

# Events & Festivals Policy 2018 - 2023

## Weymouth & Portland

### 1. Introduction

The Borough of Weymouth & Portland has a long-established history and tradition of hosting Events and Festivals. There is a comprehensive and diverse range of activities; from International events placing the Borough on the World stage, to community events that have direct links to the wellbeing and cohesion of the local community.

Weymouth and Portland Borough Council together with Dorset County Council recognises the importance of hosting and staging events and festivals and the benefits they can bring to the local community and economy. They can act as a catalyst for developing a strong community and vibrancy and pride in the location.

Both Council's aims to support and facilitate organised events that take place in Weymouth and Portland that are safe, meet the Councils objectives and comply with relevant policies and legislation that may apply to the event and location.

To ensure that Weymouth and Portland's reputation of being a safe and vibrant place to host events and festivals is maintained, there is a need for a clear policy to assist event organisers in planning, organising and hosting their events in the Borough.

Following some high profile and well documented traffic and parking problems during some events, this policy is intended to assist event organisers in preparing their Event Management Plan which enables the Councils and its multi-agency partners to assess the impacts of the event and offer guidance to the organiser with the aim to maximum the benefit of staging a safe event while minimising the potential disruption to the location, residents and business community.

It should be noted, that this Policy is designed and relates to hosting event on and in Council owned land, area and facilities, to include events that are using public highway (or those under the Councils assigned management responsibility) and not for those events held on private land or property. However, the principles of this policy could be considered when planning and staging an event in the Borough whether on Council land or otherwise.

## 2. Context

Weymouth and Portland Borough Council has a dedicated Events service that coordinates and support events and festivals within Weymouth and Portland.

W&PBC owns and manages a wide variety of open spaces and areas of land including Weymouth Seafront and Beach, Lodmoor Country Park, Nothe Gardens, Weymouth Harbour and the majority of the Car Parks. In addition the Council administers licences and permits in the Borough including regulated entertainment, street collection permits and consent licences. W&PBC work closely with Dorset County Council Highway Department as they are responsible for the highways in the Borough, and it is recognised that an effective traffic management plan is a key contributing factor to a safe and successful event. They also work with other multi agency partners through the Safety Advisory Group (SAG) which is chaired by the Dorset Councils Partnership.

Our Policy aims to provide a coordinated and consistent approach to event planning and management with the relevant Council services, emergency services and multi-agency partners.

The SAG is a non-statutory group of multi-agency representatives formed to promote safety at public events and exist to:

- promote high levels of safety and welfare at events by giving advice and guidance
- promote good practice in safety and welfare planning for events
- ensure events have a minimal adverse impact on the community

The Weymouth and Portland Safety Advisory Group (SAG) is made up of representatives from the Borough and County Council and can include representatives from the Event, Highway Authority, Licensing, and Emergency Planning, along with the emergency service which include the Police, Fire and Rescue Service, Ambulance Service and Maritime and Coastguard Agency. The Group may also include Health (food and protection), Community Safety, Environmental Protection, Primary Health care, Trading Standards, Parking Service, Harbour Authority and Dorset Waste Partnership.

Our Policy will enable event organisers to understand the local conditions and environment for staging a safe event along with the best practices, legal requirements, possible consultation, expected timeframes and any relevant associated costs when planning an event.

### 3. Application Process

There are application processes to stage an event in Weymouth and Portland either on its property or the highway and some procedural requirements that must be met for the event to be approved.

The Event & Festival application procedure is set out to ensure a co-ordinated and effective management approach for events staged on Council land, areas where the Council has a management responsibility or on the highway. It is designed to create a consistent standard and an understanding of how applications will be processed to maintain efficient communication with each organiser.

