible for regulation of the private security industry. A SIA licence is in the form of a credit card-sized plastic card that must be worn. The three most commonly required SIA licences are Door Supervisor, CCTV and Close Protection.

Event Stewards carry out critical safety tasks and if paid, should be subject to formal recruitment and employment processes by your contractor. All personnel must be competent to undertake the function they are performing; alongside any emergency roles they may be required to assume.

For all events over 4,999 in capacity, your event security and crowd management contractor should be registered under the SIA Approved Contractor Scheme (ACS).

There is no simple ratio of crowd numbers to numbers of personnel required. A deployment plan defining; levels, roles, numbers, map locations and timings should be undertaken. Determining the number of stewards based on the deployment plan and risk assessment rather than on a generic mathematical formula will allow a full account to be taken of all relevant circumstances, including experience.

Public safety is the main responsibility of all personnel involved with implementing a crowd management plan, whether they are professional or volunteer. This responsibility includes assisting the police and other emergency services in the event of a major incident or emergency situation.

The role of security is defined by what is licensable. The following roles are non-licensable but may still be undertaken by SIA licensed personnel, in addition to stewards.

- Understanding the basic concepts of crowd safety, including; the phases of ingress, circulation and egress, the dangers of excess crowd density, crowd behaviours and psychology and a crowd's likely reactions to an emergency
- Understanding general responsibilities towards the safety of all categories of audience including those with additional needs and children, other stewards, event workers and themselves
- Carrying out pre-event safety checks
- Being familiar with the site's layout and directing audience members to facilities, as necessary e.g. first aid, toilets, welfare and concessions
- Staffing entrances, exits and other strategic points during the event
- Controlling or directing audience members entering or exiting the event, to help achieve an even flow and fill
- Assessing crowd density, recognising crowd conditions, ensuring the safe dispersal of audiences and the prevention of overcrowding

- Assisting in the safe operation of the event by keeping gangways and exits clear at all times
- Preventing behaviour which risks causing harm e.g. standing on seats or furniture, intoxication and substance abuse
- Investigating possible safety incidents
- Being aware of and reporting possible hazards, including but not limited to fire
- Responding to emergencies (such as the early stages of a fire), raising the alarm and taking the necessary actions immediately
- Being familiar with the arrangements for evacuating the audience, including coded messages and which specific duties to undertake in an emergency
- Communicating with Event Control in the event of an emergency
- Having some form of CT awareness training as required by law, and/or as designated by company policy

#### **4.3. Police attendance at your event**

It is important to note that Police Officers and PCSO's should never feature as part of an event security or stewarding plan.

The first thing event organisers need to decide is whether they require police involvement at their event and, if so, in what capacity? There are very few events related duties that cannot be carried out by competent specialist companies. This includes road traffic management, which can be enforced using the Community Safety Accreditation Schemes (CSAS).

##### **4.3.1. Core Policing**

Core policing is that which the Chief Constable considers necessary to provide to satisfy the police's public duties to "keep the King's peace" and to uphold law and order, wherever that may be. This includes preservation of life, although primacy for keeping

people safe at events remains with the organisers. Police duties also include the co-ordination of responses during an emergency in line with the Civil Contingencies Act.

#### **4.3.2. Special Police Services**

Special Police Services (SPS) are duties that the police may be asked to carry out by the event organiser to facilitate the smooth running of an event but something that they are not required to do in law. For example, implementing and enforcing non-emergency road closures, assisting with bag searches, staffing a temporary police station within an event site or being on site at the request of the organiser to deal with offenders or assist in removing people from site.

There are 3 types of events:

1. Statutory Events – where there is no financial gain to the organiser and which reflect constitutional rights or a cause of royal, national or defined public interest.  
SPS for these events are Not Chargeable.
2. Non-Commercial Events - for non-commercial events, such as local authority events, religious parades and wholly charitable events, forces often charge the Direct Cost  
SPS for these events will be charged at Direct Cost
3. Commercial Events – where there is a financial gain or profit to the organiser, company or organisation and no specific community benefit.  
\*\* SPS for these events will be charged at Full Economic Cost Recovery.

You may also need to work with Nottinghamshire Police to assess and put counter terrorism measures in place. The Counter Terrorism Security Coordinator (CT SecCo) is an officer specifically trained and licenced in CT measures who will produce a plan and a range of measures to minimise, mitigate and manage the residual risk of a terrorist attack at an event

The appointment of a CT SecCo will be considered for all the following types of events and circumstances:

- Public military events (PME's)
- High profile ceremonial and civic events
- Events involving protected persons
- Crowded place events including high profile sporting events
- Any other event the police gold commander believes that the appointment of a CT SecCo will support delivery of a safe and secure event

#### **4.4. Overnight, build & break security**

Most of our venues are not secured overnight, and therefore equipment left overnight may be at risk from theft or vandalism. Nottingham City Council are not liable for any loss or damage to your equipment or for un-authorised access to your event site. If leaving equipment un-guarded overnight, you may also want to discuss with your equipment supplier and/or insurance company with regards to understanding your liability in the event of theft or damage to equipment. If you require overnight security services at one of our venues Nottingham City Council will be able to provide a quotation for an overnight and build and break security service.

#### **4.5. Zone Ex**

As well as a stewarding a security responsibility within your event footprint, depending on the scale of the event you may also need to provide resources to support with Zone Ex. Zone Ex, also known as 'Last mile' or 'Grey space' and refers to the external zone outside of an event usually relating to ports of entry, transport hubs, PUDO (pick up / drop off) or the places crowds gather before they transition into or out of a venue.

Whilst Zone Ex management is the collective responsibility of all Agencies and



Stakeholders involved in its operation, provision for crowd management and similar may be requested of the event organiser due to significant impact on the background demand due to the event.

A Zone Ex plan should be incorporated into an Event Management Plan and Stewarding Plan if required, detailing roles and responsibilities, clarifying boundaries and stating the command and communication structure.

#### **4.6. Use of Volunteers at your event**

A volunteer is a person who commits to undertaking non-paid work at your event. For a community led event all the organising group may be freely give up their time, whereas as larger event may have a dedicated volunteering programme, offering several different roles. Volunteers give up their time for many reasons from opportunities to gain new skills or work experience to contributing to a meaningful cause that they want to support.

The job of volunteering, however, generally doesn't fall within the scope of health and safety law unless it is done through an organisation that is an employer although the organiser of an event is still responsible for its safe management.

For example, a group of local residents who come together to organise a street party do not have duties under health and safety law but could still be answerable to civil law. Similarly, a volunteer working for an event organiser and/or one of their contractors will not have duties under the HSWA other than the duty not to misuse or interfere with items provided for health and safety reasons.

It is also worth recognising that many volunteers, in contributing their time, will also want stimulating activities and to spend time participating at the event or festival alongside their volunteering hours. For some roles such as event stewarding and security paid roles will be

more appropriate to ensure that positions are always covered.

Volunteers will all require clear, comprehensive information about the event, roles, safety procedures, and emergency protocols.

NCVO, the National Council for Voluntary Organisations have published guidance on 'Writing volunteer role descriptions':

<https://www.ncvo.org.uk/help-and-guidance/involving-volunteers/planning-for-volunteers/writing-volunteer-role-descriptions/>

You may need to consider the following, when using volunteers at your event:

- A separate risk assessment should be conducted for volunteers, who may be involved in different activities with associated risks.
- Depending on the role, provision of personal protective equipment (PPE)
- For any roles that could potentially involve working with children, young people and vulnerable adults, a Disclosure and Barring Service (DBS) check will likely be necessary, along with appropriate guidelines, e.g. at least two volunteers always present in such situations.
- Volunteers from overseas will need to demonstrate that they have the right to work in the UK.
- When engaging any volunteers your event insurance policy needs to recognise this and have appropriate cover in place

Offering gifts or vouchers to volunteers can be problematic. Volunteers should not expect to receive any remuneration for their work, as this may imply a contractual relationship and employment status. Appreciation should be shown in other ways, such as a post-event social gathering.

Reimbursing volunteers for reasonable expenses for travel and subsistence incurred in performing their role is acceptable and standard practice.

## 5. Medical Provision

All events require some form of first aid/medical cover. For clarity, a first aider is a person who holds a current certificate in first aid competency, issued by an organisation that meets the HSE guidelines on first aid training. [Click here](#) for further information.

It is a requirement of every event reservation that the event organiser makes adequate provision for first aid. This is to minimise impact on NHS services. Provision of any event related medical requirements will be at the cost of the event organiser.

The Health and Safety (First Aid) Regulations 1981 require employers (including event organisers) to provide adequate and appropriate equipment, facilities, and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. Although the Regulations do not place a legal duty on employers to provide first-aid for non-employees, such as volunteers, the HSE strongly recommends that non-employees should be included in this assessment and that appropriate provision is made for them. Your contractors will also have to ensure that appropriate first aid at work cover is in place for their staff, but you may also need to account for these personnel in your event medical plan.

The terms of your venue booking and Premises Licence also require such provision to include your audience and attendees to your event. What is 'adequate and appropriate' will depend on the circumstances for each event. Remember that medical provision may differ during the build, and breakdown of an event as well as during the event itself.

Every event is unique, and medical presentations may be influenced by a range of factors:

- the nature of the event
- the numbers of people attending
- the history of the event
- the age profile

- the activities on site
- environmental conditions
- public camping

The calculation of medical needs should not be based solely on expected numbers but should take account of all the factors above. Five tiers of events may be considered, each requiring a different level of medical resource.

### **5.1. Tier 1**

Tier 1 events are the smallest and simplest events. They are often below the threshold to require licensing.

Indicators that an event is in tier 1 include:

- Fewer than 500 attendees
- No or minimal alcohol consumption
- No or minimal recreational drug use
- No activities which have a risk of injury
- Hospital referrals very unlikely
- Duration of a few hours or less

If any of these indicators do NOT apply, the event may need to be placed in a higher tier.

Tier 1 events can often be safely covered without a healthcare professional or an ambulance in attendance. Although in some cases organisers might not need to provide a contracted resource, they should still consider:

- Provision of a suitable first aid kit and someone able to use it
- Location of nearest defibrillator and how to access it
- Ensuring that appropriate people know how to access emergency assistance

## **5.2. Tier 2**

Tier 2 events are somewhat larger events which often fall within the scope of local authority licensing. Indicators that an event is in Tier 2 include any one of the following:

- more than 500 but fewer than 2,000 attendees
- social drinking of alcohol
- no more than isolated drug use
- low risk of any injury from activities
- hospital referrals unlikely
- duration no longer than a day

If any of these indicators do NOT apply, the event may need to be placed in a higher tier

Tier 2 events need a dedicated first aid resource, preferably led by a healthcare professional.

Where indicated by the medical needs assessment, provision may include:

- a nominated lead who is responsible for the delivery of the service on site
- supporting first responders or HCPs
- an ambulance with suitably qualified crew

## **5.3. Tier 3**

Tier 3 are normally larger events with greater potential for illness and injury.

Indicators that an event is in Tier 3 include any one of the following:

- more than 2000 but fewer than 5,000 attendees
- alcohol intoxication likely
- drug intoxication likely
- moderate risk of injury from activities
- hospital referrals likely

- duration several days

Tier 3 events will always need a dedicated medical resource.

Provision should include:

- a clinical lead, who should be a healthcare professional
- healthcare professionals, such as doctors, paramedics and nurses
- first responders
- in most cases, one or more ambulance with suitably qualified crews

#### **5.4. Tier 4**

Tier 4 are larger events, where more medical presentations may be expected.

Indicators that an event is in Tier 4 include any one of the following:

- more than 5000 but fewer than 10,000 attendees
- alcohol intoxication likely
- drug intoxication likely
- moderate risk of injury from activities
- hospital referrals likely
- duration several days

Provision should include:

- a clinical lead, who should be a healthcare professional
- healthcare professionals, such as doctors, paramedics and nurses
- first responders
- ambulances with suitably qualified crew

## **5.5. Tier 5**

Tier 5 are the largest or most complex events, including all mass gatherings, as well as smaller events that have higher risks.

Indicators that an event is in Tier 5 include any one of the following;

- 10,000 or more attendees
- alcohol intoxications expected
- drug intoxications expected
- high risk of injuries
- referrals to hospital expected

Tier 5 events always need a dedicated medical resource.

Provision should include:

- a clinical lead, who should be a doctor, preferably one with emergency medicine experience
- healthcare professionals, including doctors, nurses and paramedics
- first responders
- ambulances with suitably qualified crew
- control staff

Event organisers should ensure that sufficient medical staff are provided to deliver the level of cover required throughout the event.

To ensure first aid provision at your event is appropriate, you should consider:

- How many people are expected (staff, audience, artist, participants etc)
- Who may need assistance (your event audience demographics)
- What may cause their injury/illness (from severe weather to participation in extreme activities)
- How likely is the problem to occur (unlikely through to certain)

- How serious their injury/illness may be (minor through to death)
- What control measures may be used (by referring to your event risk assessment)
- What is the history of the event (assuming it has been staged previously)

For all events above Tier 2, an event medical plan will be required, this will need to be approved by East Midlands Ambulance Service (EMAS). It is a requirement of your venue booking and Premises Licence conditions that you meet any medical requirements recommended by EMAS.

If paramedics are being used by your event medical provider, please include their HCPC registration number and confirm if they are registered with the Care Quality Commission.

## **6. Health & Safety & Event Risk Assessment**

Health and safety law places duties on businesses involved in events to ensure the health and safety of their employees and the public attending the event.

Further legislation relating to entertainment licensing under the Licensing Act 2003), fire safety (Fire Safety Order 2005) and safety at sports grounds also applies to events.

Other responsibilities include the Occupiers Liability Act 1957- a duty owed to visitors, and the Occupier Liability Act 1984 - a duty owed by the occupier to persons other than visitors.

Events run by volunteers (where no one is employed) are generally not covered by health and safety law, unless someone is in control of premises, however, that does not mean they are not responsible for managing safety and civil law may also be applied.



Enforcement of health and safety law at events is shared between the Health and Safety Executive (HSE) and local authorities.

If you are organising an event, which involves the public, it is your responsibility to make sure that everyone concerned with your event (the public, employees, volunteers) are not put at risk.

The complex nature of event management means it is crucial that everyone involved clearly understands their wider legal duties as well as Health and Safety Legislation.

The main law governing health and safety at work in the UK is the Health and Safety at Work etc Act 1974 (HSWA). This places general duties on employers, the self-employed and people in control of premises to ensure, so far as is reasonably practicable, the health and safety of their employees and anyone else that may be harmed by work activities or the workplace, e.g. the audience.

The Management of Health and Safety at Work Regulations 1999 complements and expands on the general HSWA duties mentioned above. In summary, these regulations require employers and the self-employed to:

- Examine activities and workplaces to identify what could cause harm to people and decide whether they have taken enough action to prevent harm, or if they need to do more. This process is known as a 'risk assessment'
- Follow the 'preventative principles' of removing a risk or, if this isn't reasonably practicable, controlling it
- Examine activities and workplaces to identify what could cause harm to people and decide whether they have taken enough action to prevent harm, or if they need to do more. This process is known as a 'risk assessment'
- Have effective arrangements in place for managing health and safety (including emergency arrangements)

- Have access to competent health and safety advice
- Take workers' capabilities into account when assigning jobs
- Co-operate and co-ordinate their activities with others sharing the workplace.

The need to plan and organise for effective safety management is a legal requirement and, in all instances, the degree of detail needs to be proportionate to the scale of the undertaking and the level of risk.

Key things to consider when writing an event risk assessment	
The location (venue/site)	<ul style="list-style-type: none"> <li>• The choice of location will determine what specific hazards are likely to be present and inform decision-making about risk management on a range of issues</li> </ul>
Event activities	<ul style="list-style-type: none"> <li>• The type of event activities will determine the health and safety risks involved</li> </ul>
Audience profile	<ul style="list-style-type: none"> <li>• The activity will determine the type of people who come and their expectation of the event. Establishing an audience profile will lead to predictions regarding anticipated behaviour and indicate where particular risks may arise</li> <li>• The audience profile will inform decisions on various issues, including the type of construction required, welfare facilities and stewarding</li> </ul>
Crowd numbers	<ul style="list-style-type: none"> <li>• The number of people expected to attend will affect the resources and facilities required, from basics such as toilets and parking through to determining whether special</li> </ul>

	<p>arrangements are needed for medical services and waste management</p> <ul style="list-style-type: none"> <li>• How do you propose to understand how many people are coming to your event?</li> </ul>
Length and timing of event	<ul style="list-style-type: none"> <li>• Consider how long the event will last, plus the time of day and time of year</li> <li>• What other events are happening locally at the same time?</li> </ul>
Access	<ul style="list-style-type: none"> <li>• Access to and around the site will require careful planning to reduce the likelihood of overcrowding. You will also need to plan how people arrive and leave your event in terms of transportation</li> </ul>
Infrastructure	<ul style="list-style-type: none"> <li>• The type and scale of the event will determine what resources are needed to allow safe enjoyment, e.g. availability of a safe electrical supply. Planning for this will be required at the outset</li> </ul>

Key things to consider when planning an event.

Source: The Purple Guide

An event risk assessment will need to identify any hazards, assess the risks, and propose control measures, which will either eliminate or control any identified issues. The risk assessment should consider all aspects including setting up, of the event, during the event and clear up.

Depending on the scale and type of event, the following areas may need to be considered within an event risk assessment

- Venue and site design / layout
- Fire
- Crowd
- Transport and vehicle movement

- Event medical provision
- Children and vulnerable adults
- Temporary demountable structures
- Use of electricity and gas
- Lighting and emergency lighting
- Food, drink, water
- Sanitation facilities
- Contractors
- Amusements and attractions
- Music/noise issues and impact
- Waste
- Special effects, fireworks, and pyrotechnics
- Facilities for people with special needs
- Weather

The Health and Safety Executive's '5 Steps to Risk Assessment' are: -

- What are the hazards?
- Who might be harmed and how?
- What are you already doing?
- Evaluate the risks and decide on what further action is necessary?
- How will you put the assessment into action?

[Click here](#) to find out more.

All events conducted on Nottingham City Council land are required to have a suitable and sufficient site and event specific risk assessment in place before the event goes ahead, this is a condition of your booking.

## 7. Fire Risk Assessment

As an event organiser you will need to confirm that you have carried out a Fire Risk Assessment for your event/ venue.

The Regulatory Reform (Fire Safety) Order 2005 (the Order) replaces previous fire safety legislation and places a requirement on the “Responsible Person” to carry out a Fire Risk Assessment (FRA) for their premises (which includes, by definition, any place, tent, or movable structure). The Order specifies that if the event is licensed then the FRA must be recorded. The FRA must focus on the safety in case of fire of all “relevant persons” and should pay particular attention to those at special risk, such as disabled persons, those with special needs and children. It must also include consideration of any dangerous substances on the premises.

The FRA will help you identify the risks that can be removed or reduced, and to decide on the nature and extent of the general fire precautions you need to take. It will also provide details on what measures you have put in place, or what actions you have taken to mitigate the effects of hazards that cannot be removed or reduced. [Click here](#) for further information on fire safety on the Nottinghamshire Fire and Rescue website or email [enquiries@notts-fire.gov.uk](mailto:enquiries@notts-fire.gov.uk)

## 8. Noise

Excessive noise from events is one of the primary reasons why complaints are received both during and post events. A musical performance may be being enjoyed by hundreds or even thousands of people watching the stage at your event, but that will not necessarily be the case particularly for local residents living nearby. Music noise complaints are not just about volume, they also frequently about low frequency bass which can cause vibrations even hundreds of metres away from the event site.

**Commented [RH1]:** Same copy as PA system. Needed twice?

The organiser of an event needs to take overall control of the noise levels at their event. They have a duty of care to know the sound levels being produced at their event and ensure they manage and control artistes and technicians to ensure that excessive levels that expose people to harm are avoided.

Depending on the scale of your event and the proposed use of amplified noise through a PA system, details of your event will be shared with Nottingham City Council's Pollution Control team.

To ensure that the community impact of noise from events is managed and proportionate, Nottingham City Council may recommend noise control procedures are put into place to minimise noise impact in surrounding areas to your event, these are recorded in a Noise management plan

A Noise management plan may consider the location and direction of stages, the type of PA system (generally a directional flown line array system will be better at managing noise issues than a traditional stacked PA) and how music noise levels are recorded.

**Commented [PL2]:** Do we have reference to upload a noise management plan. For all events over 4999 which include a PA system?

The staging of live and recorded music is a Licensable activity and as such you will be staging your event under a Premises Licence (either venue based or one which you have applied for your event) or a Temporary Event Notice (TEN). Premises Licences will always include a permitted noise level at the nearest noise sensitive premises.

For example, these may be stated as:

*The Premises Licence holder (or event organiser) shall ensure that music noise levels from regulated entertainment shall not exceed 65dba (Laeq 15mins) at the nearest noise sensitive premises.*

This means that noise levels when recorded by a competent person using a sound level decibel meter complying with the British Standard BS6698: 1986 type 1 or 2 specification should not exceed an average level of 65 decibels when recorded over a 15-minute period. By averaging the noise level, peaks in music noise can be accommodated within the permitted noise levels. The definition of a noise sensitive premises is determined by the Pollution Control team.