A procedural flowchart that outlines the application process is attached at Appendix 1 and the Application Form can also be found online at: [www.dorsetforyou.gov.uk/emergencies/events-festivals-weymouth-portland](http://www.dorsetforyou.gov.uk/emergencies/events-festivals-weymouth-portland)

All events will be required to comply with event management or other such applicable legislation and recognised best practice including the guidance provided by the Health and Safety Executive and the Events Industry Forum's 'Purple Guide'. Guidance can be found at the following websites:

- **The Purple Guide to Health, Safety and Welfare at Music and Other Events** produced by the Events Industry Forum. <http://www.thepurpleguide.co.uk>
- **Managing crowds safely**, A guide for organisers at events and venues (HSG154) by the Health and Safety Executive. <http://www.hse.gov.uk>
- National Counter Terrorism Security Office publication - **Crowded Places Guidance 2017** <https://www.gov.uk>
- **The Good Practice Safety Guide** for small and sporting events taking place on the highway, roads and public places. <https://www.gov.uk>
- **Dorset Events Traffic Management Plan Guidance** <https://www.dorsetforyou.gov.uk>
- **Sustainable Event Management** - BS 8901 provides requirements for planning and managing sustainable events of all sizes and types.

Applicants will be required to meet a range of criteria to gain approval to stage their event. The criteria will be considered as part of the application process and aims to ensure that the event is compliant with the objectives of our policy, relevant legislation, licensing and regulatory requirements and will include:

- A. The Policy Objectives (section 4)
- B. The Council's Events and Festivals Priorities (section 5)
- C. Scale of event (section 6)
- D. Purpose of event
- E. Type of event
- F. Timing of the event

## 4. Policy Objectives

The objectives for our events and festival policy are to:

- i. **Support a vibrant and safe events programme in Weymouth and Portland:** by providing a framework for event applicants that is coordinated and consistent to event planning and delivery in Weymouth and Portland. Where applicable, provide advice and support to event organisers for the planning and delivery of a safe and secure event via the Councils Event service and the local Safety Advisory Group. Enhance the positive reputation of the Borough of Weymouth and Portland, the Council and its partners.
- ii. **Enable community development and engagement:** generate opportunities for community involvement and those groups and individuals that are hard to reach. Minimise any negative impacts on residents and businesses.
- iii. **Support income generation opportunities for the Borough Council and local good causes.**
- iv. **Support our tourism economy:** to increase visitor spending in the Borough and wider Dorset and generate opportunities for local businesses and the wider economy;

## 5. Our Events and Festivals Priorities

Events and Festivals hosted in Weymouth and Portland are expected to be aligned to local priorities which form part of the event assessment and evaluation process.

### Priority 1 - Public safety and security

The event organiser (or where applicable the organisation) will be expected to demonstrate they have the capacity to plan and manage a safe event that is secure for spectators, participants and those working on the event. The assessment will be through the quality of the Event Management Plan and the capability and experience of those delivering the event plan.

### Priority 2 – Economic, Social and Environmental impacts

All events and festivals will be assessed against how they impact the local economy, community and environment. Event organisers will be expected to demonstrate how the event will impact:

- local businesses, the wider economy and location;
- the financial risk or contribution to the local authority and its partners;
- the local infrastructure (transport modes, car parking, closures etc.);
- the accessibility to the event by all groups and individuals;
- the opportunity for community involvement and engagement;
- the regular user of the location and its facilities and/or other stakeholder at the location going about their normal business;
- the normal ambiance at the event location and the impacts from any noise generated from the activity and measures to reduce the noise impact;
- the protection of the local natural and built environment and;
- the cleanliness of the location and surrounding area.

### Priority 3 – Reputational impact

It is vital that the positive reputation of the Borough of Weymouth and Portland, the Councils and their partners is maintained at all times and in particular when hosting events. Therefore, event organisers will be expected to demonstrate:

- their accountability for the event and its management plan;
- an open and honest dialogue with the Councils and its partners throughout the pre-and post-planning cycle and delivery of the event;
- how the event will comply, where relevant, with legal, licensing and conditions specific to the event and its location and;
- the positive image of the destination that may be published or advertised to a local, regional, national or international audience.

## 6. Event Definitions

The Councils and its partners have agreed the terms of defining an event or festival that include the types of event, their purpose and scale of the event to assist with the event management plan evaluation process as well as considering the health and safety, consultation, licensing or legal requirements and the level of likely associated fees and/or charges the event may be required to cover.

The planning of crowd management is vital for the delivery of a safe and secure event. It is recommended that the Health and Safety Executive's 'Managing Crowds Safely guide for organisers of events and venues' be referenced to understand the measures, duties and health and safety legislation. The guide enables clear planning considerations, how to assess risks and put precautions in place along with consideration of emergency planning and procedures.

**6.1 Scale of Event:** The scale of the event considers two aspects of crowd management which are; the capacity of the proposed venue and the likely circulation and transition of people attending the event on the given date(s). This assessment will assist with the development of the event management plan for the venue and considers the ingress and egress to the site, the 'churn' of the venue and the access/exit management requirements and the likely measures that will need to be adopted by the event organiser.

Scale Definition	Venue Capacity (at any one time)	Event Attraction (wider location)	Scale Evaluation
Small event	499	Up to 4,999	Medium event
Medium event	4,999	Up to 9,999	Large event
Large event	9,999	Up to 19,999	Major event
Major event	10,000 or higher	20,000 or higher	Special event

**6.2 Purpose:** The 'purpose' of the event needs to be assessed to enable any appropriate legal, licencing or fees/charges to be considered. The event being proposed will be categorised in one of the following categories:

- **Commercial:** Profit making event for the organiser or its company or brand that could include the selling, promotion, marketing or awareness of a corporate entity, a product or range, the company brand or image or the promotion or awareness of a service/product(s).
- **Charity:** An event that has a sole aim of fundraising or an awareness campaign for a registered charity (recognised by the UK Charity Commission) with all proceeds from the event going to the charity.

- **Community:** An event that is organised by a local charity, not-for-profit, social enterprise, Community Interest Company (CIC) or voluntary group that directly benefit the residents and stakeholders of Weymouth and Portland. The funds raised from these events will be used to benefit communities locally and do not provide a significant commercial benefit to a profit-making business.

**6.3 Type:** The type of event being proposed needs to be defined in the event management plan to enable the Councils and multi-agency partners to evaluate the likely audience and participants attending the event and whether any type of license will be required such as for the sale/consumption of alcohol or food. This will enable the Council to recommend the preferred practices and measures that will be required for the event. As an example, the type of event could be defined as:

- Competitive (sport, endurance, pursuit etc.)
- Music (type of performance(s) will need be to be defined)
- Festivals (Food and other non-music events. *NB. In normal circumstances additional / temporary catering facilities will not be approved for Weymouth Promenade*).
- Remembrance
- Waterborne (marine/maritime activity focused)
- Cultural (artistic)
- Fundraising
- Aerial display
- Wedding
- Televised event
- Religious worship
- Carnival
- Fete, Fayre, Street Party
- Circus/Funfair
- Political event
- Rallies or open public meeting/gathering

**6.4 Timing of the Event:** As part of the event application process, the timing of the event will be considered against other activity taking place in and around the Borough of Weymouth and Portland and how the event is likely to impact the local infrastructure, other events taking place and the locations 'normal business'.

**6.5 Memorandum of Understanding:** For large, major and special events, the Council may require a specific agreement and/or Memorandum of Understanding to be drawn up to facilitate the planning and delivery of the event. In these cases, the Council will notify the applicant and agree the schedule and elements to be included in such a document prior to progressing with the application.

**6.6 Consultation:** Event organisers must ensure consultation is undertaken with those likely to be impacted by the event. Proof of engagement and a record of the feedback will be required as part of the Event Management Plan and be required to be lodged with the Local Authority. Please ask the Events and Festival service for advice on the type of consultation required for your proposed event.

**6.7 Media and Communication:** Events organisers will be required to outline all proposed media campaigns and lodge any press and/or media releases with the local authority 48 hours prior to the release of the media or press release.