When recording music noise levels using a sound level decibel meter this will not take account of the ambient noise level in that location, hence why if required to record music noise levels as a part of a noise management plan it can be a good idea to take an average reading of the ambient noise level too.

For guidance on the control of environmental music noise and its impact on communities neighbouring events contact [Pollution.control@nottinghamcity.gov.uk](mailto:Pollution.control@nottinghamcity.gov.uk) or by consulting the Noise Council Code of Practice on environmental noise at concerts, 1995 ISBN 0900103515. [Click here](#) for further information.

The Event Organiser also has a duty of care to manage noise levels safely with regards to noise to your staff, volunteers, and performers. Noise is a significant contributor to permanent and disabling injury, typically tinnitus to people in the events industry.

The Control of Noise at Work Regulations 2005 apply to exposure of all employees and contractors to loud noise at events, which includes music and sound systems music at events.

The Health & Safety at Work Act 1974 also applies to the exposure of the audience to loud music.

Detailed guidance on noise in entertainment is available in the HSE publication HSG 260 'Sound advice: Control of noise at work in music and entertainment' and the associated HSE web pages, [click here](#) for further information.

## 9. Event Management Plan

If your event meets with SAGE criteria, of over 4999 capacity, or an event unusual in its risk, you will be required to submit an Event Management Plan as part of the SAGE event planning process.

Your event management plan should contain the following information (but not limited to):

- Roles and responsibilities
- Safety policy and management arrangements
- Crowd Management (stewards and security) including contact details for the Chief Steward/Security Officer
- Search Policy
- Major incident plan including evacuation procedure
- Crowd management monitoring details
- Designated premises supervisor contact details (where appropriate)
- Personal licence holder contact details
- Lost children and welfare services plan
- Contingency plans
- Fire safety
- Medical, ambulance and first aid
- Contractors
- Communication systems
- Structures
- Electrical installations and lighting

**Commented [PL3]:** Is this the list of chapters in the template EMP?

**Commented [RH4R3]:** No, there are 11 sections, and over 50 sub-sections, these points cover the important info that should be included



- Food, drink, and water
- Sanitary facilities and waste management
- Music and noise arrangements and monitoring
- Traffic Management Plan

## **10. Water Safety**

At several of our venues, most notably Colwick Country Park and Victoria Embankment, there are large bodies of water immediately adjacent to the event venue.

Water should be recognized as a potential hazard as part of a robust event risk assessment to address the risks presented by water and appropriate supervision measures required to be put in place to implement the necessary control measures and response in the event of an emergency.

Where events take place on or alongside water, event organisers should ensure that the lifesaving facilities already provided at the site in good order.

Depending on the nature of the event, where necessary, consideration should be given to supplementing the existing lifesaving equipment at the site.

Particular attention needs to be given to water safety at events where alcohol or drugs may be present which might impair people's good judgement.

Those employed to oversee areas of water should be suitably trained and aware of the risks.

The Event organiser may be required to liaise with key local stakeholders such as the Canals & Rivers Trust to comply with local bylaws and navigational requirements and obtain relevant permissions to close off certain bodies of water or put in place an exclusion zone.

Where any assessment identifies a risk, experienced qualified lifeguards and/or lifesaver responders with water safety equipment should be appointed. It is important that the lifeguards have experience of working in the same type of water environment for example, using the National Lifesaving Academy - [www.rlss.org.uk](http://www.rlss.org.uk)

## **11. Trading at your event**

Outside of the city centre your permission to stage an event at a Nottingham City Council owned venue can include permission to have up to 4 units trading at your event or activity. If you have 4 trading units at your event may need to obtain a Private or Charter markets licence.

Many of our parks venues already have some form of catering concession, this could be a café, kiosk, or mobile ice cream concession. Where such trading has been licensed, we reserve the right to restrict trading of certain items. When stating that you require trading at your event, you will need to let us know the type of goods to be sold, to ensure that any existing contract terms for our existing concessions are honoured.

In the city centre we will only permit trading in certain instances. If the retail, food, or beverage, is linked to an event in some way, such as through the sale of culturally specific

food and goods at a community led event or where neighbouring businesses are either not available or suitable to meet the needs of audiences attending the event.

Themed commercial market applications for city centre spaces are welcomed but are restricted to a limited number of occasions annually.

In certain instances, we will also permit fairground rides and attractions at events in parks locations, so long as there is no conflict to existing major fairs such as Goose Fair or Riverside Festival or our programme of neighbourhood fairs.

Regardless of event venue, if you plan to have more than 4 trading units (retail, food, and beverage) at your event a separate Markets Licence will be required. A Charter Markets Licence was granted to the City of Nottingham by Royal Charter, any person or organisation wishing to operate a rival market within 6 $\frac{2}{3}$  miles of one of the Council's markets may only do so with the Council's agreement.

The Council can seek legal protection from any violation of those rights; i.e. any rival markets. This protection extends to 6 $\frac{2}{3}$  miles from any City Council-run market and so extends beyond the Council's local government boundary.

The waiver only relates to the Council's market rights. The organiser must obtain any other consents and permissions needed, for example Food Hygiene questionnaires and stallholder Public Liability Insurance.

Even if you do not consider your event trading activity as a market, where there are more than 4 trading units on a defined events site, this is still technically described as a 'concourse of buyers and sellers' and therefore a licence is required.

Regardless of whether you have just five or one hundred traders, you will need to include a list of traders and goods to be sold for your application to trade at your event to be submitted for approval.

The charge for a Charter Markets Licence fee is £90.00 (no VAT), where there are more than 20 stalls trading additional stalls are charged at £4.50 per stall (no VAT).

Where the event is being staged by a Registered Charity (i.e. not for commercial gain) and a Registered Charity number has been supplied, a reduced Markets Licence fee of £30.00 for markets up to 49 trading units, after which the commercial rate will apply.

Any trading activity will need to ensure that any necessary licences are in place, such as for the sale of alcohol, unless making use of the venue's Premises Licence.

Stallholders shall ensure any goods sold comply with Trademarks (Counterfeit items), Trade Licensing Agreements, Cosmetic Product Regulations, Toy Safety Regulations and meet all Safety Regulations and EU and UKCA safety standards:

Toy Labelling – the traceability of toys and consumer goods is a key part of the safety regime to protect the public from harm. An appropriate label must have sufficient information to trace the supply chain; a postcode in isolation is likely to breach the Regulations.

Trading Standards Officers regularly attend events in Nottingham, and under their powers will be requesting documentation to demonstrate the supply chain. Traders should bring documents containing sufficient business details to identify each supplier of the products they are supplying, for example, purchase invoices. Products not meeting the Regulations are liable to be seized. Counterfeit items have also previously been found and have been seized.

Stallholders and caterers must under no circumstances display or offer for sale or give as prizes, any of the following:

- Any animals, including fish, birds and reptiles
- Any item, which could be described as “drugs paraphernalia”, herbal drugs or items providing a “legal high”
- Any smoking related items including cigarettes, cigars, pipes or rolling papers, and vapes/e-cigarettes
- Weapons, imitation/replica weapons or ammunition – this includes all toy guns and gun shaped objects
- Goods of an obscene, pornographic or dangerous nature
- Animal fur or items made from animal fur
- Mini Motos
- Beverages in glass bottles/containers
- Silly String Foam or similar products
- Sky lanterns
- Pay day loan companies
- Character reading and fortune telling shall not take place
- Punchballs will not be permitted under any circumstances
- Any games that in the opinion of Nottingham City Council are of an undesirable nature shall be prohibited

Any items displaying inappropriate images, logos or text as determined by the Event Manager, whose decision is final

## **12. Catering**

Food is an increasingly important part of any event experience. When planning the type of food, you want to have at your event you will firstly need to let us know that you intend to have food trading at your event.

Before planning the food at your event, remember:

If your event is in a park:

- We will usually permit up to 4 trading units.
- Many of our parks have existing catering concession contracts. For example, the Forest Recreation Ground has a Café in the pavilion. They mostly sell sandwiches, cakes, tea, and coffee. As such where there is a clear duplication in food offer, we may decline a particular concession from trading. Even if a park does not have a permanent concession, they may have an ice cream sales contract, in which case we would not normally permit ice cream sales at your event, unless you can prove that there is sufficient demand.

If your event is in the city centre:

- The city centre has many fantastic food and drink businesses in close proximity to our event venues. We therefore do not generally approve any food and drink at events using a city centre space unless the food is culturally specific or linked directly to the activity being staged.
- By culturally specific we mean that it links to the activity being staged. For example, on St Patrick's Day we would permit the sale of Irish food specialities such as Irish Stew or Colcannon but may restrict burgers and other fast food as they are widely available in the city centre and have no link to the cultural activity being staged.

Remember, any more than 4 trading units (this includes not just food, but any trading stall or attraction) and you will also need a Markets Licence.

If you are trading from a vehicle, we will need to know vehicle registration details so that vehicle permits may be issued for those event sites in the city centre clear zone.

We encourage you to consider food traders that reflect the city's diversity for example halal. Also, consider having a vegetarian, vegan and halal offer.

Once we have approved the food trading as part of your event activity, you do not require a licence under the 2003 Licensing Act unless you plan to operate late night refreshment between 23:00-05:00 or require the sale of alcohol. However, as the event organiser you will then need to ensure that the food concession operator complies with the relevant legislation.

In October 2020 stirrers and plastic straws were banned in the UK. From October 2023 there is a ban on the supply of single-use plastic: plates, cutlery and expanded and extruded polystyrene food and drinks containers.

Although there may have been some caterers left with residual stock, from January 2025 it is the event organizers' responsibility to ensure that any food concession trading on site do not offer use of these consumables under any circumstances.

### **12.1. Bake sales and similar**

Many community events include bake sales or using other types of home prepared food to raise money. If you are planning such activities, advice is available from Nottingham City Council Safer Business - Food Safety and Standards who can be contacted at [food.enforcement@nottinghamcity.gov.uk](mailto:food.enforcement@nottinghamcity.gov.uk).

### **12.2. What to request from your food concessions**

Once you have our permission for food concessions, you will need to ask all your food concessions to see a copy of their food hygiene rating, this needs to be a 3 or higher to be granted approval to trade at one of our venues.

Food hygiene ratings are as follows:

- 5 hygiene standards are very good
- 4 hygiene standards are good
- 3 hygiene standards are generally satisfactory
- 2 some improvement is necessary (no trading permitted at Nottingham City Council event venues)
- 1 major improvement is necessary (no trading permitted at Nottingham City Council event venues)
- 0 urgent improvement is required (no trading permitted at Nottingham City Council event venues)

Hygiene ratings should be displayed at the premises (including temporary mobile premises) and can be viewed online at <https://ratings.food.gov.uk/> giving customers the ability to make informed choices of where to buy and eat their food.