## 7. Event Management Plan (EMP) Requirements

Event applicants will be required to produce an Event Management Plan that is proportionate to the level and scale of the activities to be carried out. The Council will provide an EMP template which shall be used for all events being proposed in Weymouth and Portland. *(From 2019 when a digital template will be introduced)*

Depending on the scale and type of event further associated event plans may be required and are likely to include:

- Traffic Management and Transport plan (including road closures)
- Crowd Management plan
- Medical and/or First Aid plan
- Waste Management plan
- Water Safety plan

The EMP and any associated plans will be subject to scrutiny by the Councils and the event applicant will be required to hold a (or series of) planning meetings with the Councils, Safety Advisory Group (listed in Section 2 of this document) and any other appropriate bodies that may be identified.

For the protection of the organiser, Council and public, an event insurance policy for a minimum of £10 million or such sum that the Council may determine will be required.

Event organisers are responsible for ensuring that all required permissions and licences are acquired for staging an event that may include, but is not limited to:

- Licensing Act
- Consent to use council land
- Performing Rights Society (PRS)
- Phonographic Performance Limited (PPL)
- Planning permission
- Advertising consent
- Temporary events notice (TEN) or time-limited premises license may be required by event organisers
- Temporary Traffic Regulation Order (TTRO's)



Depending on the scale, type and purpose of the event, the EMP may have to show further planning considerations for example:

- Noise levels emanating from the event or during the ingress and egress;
- Loss of income to the local authority, business or community;
- Food Safety;
- Environmental Protection;
- Child protection and Vulnerable Adults protection and;
- Damage deposit for some events/activity

A timeline for documents to be provided to SAG and to Dorset Highways can be found in 'The Good Practice Safety Guide' published by the Home Office and a precis shown in Appendix 2.

## 8. Declining or Cancelling an Event

The Council has the right to refuse an event application, cancel the event before the date or terminate/stop the event if:

- a) the applicant fails to deliver the draft(s) or final Event Management Plan within the timeframe agreed between the applicant, the Council and the local SAG;
- b) the applicant fails to have the relevant licenses, permits or permissions required to stage the event or does not comply, where relevant, with legal, licensing and conditions specific to the event and its location;
- c) the applicant fails to pay the appropriate fees and charges before the event or by the agreed date;
- d) the applicant fails to secure the required public liability and other associated insurance cover before the event;
- e) the event management plan is not compatible with the objectives and priorities of the Councils events and festival policy;
- f) the event does not meet the safety standards required to host in the Borough;
- g) the applicant disregards or fails to address such guidance to the satisfaction of the Council or local SAG with matters relating to public safety and security;
- h) the event causes unacceptable levels of disturbances to the local community and businesses during the event that may arise from noise levels, crowd numbers, congestion, safety matters, health of individuals and groups or significant loss of income to the Council, businesses or others;
- i) the organiser is deemed not to have delivered the numbers of staff and/or equipment to stage a safe event;
- j) the event is creating excessive damage to the local natural and built environment and/or has generated waste that impacts the cleanliness of the location and surrounding area and;

- k) the event has a significant negative impact to the destination, Council or its community.

## 9. Fees and Charges

Both Dorset Councils Partnership and Dorset County Council sets annual scale of fees and charges for events.

The fees and charges are set at a commercial rate. A discounted rate for community and charity events will be applied for events that can demonstrate a social and/or economic benefit directly to local people and/or that are a registered charity and all proceeds arising from the event will go to the registered charity applying to stage the event.

Dorset Councils Partnership Parking Service do not issue any free parking permits for event organisers or any discounted parking permits. A fee will be required for use of a car park for an event and the fee is subject to the Parking Service Manager negotiation and agreement based on time of year and car park usual occupancy rates.

The Council's Fees and Charges are attached at Appendix 4.