To obtain a food hygiene rating all food businesses will need to be registered with a local authority. Events caterers, whilst going from site to site to trade should be registered with the local authority food safety team where the vehicle or stall is ordinarily kept or returns to between trading. We also recommend that all event caterers are members of the Nationwide Caterers Association [click here](#) to access this information. Please also check that all traders have public liability insurance.

NCASS provide a useful legal checklist which highlights what the event organiser should be seeking from caterers attending their event. [Click here](#) for further information.

All food business operators must have an appropriate written Food Safety Management System (FSMS) in place, based on Hazard Analysis Critical Control Point (HACCP)



principles and should be trained in its use, including:

### **12.3. Temperature control of high-risk foods**

Certain foods need to be kept at the right temperature to ensure that they are safe. These are usually foods which are ready to eat, high in protein and moist, for example, cooked meats and dairy. You must ensure that these foods are always kept either below 8°C or above 63°C. There is a limited exemption for displaying for sale for up to 4 hours for cold food or 2 hours for hot food. However, it is safest to cook and serve immediately or hold at the correct temperature.

You will need to have means in place to monitor the temperature and/or time.

### **12.4. Cooking of food**

Food must be thoroughly cooked. By, for example, ensuring it reaches a core temperature of 75°C or that it is steaming hot in the centre.

## **12.5. Fuel**

### **12.5.1. Charcoal**

All BBQ's or similar using solid fuel (including charcoal and wood) must ensure that the fuel is authorised for use in a smoke control area.

A list of approved smoke free fuels is available from DEFRA. [Click here](#) for further information.

### **12.5.2. LPG (Bottled Gas)**

Liquefied petroleum gas (widely known as LPG, however, can also be known as propane or butane) is used by food concessions at events as a heat source for cooking. It is also widely used in portable space and patio style heaters. LPG generally arrives onto site in either 18kg or 47kg canister sizes.

When being used commercially LPG powered appliances or equipment and hoses (which link the gas bottle to appliance) are required to be tested annually and maintained under Gas Safe regulations. The safe storage of gas canisters is also required, usually limiting each trader to two canisters on site (one operational and one spare) and ensuring that these are stored safely via a gas cage or chain, which in the case of 47kg sizes prevents canisters from being unstable. Where larger storage of LPG gas is required, a gas cage should be used.

As a part of your application, details of proposed use of LPG at your event are recorded. Event caterers should be able to supply their Gas Safe accreditation as a part of their documentation. Your event and fire risk assessments will also need to record the use of LPG on site to include safe transportation, accidental release or lack of ventilation causing a build-up of carbon monoxide.

During pre-event site inspections gas equipment is regularly inspected by both Nottingham City Council Food Safety and Nottinghamshire Fire & Rescue Service, therefore as event organiser you should ensure that all your food concessions using LPG submit Gas Safe documentation in advance and that a copy is held on site.

Post event, all gas bottles should be removed from site by the operator, as these are refillable. Your waste management costs may increase if canisters are left on site for the venue to dispose of.

The trade association for the LP Gas industry in the UK (UKLPG), the Nationwide Caterers Association (NCASS) and the HSE Guidance Sheet 5: Small scale use of LPG in cylinders can provide further guidance.

## **12.6. Allergens and Intolerances**

All food businesses must be able to provide information to their customers regarding the presence of any of the 14 specified allergens as ingredients in any of the food that they serve. Caterers must know exactly what is in their food, and they must understand the requirements to meet the legal obligations. To do that caterers must be able to provide evidence of the exact ingredients used, in their food.

If allergen advice is to be provided to customers verbally then a sign must be displayed asking customers with an allergy or intolerance to speak to a member of staff about the ingredients used when placing the order.

## 12.7. Cleaning & Hygiene

Food business must not be conducted in an insanitary environment. In practice this means:

- All work areas, including all surfaces and structures, must be maintained in a good condition, kept clean and free from accumulations of waste
- All equipment must be kept clean and maintained in good working order
- Adequate facilities must be provided for the cleaning and disinfecting of work tools and equipment that come into contact with food. This means a hot and cold-water supply, detergents and disinfectants complying with BS EN 1276:1997 or BS EN 13697:2001.
- Separate sinks (or similar) for food and cleaning, plus a dedicated hand wash facility.
- Care must be taken to prevent contamination. Cover food on display as much as possible and consider the use of sneeze guards. Ensure that raw and ready to eat foods are kept separate and use separate equipment for raw and ready to eat foods. Colour-coded cloths or disposable cloths, and chopping boards correctly used, will assist in reducing the risk of contamination. Hands must be washed thoroughly after handling raw food. If your overclothing could become contaminated whilst handling raw products then it must be changed before handling ready to eat foods.
- Each area should have a cleaning plan that is systematic and detailed. The plan should describe the method and frequency for each cleaning task

More detailed guidance can be obtained from Nottingham City Council Safer Business - Food Safety and Standards who can be contacted on or

[food.enforcement@nottinghamcity.gov.uk](mailto:food.enforcement@nottinghamcity.gov.uk) and/or from Safer Food Better Business for Caterers available at <https://www.food.gov.uk/business-guidance/safer-food-better-business-for-caterers>

### **12.8. Food waste & used cooking oil**

Adequate provision must be made for the storage, disposal and removal of food waste, non-edible by-products, used oil from cooking, fats, and other refuse where food is present. Waste cooking oil should be taken away from site by the caterer and disposed of correctly (via a waste oil collection service or similar). Cooking oil and other fats should not be disposed down drains or similar. As Event Organiser you will be liable for the non-repayment of your bond and potentially other fines if waste oil is disposed of in this way or left on site.

### **12.9. Flooring**

On greenfield sites, measures must be put in place to limit the transfer of contamination, e.g. mud into food-preparation areas, by ensuring that floor surfaces are raised above the ground, and that floor coverings are readily cleansable and non-slip.

In city centre venues as well as well as keeping foodstuffs off the ground to avoid contamination we will require all food traders to put temporary flooring in place, where they are trading from a temporary structure rather than a vehicle. This is to protect the stone surface from spills and splashes of cooking oils and fats. As Event Organiser you will be liable for any specialist cleansing of stone surfaces post event.

## **13. Fairground Rides and Attractions**

Amusements and attractions may include fairgrounds, individual fairground rides, attractions inflatable devices (e.g. bouncy castles), and bungee jumping and similar.

Fairground amusements or similar equipment at your event require the prior and express consent from Nottingham City Council, which is obtained via this application process.

In certain instances, we will also permit fairground rides and attractions at events in parks locations, so long as there is no conflict to existing major fairs such as Goose Fair, or our programme of neighbourhood fairs. Fun fairs are licensable under the Charter Fairs Licence.

There are three tiers of Fairground size, prices are available on request, but medium and large fairs are subject to an additional Market Licence fee.

**Small**

- 2 adult rides
- 2 juveniles
- 2 games
- 2 Food Concessions
- 1 funhouse (to include ghost trains)

**Medium**

- 5 adult rides
- 3 juveniles
- 5 Games
- 5 food concessions
- 2 funhouses

**Large**

- 10 adult rides
- 5 juvenile rides
- 15 games
- 10 food concessions
- 3 funhouses

When your event includes fairground rides, the duties of the event organiser will be determined by the way that you have contracted fairground rides and similar. Individually contracted rides will operate as discrete businesses within their own boundaries (even if as a part of a larger event site), ride controllers (the attraction operator) have overall responsibility to ensure their attractions run safely.

However, the event organiser should clearly define responsibilities for managing health and safety and make reasonable checks to ensure individual ride controllers are complying with their own duties, so they do not affect the safety of the public on site.

In some instances where individual ride controllers come together to operate as either a stand-alone fun fair attraction or the event organiser books a fun fair through a single operator, individual rides will probably become subcontractors and the fun fair organiser will take on the legal duties of a landlord, with more responsibility for how individual rides are managed.

Whether the event organiser takes on the role of amusement site organiser or contracts one in for the event this person should have operational control of the fairground or attraction area and be responsible for safe layout and emergency procedures within that area.

[Click here](#) for further guidance on the event organisers responsibilities when booking an individual ride or attraction or a fairground operator.

The Construction and Design Management Regulations 2015 need to be applied to the build and break down of funfair rides. Further information can be found [click here](#).

Fairground ride owners are required by law to have their machines inspected annually by someone competent; this is known as an Amusement Devices Inspection Procedures Scheme or under the similarly supported PIPA scheme for inflatables (bouncy castles etc). Where you have fairground rides and attractions, copies of ADIPS (or PIPA certification for inflatables) will be required by Nottingham City Council before permission is granted.

Fairground attractions where the public do not ride on anything but participate in a game of skill or chance (Hook the duck or Side Stalls air rifles etc.), usually housed in round and side stalls which may not require ride test certificates. However, they should have an

operational risk assessment available that will include fire and electrical safety control measures.

We recommend that fairground operators should be members of one of the following organisations.

- Showmen's Guild of Great Britain
- Association of Independent Showmen
- Society of Independent Roundabout Proprietors
- Amusement Catering Equipment Society
- MUTA (also known as the Performance Textiles Association)
- National Association of Inflatable Hirers

More detailed, in-depth advice on the management of fairgrounds and rides is provided in the Health and Safety Executives (HSE) Fairgrounds and amusement parks: Guidance on safe practice (HSG175) [Click here](#) for further information.

Guidance on safety of inflatable devices is available from MUTA (also known as the Performance Textiles Association), which manages the PIPA Inflatable Play Inspection Scheme and the National Association of Inflatable Hirers. [Click here](#) for further information

Guidance on the safety of fairground rides is available from the Amusement Device Safety Council (ADSC) who administer the ADIPS Ride Inspection Scheme, [click here](#) for further information.

As a part of ADIPS, every ride is issued with a Declaration of Operational Compliance (DOC) to prove that all relevant inspections have been satisfactorily completed and to confirm details have been entered onto the ADIPS Central Database of Amusement Devices. Each DOC has a unique reference number and can be verified [here](#).



## **14. Inflatables**

Inflatable attractions or similar equipment at your event require the prior and express consent from Nottingham City Council, which is obtained via this application process.

Inflatable attraction owners are required by law to have their equipment inspected annually by someone competent, this is known as the PIPA scheme for inflatables. Where an inflatable attraction forms a part of your event PIPA certification will be required by Nottingham City Council before permission is granted.

Inflatable devices on amusement sites should be constructed and operated in accordance with BS EN 14960 Standard for Inflatable Manufacture and Use. All devices will have a label attached confirming this and detailing the maximum number and sizes of users.

Guidance on safety of inflatable devices is available from MUTA (also known as the Performance Textiles Association), which manages the PIPA Inflatable Play Inspection Scheme [www.pipa.org.uk](http://www.pipa.org.uk) and the National Association of Inflatable Hirers.

Some inflatable devices are classed as 'artistic installations' or 'temporary structures', as opposed to play equipment.

A non-conforming inflatable artistic installation should have its own bespoke specific design calculations, method statements and risk assessments.

MUTA has published Guidance for the Design, Procurement & Use of Inflatable Temporary Structures. Every inflatable installation must be adequately secured to prevent inadvertent movement and ensure it is safe for its intended use.

Inflatable structures are particularly susceptible to the wind because of their height and

weight. The risk assessment should contain details of this and give details of maximum wind speed for use these must be adhered to. Your operator should tell you how they going to monitor the wind speed, however the event organiser, the amusement site organiser, or the ride operator, should check and be aware of any adverse weather predictions and work together with any planned contingencies for the event.

## **15. Event Equipment**

The application asks if you are using any of the following equipment at your event. You will be asked for further detail and supplier information for staging, stage barriers, marquees, temporary fencing, and steel shield/heras fencing. If you do not have this at the time of application enter TBC. This is to enable you to confirm suppliers at a later date – however, you will be required to provide this information before your event booking is confirmed and permission granted. You will also be required to include full details of any items ticked within your risk assessment and/or event management plan.

Event Equipment covers the following:

- Staging or other Temporary Demountable Structures
- PA system
- Stage lighting
- House Power & Generators
- Marquee(s) / Gazebos
- Barriers
- Steel Shield/Heras & Temporary Fencing (to enclose and delineate your event site)

If you plan to keep your equipment at the venue overnight, you will need to ensure that this is reflected in your dates, e.g. if you plan to drop equipment off the day before you will need to put this as the start date for your booking. Please note you must ensure that you have

arranged appropriate security (at your expense) for your equipment. You will be asked for this information as part of the application.

### **15.1. CDM Requirements**

The Construction (Design and Management) Regulations, commonly referred to as CDM, apply to all construction projects. It is your responsibility as the Event Organiser to understand your obligations under the regulations. [Click here](#) for further information.

The definition of construction work is broad and encompasses a wide range of activity in the entertainment sectors from high to low-risk work does not permit exceptions for particular types of construction work, including erection and dismantling of temporary structures for TV, film and theatre productions and live events. Construction work includes the assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, forming a structure.

Whilst each event is different, the Event Organiser (as the CDM client) would normally be seen to plan, manage, monitor and coordinate the construction work and therefore also retains the CDM Principal Designer (PD). The role of Principal Contractor (PC) role may be the Event Organiser, or this role may have been discharged with the assistance of those working for it as part of its production team to for example a Production or Site Manager or a contractor providing most of the event infrastructure.

Where the Event Organiser has sub-let space within the event area (to for example a fairground ride operator) the ride operator would normally be responsible for compliance with CDM.

## 15.2. PA System

Excessive noise from events is one of the primary reasons why complaints are received both during and post events. A musical performance may be being enjoyed by hundreds or even thousands of people watching the stage at your event, but that will not necessarily be the case particularly for residents living nearby. Music noise complaints are not just about volume, they also frequently about low frequency bass which can cause vibrations even hundreds of metres away from the event site.

As the Event Organiser you will need to ensure that you keep within stipulated noise levels, [click here](#) for further information.

Depending on the scale of your event and the proposed use of amplified noise through a PA system, we are required to share details of your event with Nottingham City Council's Pollution Control team.

To ensure that the community impact of noise from events is managed and proportionate, Nottingham City Council may recommend noise control procedures are put into place to minimise noise impact in surrounding areas to your event, these are recorded in a Noise management plan

A Noise management plan may consider the location and direction of stages, the type of PA system (generally a directional flown line array system will be better at managing noise issues than a traditional stacked PA) and how music noise levels are recorded.

The staging of live and recorded music is a Licensable activity and as such you will be staging your event under a Premises Licence (either venue based or one which you have applied for your event) or a Temporary Event Notice (TEN). Premises Licences will always include a permitted noise level at the nearest noise sensitive premises.

For example, these may be stated as:

*The Premises Licence holder (or event organiser) shall ensure that music noise levels from regulated entertainment shall not exceed 65dba (Laeq 15mins) at the nearest noise sensitive premises.*

This means that noise levels when recorded by a competent person using a sound level decibel meter complying with the British Standard BS6698: 1986 type 1 or 2 specification should not exceed an average level of 65 decibels when recorded over a 15-minute period. By averaging the noise level, peaks in music noise can be accommodated within the permitted noise levels. The definition of a noise sensitive premises will be determined by the Pollution Control team.

When recording music noise levels using a Sound level decibel meter this won't take account of the ambient noise level in that location, hence why if required to record music noise levels as a part of a noise management plan it can be a good idea to take an average reading of the ambient noise level too.

For more guidance on the control of environmental music noise and its impact on communities neighbouring events contact [Pollution.control@nottinghamcity.gov.uk](mailto:Pollution.control@nottinghamcity.gov.uk) or by consult the Noise Council Code of Practice on environmental noise at concerts, 1995 ISBN 0900103515. [Click here](#) for further information.

The Event Organiser also has a duty of care to manage noise levels safely with regards to noise to your staff, volunteers, and performers. Noise is a significant contributor to permanent and disabling injury, typically tinnitus to people in the events industry.

The Control of Noise at Work Regulations 2005 will apply to the exposure of all employees

and contractors to loud noise at events, which includes music and sound systems music at events.

The Health & Safety at Work Act 1974 also applies to the exposure of the audience to loud music.

Detailed guidance on noise in entertainment is available in the HSE publication HSG 260 'Sound advice: Control of noise at work in music and entertainment' and the associated HSE web pages, [click here](#).

### **15.3. House Power and generators**

It is likely, that even for the smallest events, that some form of electrical installation will be required either a mains supply provided by the venue or a temporary supply provided by a generator will be required.

Electricity can cause death or serious injury to people if the installation is faulty or not properly managed, therefore electrical installations and equipment must comply with the general requirements of the Electricity at Work Regulations 1989 and only competent persons should carry out electrical installation work.

In addition to the Electricity at Work Regulations, the event organiser or their contractor should comply with BS 7909: Code of practice for temporary electrical systems for entertainment and related purposes.

As such you should always use a competent person, ideally with experience of the use of electrical installations outdoors to take the overall responsibility for the safe installation, testing, operation, and deconstruction of temporary electrical installations.

Electrical equipment that is not specifically designed to be used outdoors and is not sited

in a permanent weatherproof structure should be protected by means of suitable and sufficient covers, enclosures, or shelters.

As far as reasonably practicable, all electrical equipment should be located so that it cannot be touched by members of the public or unauthorised workers. All cabling should be routed to minimise tripping hazards, potential mechanical damage and in a position that facilitates safe installation and removal. Care should be paid to position of cable connections.

If generators are to be used, we only permit diesel generators or other sustainable power sources at our venues. If diesel generators are to be used, care should be taken when re-filling to ensure that if any spill occurs, the fuel will not enter main drains, drainage ditches, streams, rivers, or lakes etc. All generators and bulk storage tanks should be fully bunded and containers should be of the correct type.

A fire point containing first aid firefighting equipment should be provided close to the generator site and clearly signed. The correct type of fire extinguisher(s) should be provided and staff with responsibilities for the generator should be instructed on what to do in the event of a fire.

One of the main uses of power at an event site is for site lighting. All parts of an outdoor venue should be provided with suitable levels of artificial light unless they are only to be used in adequate daylight. Careful consideration should be given to the lighting of the first-aid, information, toilet facilities (if Polyjohns) and pedestrian access and egress routes. If the venue is located close to a residential area, Event Organisers should also consider the noise-nuisance factor, particularly if generators and portable tower lights are left running over-night.

All portable electrical equipment brought onto a site should be in a safe and serviceable condition and evidence should be available via Portable Appliance certification and labelling that the electrical equipment is maintained correctly, within a valid time period, and that the equipment has been subjected to routine inspection and testing.

In most city centre venues, a house power supply can be provided, as such the use of diesel generators is prohibited, unless the mains supply cannot accommodate the requirements of the event.

Energy sources at events can be categorised as follows (from best to worst)

- Onsite renewable energy
- Grid connection, with a green tariff. \*Where house power is provided in Nottingham venues
- Grid connection, with a standard tariff
- Generators using lower carbon fuel such as HVO, hybridised with batteries
- Generators using lower carbon fuel such as HVO
- Gas (LPG)
- Generators using standard diesel

When requesting a mains power supply, the connection will be undertaken by a Nottingham City Council contractor. The cost of which is at least £245 +VAT (2024/25). This covers the cost of accessing the power supply, connection, distribution to a single point\* and disconnection post event.

\*The distribution of power is normally from an in-ground connection. We will provide a power cable from this point to a distribution box. Any cabling (known as distribution from this point) is the responsibility of the event organiser, although can be provided by our contractor for an additional fee.



The connection fee does not include power usage. For small events, where power usage is minimal, we will charge a one-off fee of £49.00 + VAT, any power usage above this is metered. For all other events power use is metered and is charged based on consumption. There is an additional contribution of 3 pence per kilowatt hour + VAT, which goes towards the cost of annual testing of both the house power connection and distribution equipment.

UK Government legislation commits the UK to achieving net zero emissions by 2050 and cutting emissions by 78% by 2035. Nottingham City Council has set its own climate goals by becoming one of the first climate neutral cities by 2028.

Event organisers will therefore need to embed sustainability throughout the planning and delivery of their event by considering:

- Minimise energy use - including year on year reductions in fuel use for annual events
- Increase efficiency – discussing opportunities with your suppliers and contractors to reduce power usage
- Measure and understand energy use – request a post event consumption report from your supplier
- Use more sustainable or low carbon energy sources – becoming increasingly available on the rental market

All portable electrical equipment brought onto a site should be in a safe and serviceable condition and evidence should be available via Portable Appliance certification and labelling that the electrical equipment is maintained correctly, within a valid time period, and that the equipment has been subjected to routine inspection and testing.

## **15.4. Stage Barriers, Steel Shield, Heras and Temporary Fencing**

There are various types of fencing and barrier used at event sites. To help you describe details of the fencing to be used at your event, the following definitions are used.

### **15.4.1. Crowd Control or Pedestrian (Ped) barrier**

The most used barrier at events. Ped barrier is lightweight and easy to handle, allowing easy delineation of event sites – for example highlighting a back of house area or to create a queue lane. As it is so easy to use and lightweight it should not be used at the front of stage where you expect to have large numbers of people gather or expect pressure on the barrier from the crowd due to the nature of a performance.

### **15.4.2. Tensa barrier / Rope & Post**

This type of barrier is very lightweight and flexible and offers little more than a ‘rope’ between posts placed up to 2 metres apart. Mainly used to manage queues or for VIP events where a higher quality finish is required.

### **15.4.3. Police (Met) barrier**

This barrier is a more robust type of ped barrier named after the barrier traditionally used by the Police. It is heavier than pedestrian barrier and has a triangular frame to the base, which gives it more stability should any crowd pressure be applied, such as to the front of a stage.

### **15.4.4. Front of stage (Mojo) barrier**

A heavy-duty barrier used to the front of stages and in other situations where significant crowd pressure or movement can be expected.

#### **15.4.5. Heras fencing**

Another commonly used fencing type at events. Heras affords extra protection to an event site or back of house area due to the large panels being 2m high by 3.4m wide. The panels are held in place by Heras blocks normally made of heavy-duty rubber\* and by clips to join fencing together.

At exposed sites backstays can be deployed to provide extra stability against high winds. Heras panels are an effective way to dress an event site, however banner material should be in a wind permeable mesh and not vinyl, to assist with stability.

\*Please note that concrete heras blocks cannot be used in our city centre spaces due to damage to the stone surface below.

#### **15.4.6. High Hoard fencing**

Like Heras fencing, but in smaller corrugated solid steel panels, which results in the fencing being heavier and not as flexible as Heras.

#### **15.4.7. Steel Shield fencing**

Only used at major events, this 3m high fencing is used where there is a need to protect revenue or infrastructure for example a major concert. The fencing is either pinned to the ground using stakes at greenfield sites or using heavyweight ballast on hard standing sites.

All these fencing types are available to rent from a number of both local and national suppliers. If you wish to take advantage of Nottingham City Council's barrier supplier rates, we can provide a quote for this and other site services that you may require.

## **15.5. Staging and other Temporary Demountable Structures**

A Temporary Demountable Structure (TDS) is designed to be erected rapidly and dismantled many times and therefore is widely used in the events industry. Types of structures include (but are not limited to): marquees, viewing facilities (including temporary seating and viewing platforms), stages\*, video-screen supports, and sound, lighting, and camera structures.

\*A stage structure is one of the most well-used TDS structures at events, however there are several types of stage.

### **15.5.1. Demountable stage**

Constructed of a scaffold (e.g. Layher) base system to create the stage deck, and then some form of either ground support system from which the roof is constructed, and walls are constructed. Size and shape of demountable stage structures are generally limited only by your imagination.

### **15.5.2. Mobile stage**

Available in several sizes, usually a specially adapted trailer or articulated truck from which a stage structure can be created within the space of an hour or so, complete with side walls, backdrop, and roof. The limitation for this type of stage is the hanging weight for any lighting or PA requirements, which may be restricted.

For smaller events it is possible to use a decking system for the stage deck and then as a separate structure use a marquee roof and walls, however these may not have as much structural integrity as purpose-built stages.

In the past, articulated truck curtain sided trailers have also been used as a low-cost staging option, however with the cost of small trailer and demountable stages coming down in price, we would always recommend a stage structure that is purpose built rather than adapted for use.

In most cases, it is likely that the event organiser will contract a specialist TDS contractor to safely erect and dismantle a temporary structure. When selecting a stage, grandstand, or other TDS supplier, you should have assurance that the supplier is reputable and can

- Demonstrate knowledge and understanding of the work and the health and safety hazards involved
- Provide evidence on the competence of key staff for the project and trained workforce. Crew undertaking specialist roles, such as rigging, should be able to prove that they have the appropriate competencies
- Confirmation they have sufficient resources and specialist equipment to undertake the work
- Provide a risk assessment / method statement for the safe build and operation of the structure
- Provide structural calculations and drawings
- Ensure that walls and roof coverings have the required level of fire retardancy, with certificates to verify this
- Lifting equipment certificates and licences for plant used in the construction of the structure

Upon completion, the TDS contractor should inspect the TDS, and complete appropriate completion certificate sign off documentation for retention, the TDS should then be formally handed over to the event organiser as safe to use.

Almost all TDS used outdoors are susceptible to the effects of constantly changing weather conditions and so appropriate management systems should be put into place.

One of the greatest hazards to structures such as marquees, stages and audio-visual support is the wind. Most of these structures are designed to be safe for use up to a certain wind speed. The event organiser and contractor should be clear as to the value of this wind speed, be able to monitor weather forecasts and have a wind-management plan in place.

In addition to wind, other weather-related concerns that should be addressed are:

- Rain and its effects on the ground and any anchorage
- Additional load from pooling rainwater on a structures roof
- Snow and the impact of snow load
- The effects of a lightning strike

As a part of the SAGe process Nottingham City Council will enforce on all matters to do with the use of completed Temporary Demountable Structures via their Building Control section.

Event organisers should also note that the erection of some temporary structures at entertainment events falls within the definition of construction work in regulation 2(1) of the Construction (Design and Management) Regulations 2007 (CDM).

### **15.5.3. Accessible Viewing Platforms**

The provision of dedicated viewing platforms / areas at your event that offer clear lines of sight to the stage should be included as a part of your access provision.

These should be:

- Located in a position that has a clear view of the stage
  - Clearly signposted
  - Barriered to ensure a safe area
  - Stewarded
  - Have access to toilets

Accessible viewing platforms should follow the guidance in 'Temporary Structures 3<sup>rd</sup> Ed 2007' which states:

- Space for wheelchair user = 900mm x 1350mm
- Space for seated person or companion = 500mm x 1350mm
- The ideal height of a viewing platform should be between 850mm and 1000mm.

Ramp gradients should be at least 1:15 where possible. Less than 1:12 is not advised as wheelchair users would become in danger of tipping. A long ramp (5m+) should include one or more flat 'rest areas' at intervals. These should be at least 1.5m long. Ramps should be at least 1.2m wide, have handrails and kickboards and a non-slip surface.

A viewing area (barriered area) can be more appropriate for events with a small capacity, small stage, or a seated audience.

#### **15.5.4. Marquee(s) / Gazebos**

Structures smaller than 3mx3m or 9m<sup>2</sup> are classed as gazebos. Please be aware that such structures, although widely available, require either ballast weights or, on green field sites, pinning into the ground.

Please note that domestic garden gazebo type structures are not permitted at events staged in Nottingham City Council managed venues. These structures are generally of poor lightweight construction and do not have adequate means of ballast or ground anchoring, and therefore become a risk, particularly on open sites during high winds.

Pop-up / EZ-up marquees are permitted, so long as they are of robust construction and have adequate ballast either pinned to the ground (not suitable on hard standing sites) or heavy-duty ballast weights. Velcro fixings means that walls can be easily 'de-sheeted' and indeed the entire structure quickly dismantled during high winds.

#### **15.5.5. Clear span marquees**

Modern, widely available aluminium framed tents with PVC roof and walls, coming in a wide variety of modular sizes e.g. 5m or 10m bays. Structures can either be pinned to the ground or use ballast.

Clearspan marquees bays can also be used as roof structures for small stages, when using simple steel deck type stage platforms.

'Eastern hats' are a type of Clearspan marquee and offer an alternative to smaller, if more expensive alternative to pop-up tents.

#### **15.5.6. Traditional marquees**

Wooden poles to centre and sides with canvas roof and walls, with guide ropes to the sides. Only suitable for greenfield locations.

#### **15.5.7. Circus tents**

Larger structures that use steel centre poles to create a high roof space, with tensioned guide ropes to the sides. Some types of structures can be used at hardstanding venues.

#### **15.5.8. Stretch Tents**

A modern interpretation of the traditional tipi, with centre poles and a fabric cover that is stretched over the poles to create an open-sided roof structure.

#### **15.5.9. Saddlespan tents**

Large saddle-shaped steel frame with PVC roof usually requires pinning to the ground. Can be used as a stage roof but can be susceptible to high winds.



Whichever type of marquee you are using, we recommend using a recognised supplier that is a member of the MUTA is recommended. Further guidance is available on their website [here](#).

## **16. Traffic Management**

### **16.1. City Centre Vehicle Access**

Vehicle access to some of our city centre venues is restricted at certain times due to Clear Zone restrictions. Depending on your access requirements you may need to apply for a vehicle permit(s).

#### **16.1.1. Old Market Square**

Any vehicle entering Old Market Square must be registered in advance and a permit obtained. There are several types of permit:

- R5 – Unloading/loading virtual permit
  - Vehicles must have left site by 10:00 and cannot return to site until after 16:30. Unloading or loading is defined as constant movement from the vehicle.
- R6 – Parking Permit
  - Vehicles must be on-site by 10:00 and can leave at any time. You will be issued a physical permit which must be clearly displayed at all times. A drip tray or matting must be placed under the vehicle engine to prevent oil spills.
- R1 – Restricted Access Permit
  - Only issued in extremely specific circumstances where vehicles are required to enter site during Clear-zone hours (10:00 and 16:30) The cost of a R1 permit is £25 per permit per day or £100 per permit for the duration of the event.

### **16.1.2. Smithy Row**

Unloading/loading – No permit is required but vehicles must be offsite by 10:00 and cannot return until after 16:30.

Parking – A permit is needed for a vehicle to remain onsite at a cost of £25 per permit, per day or £100 per permit for the duration of the event. Vehicle information must be submitted, and vehicle must be onsite by 10:00 and cannot leave until 16:30. You will be issued a physical permit that must be clearly displayed at all times. A drip tray or matting must be placed under the vehicle engine to prevent oil spills to site.

- R1 – Restricted Access Permit
  - Only issued in extremely specific circumstances where vehicles are required to enter site during Clear-zone hours (10:00 and 16:30). The cost of a R1 permit is £25 per permit per day or £100 per permit for the duration of the event.

### **16.1.3. Trinity Square**

Trinity Square access is via one-way system with access via Burton Street and exit via Foreman Street. Bollards at Burton Street control access for deliveries between 06:00 – 10:00. There are No Waiting at Any Time/No Loading restrictions enforced at all other times, without a permit. Access via intercom at the bollards.

A permit will be required for unloading or loading outside of the hours of 06:00 – 10:00 at a cost of £25 per permit per day or £100 per permit for the duration of the event.

For events that incorporate the use of a vehicle (parking onsite) details of the vehicle e.g. make, colour and registration and the purpose of use are required before a permit will be issued. A drip tray or matting must be placed under the vehicle engine to prevent oil spills to site.

All vehicles may exit via Foreman Street.

#### **16.1.4. Sneinton Market Square**

Loading/unloading is permitted on-site. Access via the bollards can be requested by supplying vehicle registration, make and the reason for access via the call button (24-hours).

For events that incorporate the use of a vehicle (parking onsite) details of the vehicle e.g. make, colour and registration and the purpose of use are required before a permit will be issued. A drip tray or matting must be placed under the vehicle engine to prevent oil spills to site. In this instance a permit will be required at a cost of £25 per permit per day or £100 per permit for the duration of the event.

We recommend that you discuss your vehicle access requirements with us at least 5 working days in advance so that permits can be issued and CPOs and Traffic Wardens advised. We cannot refund parking tickets / penalty charge notices issued.

For production vehicles that cannot be left on site, we recommend using local city centre car parks or on-street pay and display bays where available. For truck parking and height restricted vehicles we can offer several hard-standing off-site parking locations.

#### **16.2. Public Car Parking**

At all greenfield venues Nottingham City Council retain the public car parking rights, with management costs recovered through a public car parking charge.

For events that finish after-dark, where lighting cannot be provided by the venue, parking areas (and main pedestrian egress routes) will need to be lit/ this is the responsibility of the event organiser.

Traffic normally arrives at events over a long period, but for events with a hard finish (concerts for example) when everyone tries to leave at the same time, you will need to consider a vehicle exit plan and arrangements for a pickup and drop off facility. Where external traffic control is required to facilitate the safe movement of vehicles into or out of the venue, this is the responsibility of the event organiser.

Parking provision is normally provided for staff, artists and venues without charge.

### **16.3. Site Traffic Management**

Internal traffic management and the safe movement of vehicles on site is the responsibility of the event organiser to ensure there is sufficient segregation between vehicles and pedestrians on site as far as reasonably practicable.

Site driving protocols should be in place to ensure that sites operate a 'Hazz-off' policy, the use of banksmen and traffic marshals and a site speed limit of 5mph. All traffic signs should be compliant with the Traffic Signs Regulation and General Directions 2002.

Event organisers should provide employee drivers, contractors, subcontractors and visiting drivers (delivery drivers) with appropriate health and safety information so they can work safely on site. For example, information about the site, speed limits, routes to be used, parking and unloading procedures, etc.

## **16.4. Work Vehicles**

All work drivers should be capable of operating work vehicles and related equipment safely. It is the event organisers responsibility to ensure that evidence of driver competence is obtained either from their employer or the individual if a freelancer.

Commonly used vehicles include:

### **16.4.1. Lift Trucks**

Trained lift truck operators should have a certificate from an accredited organisation indicating the type of lift truck (Counter-balance or telehandler) for which they have received training. The HSE publication HSG6 Rider-operated lift trucks: Operator training provides practical guidance in relation to the necessary training. All lifting equipment must be clearly marked with its safe working load to comply with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). These regulations also require safe working practices when using lift trucks and/or cranes.

### **16.4.2. Mobile Elevated Work Platforms**

All operators of mobile elevated work platforms (MEWPs) should have attended a recognised operators training course and have an operators licence or certificate (e.g., IPAFs Powered Access Licence (PAL) or Construction Skills (CPCS card). It should be remembered that MEWPS should only be used in line with activities warranted by the manufacturers (i.e., most manufacturers do not warrant the hanging of items or rigging of equipment from a MEWP structure). All work equipment and personnel must also be kept within the envelope of the work basket.

For city centre venues, except for Old Market Square, or where the use of a MEWP takes place on or over the public highway, a crane licence will be required from Nottingham City Council Highways (Network Management).

### **16.4.3. Cranes**

Cranes may be used at event sites for several reasons, for example erecting large temporary demountable structures or fairground rides. When employing a crane there are two types of crane hire:

- Contract hire the crane hire company will plan and supervise the lifting operation and will be responsible for it being carried out in a safe manner
- Crane hire the operator works to the event organisers instructions. The event organiser is responsible for writing the lift plan, supervising the lift and ensuring it is carried out in a safe manner

Cranes operations must be properly planned and prepared by a competent person, who should have adequate practical and theoretical knowledge of lifting operations. Knowledge of the terrain and environment must also be considered in the plan (e.g. overhead power lines and drains); the degree of planning will depend on the lift.

Crane operations should be carried out in a safe manner the lift should be carried out in accordance with the lifting plan; the person supervising must ensure everyone knows their role and the emergency procedures.

For city centre venues, except for Old Market Square, or where a crane lift takes place on or over the public highway and crane licence will be required from Nottingham City Council Highways (Network Management)

## **17. Events on the public highway**

The Traffic Management Act 2004 places a duty on the Local Highway Authority (usually the Local Authority) to manage the local traffic network, with one of the primary objectives to reduce congestion. This duty, known as the Network Management Duty, requires the authority to manage its roads network effectively to keep traffic moving. Authorities must

take account of the needs of all road users, which includes pedestrians, and take action to minimise or prevent problems and consider the implications of works for both their own network and that of neighbouring authorities.

Closing a highway temporarily for a special event falls under the Road Traffic Regulation Act 1984 as amended; the power in Section 16A of the act is very widely drafted. A traffic authority may restrict or prohibit temporarily the use of the road by vehicles for the purpose of:

- Facilitating the holding of a relevant event
- Enabling members of the public to watch a relevant event
- Reducing the disruption to traffic likely to be caused by an event

<http://www.legislation.gov.uk/ukpga/1984/27/section/16A>

You may therefore need to consider;

- Road Closures or Diversions
- Public Footpath Closures
- Signs, Cones, or Traffic Management on the Highway
- Traffic Diversions
- Car Park Closures
- For traffic management stewards should be Chapter 8 trained. This refers to the Traffic Signs Manual, Chapter 8, Traffic Safety Measures and signs for Road Works and Temporary Situations.

It is the responsibility of the Event Organiser to ensure that there is no impact on the highway from your activities, whether directly or indirectly. It can be useful to summarise

and consolidate road safety information commonly referred to as a traffic management plan. The plan should be written in conjunction with the local Highways Authority and/or Highways Agency through the Safety Advisory Group (SAG). It is recommended that specialist contractors be used for this work

A traffic management plan should consider and include the following:

- A Temporary Traffic Regulation Order (TTRO) if your event will require temporary traffic restrictions / provisions, (road closures, parking restrictions etc).
- Traffic marshalling to, from and on the event site
- Public transport communication with providers and additional arrangements
- Pedestrian and vehicle conflicting traffic routes
- Minimise disruption to local residents
- Emergency vehicle access
- A Temporary Traffic Management Plan showing traffic control measures such as road closure (as appropriate)

Any event promoter wishing to close a road or stage activity on the public highway must ensure that they have Public Liability for a minimum value of £5m.

For events in the city centre (in venues other than Old Market Square), the designated events spaces are still legally classed as Public Highway, as such you will require a Licence to use or erect structures on the Highway. This is in addition to ground rent.

If your event requires plant, separate fees also apply for cherry picker and crane licences, (not included within ground rent).

You may also need to consider anti-terrorism measures - commonly referred to as Hostile Vehicle Mitigation (HVM). These are objects specifically placed to stop vehicles entering a given area, or possibly just to ensure vehicles cannot drive at speed.



### **17.1. Temporary Traffic Regulation Orders (TTRO)**

If you need to close a road to host your event (including a parade outside of certain city centre pedestrianised streets), you will firstly need to obtain a TTRO (Temporary Traffic Regulation Order). This gives the applicant the legal power to close the road or to enforce restrictions to movement or parking on the public highway.

Other examples where you may need to seek a Temporary Traffic Regulation Order from the Highways Network Management team, include (but are not limited to) the suspension or temporary creation of parking, loading bays or taxi ranks or footway/footpath closures

The most cost-effective way to do this is by making use of the annual city-wide Events TTRO. This is an annual order and only contains certain known streets where we know an event is planned to take place, which means that you only pay a proportion of the total cost of obtaining a TTRO on a one-off basis. The annual TTRO is submitted in February each year, and cannot be amended after this date, so early notification of the intention to close a road using the Events TTRO is required.

A regular TTRO can be sought at any other time with a minimum of six weeks-notice but will be charged at the full rate.

Once a TTRO is in place, you will then need to engage a traffic management supplier to ensure that the road closure infrastructure and signage is correctly installed and applied.

### **17.2. Parade/Carnival Procession**

When planning a parade route, it is the responsibility of the Event Organiser to ensure that there is minimal impact on the highway from your activities, whether directly or indirectly.

City centre parades using the routes above, can generally be accommodated as they are staged on pedestrianised streets in the city centre, and as such a Temporary Traffic Regulation Order (TTRO) is not required if the parade is staged within pedestrianised clear zone hours of 10:00-16:30.

Despite this, you may incur additional costs to suspend parking bays, taxi ranks or similar as well as meeting the cost for any traffic management and hostile vehicle mitigation protection. Through the SAGe multi agency process, you will also need to liaise with and mitigate any impact on tram and bus services.

Any event organiser wishing to close a road or stage activity on the Highway must ensure that they have Public Liability for a minimum value of £5 million.

Where the parade is staged outside city centre pedestrianised streets, you will need to meet the costs in full of the TTRO as well as traffic management, hostile vehicle mitigation and any parking bays that need to be suspended.

Detailed advice and information is available from  
[highway.management@nottinghamcity.gov.uk](mailto:highway.management@nottinghamcity.gov.uk)

## **18. Licensable Activities & Documentation**

Many activities at events will require a licence. Entertainment and the sale of alcohol are two of the most common licences. These activities are regulated under the Licensing Act 2003, depending on the venue you have chosen, and the activities staged you may need a Premises Licence or a Temporary Event Notice (TEN).

Some of the main event venues in the city have existing Premises Licences in place. These are held by the Council and are primarily for the staging of Council run events. Depending on the event, on occasion these can be used for non-Council events, but a fee will be applied and a member of staff on duty to ensure that you or the Council does not breach the terms of its Premises Licence.

Licensable activities include:

- Playing of live or Recorded Music (incl. facilities for making music)
- Facilities for Dancing / Performance of Dance
- Late Night Refreshments (23:00 – 05:00)
- Sale of Alcohol
- Showing of a Film
- Performance of a Play
- Raffle / Lottery
- Boxing / Wrestling

In addition to entertainment and alcohol there are other types of Licences, depending on the activity you wish to stage, you will be advised of this as part of your application assessment.

You should be aware that licence applications take some time to process and may not be granted in all cases. It is advisable that any licence application is made at least 2 months before a licence is required. Please ensure you have a reservation to hold the event before applying for any licences.

It is your responsibility as the event organiser to obtain the necessary licences for your event. This is a condition of your booking and will be set out in your booking confirmation letter. For advice and to apply for all types of licence please contact the Licensing Team at [general.licensing@nottinghamcity.gov.uk](mailto:general.licensing@nottinghamcity.gov.uk)

[Click here to view further information in our Licensing Guidance](#)

### **18.1. Live and Recorded Music**

Whatever the occasion, live and recorded music is an essential part of many events. Under the Copyright, Designs and Patents Act 1988 permission is required from the relevant copyright holders – those who create the music – to play or perform music in public.

If your event includes the playing or performance of music, you will need to arrange a temporary permit to cover music usage at your event. For larger commercial events staging live music by established artists you may be required to submit a set list. This ensures that any royalties due are paid to that artist.

The Music Licence (previously known separately as PRS and PPL) licences the use of both recorded music and live music performance at your event. Licence fees are then distributed by PPL for the use of recorded music on behalf of record companies and performers, while PRS distributes music licence fees for the use of musical compositions and lyrics on behalf of songwriters, composers and publishers. This ensures that the people who create music are fairly rewarded for their talent and work.

There are numerous licensing tariffs, covering many different event types or ways of using music. The tariffs applicable to a particular business or organisation set out the relevant factors for calculating what a Music Licence will cost.

Some of the most relevant tariffs for outdoor events are:

- Use of recorded (but not live) music at events, [click here](#) for further information
- The staging of live music where an admission is charged, [click here](#) for further information
- The staging of live music where no admission is charged, [click here](#) for further information

However, given that there are numerous tariff types, we recommend that you check which tariff might be applicable to you, [click here](#) for further information or by calling 0800 086 8820.

As a part of your Music Licence application form, particularly for events staging live music by established artists you may be required to submit a set list. This ensures that any royalties due are paid to that artist.

Please note: None of our venues have a venue-based Music Licence; therefore, it is the responsibility of the event organiser to apply for and meet the costs of a Music Licence for the activity being staged.

Where the event is being staged as a charity or community event and tariff fees may present a barrier to running the event discounts can be available.

Charity or community event discounts are only valid where any two of the following criteria are met:

- The event makes no charge for admission
- The charitable purpose is a significant element of the advertising for the event
- The event is principally organised by unpaid volunteers

Event organisers seeking a discounted tariff must complete the application form in full, and PPL PRS Ltd must receive the form at least 14 days prior to the event, [click here](#) for further information.

A discount will not be granted to Local Authorities.

## 18.2. Charity Collections

If you wish to apply for a street collection, Nottingham City Council require 28-days' notice of an intended Street Collection.

Street collections are not permitted on Old Market Square, Victoria Centre, Albert Street, Goldsmith Street, Pelham Street, and intersections at Middle Pavement/Low Pavement; Long Row/King Street; Friar Lane/Castle Road/Clumber Street

Identify a date on which you would like to collect and the location of your collection and then email [general.licensing@nottinghamcity.gov.uk](mailto:general.licensing@nottinghamcity.gov.uk) request a Charity collection permit application form.

Once the date and location of your collection have been agreed an application form will be forwarded to you containing this information. The date will be provisionally booked, and you are required to complete the application form and return to Nottingham City Council Licensing, Byron House, Maid Marian Way, Nottingham NG1 6HS within 14 days for processing.

Please note:

- A street collection permit only authorises the collection of monies in cash.
- A charity collection permit does not allow you to stage an event, performance or erect any form of structure within the space that you have booked. It only permits the collection of monies for charitable causes. If you do wish to stage an event in a designated event space, whilst also collecting for charity, you will still need to complete this event application as well as applying for a charity collection permit.

If your charity collection application form is not returned within the 14-days, the date

reserved will be cancelled and allocated to another organisation.

If you do not work for the organisation/charity you are required to provide a letter authorising, you to collect on their behalf on their headed notepaper.

A financial statement is required to be submitted within one month after the collection. The statement must be signed by a fully qualified accountant that belongs to a recognised body. If this statement is not provided, no further collections will be authorised for the organisation/charity in question until this documentation has been satisfactorily received. (If you do not return the documentation, it means that Nottingham City Council is unable to permit any other promotor to collect on behalf of the charity/fund that you have collected for).

Your Street Collection is required to be advertised in a local newspaper. Your advert needs to detail:

- The Chief Promoter
- The area to which the permit related
- The name of the charity/fund
- The date of the collection
- The amount collected
- The amount distributed to each charity
- The amount of expenses and payments incurred

The complete newspaper must be forwarded to the Local Authority no later than 7 days after the advertisement was published.

Only one collection per organisation is allowed at any one time and no further collections can be booked until a satisfactory financial statement and a copy of the newspaper advertising details of the collection that took place have been received by the Local

Authority.

If you do not utilise the permit, you must notify us immediately, so as not to prevent future collections by the organisation that you are collecting for.

#### **18.2.1. Other Requests for Money or Collections**

If you intend to stop or approach people with the intention of asking them for money, personal items or other donations, or with the intention of asking them to enter into any arrangements, which involve them making any future payment or providing information to assist in them being contacted at another time with the view to their making a future payment, we will define this as trading, and an additional fee may be payable.

#### **18.3. Charity Registration Number**

For all the above activities you will be required to include your Charity Registration Number (if you provided it at the initial enquiry, it will automatically appear in the application form)

#### **18.4. Product Giveaways & Sampling**

If you intend to distribute free matter (either product giveaways, samples or similar you will need to provide further information on what you plan to distribute. You will also need to include this in your waste management plan.

Distribution of free samples and other non-printed matter materials cannot be distributed under a Printed matter permit. If your activity includes distribution of free samples or other such materials this is only permitted in designated event spaces.

#### **18.5. Printed Matter**

If you wish to distribute printed matter in the city centre, and at Forest Recreation Ground, Hyson Green, Bulwell Market and Clifton Market within designated areas. You will need a



Free Printed Matter permit under the Environmental Protection Act 1990.

Free printed matter is defined as ‘to give out, offer, or make available printed matter,’ so includes all leaflets, fliers, brochures, newspapers, or magazines.

For bookings in designated event spaces received via this online process, if you have highlighted distribution of free printed matter under event activities, your booking will include permission and the required permit for the distribution of free printed matter. Licence fees have been incorporated within the ground rent charge for two distributors. If you require more than two distributors, you will need to apply for a Free Printed Matter permit with an application fee of £127 and £273 per permit (No VAT).

Please note that depending on the volume of printed matter and the amount of waste generated you may be charged additional costs for waste management costs. For large scale distribution we recommend that you make prior arrangement for waste management services with us.

If you wish to distribute free printed matter in locations other than in designated event spaces, you will need to apply for a free printed matter permit [click here](#) for further information.

Please note that a Free Printed Matter permit does not permit any temporary structures or other infrastructure such as trestle tables, advertising, or promotional materials or similar. Distribution of free samples and other non-printed matter materials cannot be distributed under a Printed matter permit. If your activity includes distribution of free samples or other such materials this is only permitted in designated event spaces.

## **19. Insurance**

The application for any event staged at Nottingham City Council managed venues requires the 'Event Organiser' or 'Event Manager' to be clearly defined as this has insurance implications, in the event that something goes wrong.

All events using Nottingham City Council venues will require public liability insurance. Insurance levels (normally from £5 million-£20 million will be determined when assessing your application, based on the activity being staged.)

For community events there are various scenarios that will determine which organisation is responsible for providing insurance cover as detailed below.

Where an event is being directly managed by an employee of Nottingham City Council (for example a Neighbourhood Development Officer), the Council's insurance policies will cover the majority of events that the Council stages

Where the event is not being directly managed by a Nottingham City Council employee, (for example a community group) and the Council are simply a partner organisation, the Council's insurance will only cover the activities being staged by the Council (i.e. an information stall) as part of a larger event. As such, the lead community organisation will need to provide insurance.

In some cases, a community group may appoint a freelance Event Manager or an event management company to provide professional support to deliver the event. In such instances either the lead organisation, the freelance Event Manager or event management company could provide the insurance. This would be clarified in the contract or agreement between the parties.

Insurance generally works on the principal of liability. For example, if a stage structure

were to collapse at an event, and it was determined that the collapse was down to the negligence of the company that provided the stage, then it would be the staging companies insurance that would meet any costs of the claim rather than the event organisers. When renting event equipment or obtaining site services, you should always check your supplier's levels of insurance are adequate to cover such instances.

Similarly, when offering opportunities for partner organisations to participate in an event, as a minimum you should always seek a copy of their Public Liability insurance.

The relevant types of insurance are as follows:

#### **19.1. Public Liability Insurance (PLI)**

This is a requirement of all events staged in Nottingham City Council venues and covers members of the public attending your event. Where the application states that Nottingham City Council is the event organiser, you will not need to upload proof of public liability insurance.

There are differing levels of Public Liability Insurance; as such, we would normally seek proof of insurance cover to the following amounts:

- Small/Medium scale events with no identified high-risk activities - £5m
- Large scale event with no identified high-risk activities- £10m
- Major impact event with high-risk activities - £20m

Suppliers appointed by the event organiser would then be expected to have similar levels of cover, for example:

- Low risk activity including the sale of goods and wares - £1m
- Medium risk activity including the sale of food or alcohol - £5m
- High risk activity such as a fireworks display - £10m

### **19.2. Employer Liability Insurance**

This covers you and any other Council employee (and in some cases volunteers under your direct management). Partner organisations with paid employees should also have some form of Employer Liability Insurance. Proof of this insurance is not required as a part of the application process.

### **19.3. Product Insurance**

Most event equipment rental company terms and conditions will require you to cover damage and theft of equipment whilst rented out. The costs of equipment replacement can be significant, so where insurance for rented equipment is required, you will either need to cover this from your organisation's own insurance policy or in some cases pay an insurance premium to the supplier, if they offer such a service. Proof of this insurance is not required as a part of the application process.

### **19.4. Cancellation and Weather Insurance**

If an event is cancelled, the cost liability of the event will remain with the event organiser. Proof of this insurance is not required as a part of the application process.

In the event that your group or organisation does not have the required Public Liability Insurance, or the policy that you do have does not include the organisation of events you will need to seek event insurance. Event insurance is not a product that you would seek from your car or household insurance company, but here are several specialist event insurance brokers who will sell an event insurance to provide insurance cover at an event. An online search of 'UK event insurance' will provide numerous companies who would be able to provide a quotation, which in many cases can be less than £50.

## **20. Terms and Conditions**

As part of your application, you will be asked to sign and comply with the standard Terms and Conditions of Hire and Standard Requirements for Nottingham Events Bookings.

We will provide you with a venue quotation and invoice post-event.

### **20.1. Cancelling an event**

You can request to cancel your event at any point during the process. You can do this by emailing the Nottingham Events team at: [NottinghamEvents@nottinghamcity.gov.uk](mailto:NottinghamEvents@nottinghamcity.gov.uk) who will close the case on your behalf.

Cancellation fees and charges depend on how close to the date of the event the cancellation occurs:

- Not-for-profit events can cancel at no cost
- Brand promotions and other commercial events cancelled within 5 days are charged 50% of the agreed fee
- SAGe level events cancelled within 28 days are charged 50% of the agreed fee

These charges are not inclusive of any permits, licences, or site services procured for the event. Please check the Terms and Conditions of your booking.

**Last updated: 2<sup>nd</sup> May 2025**

**/Ends**