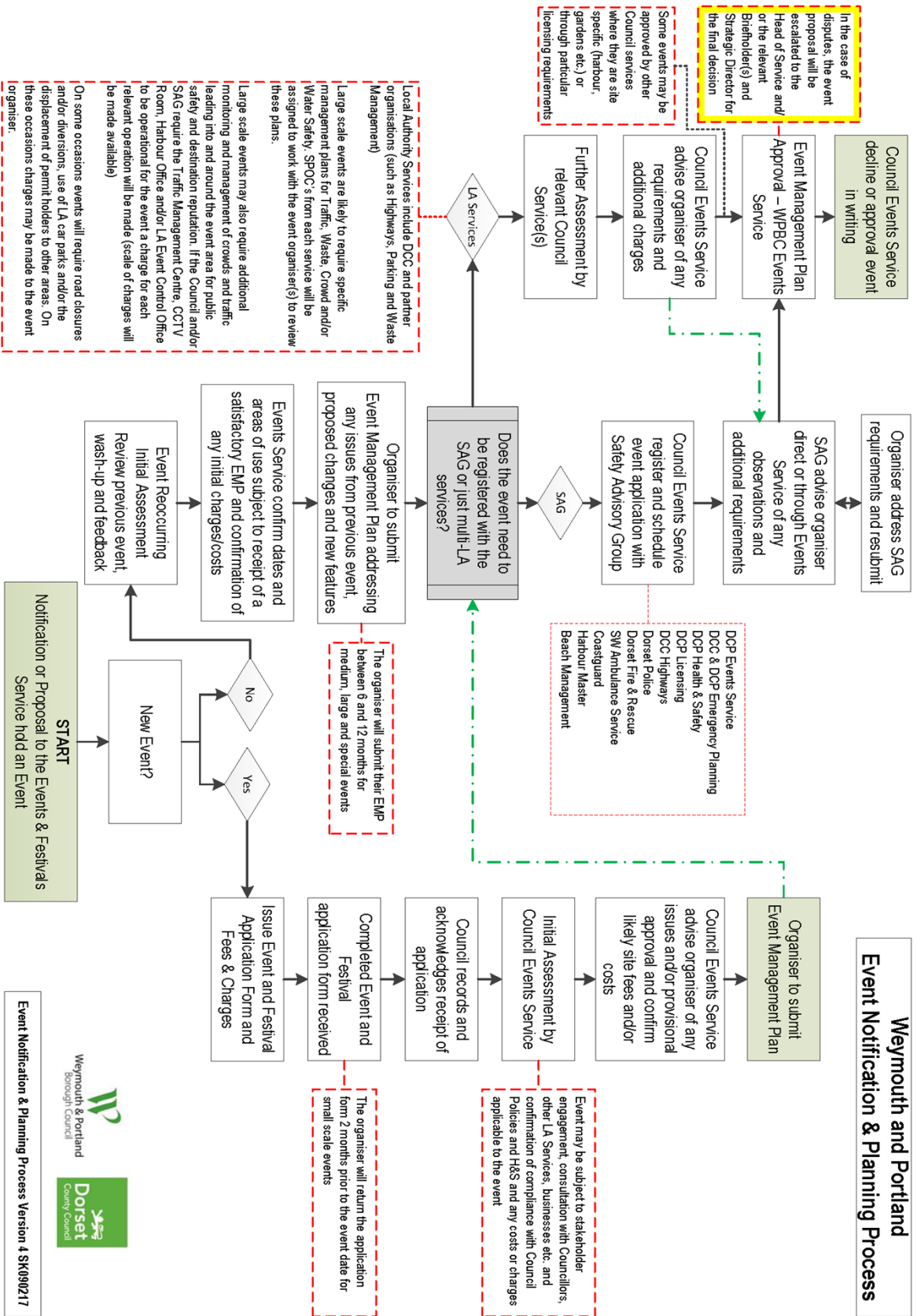
**Appendix 1** – Events and Festivals Application Process Flowchart

**Appendix 2** – Timeline for Safety Advisory Group (SAG) / Highways Engagement

**Appendix 3** – Safety Advisory Group (SAG) Terms of Reference

**Appendix 4** – Scale of Fees and Charges

# APPENDIX 1 - Events and Festivals Application Process Flowchart



Event Notification & Planning Process, Version 4 SK190217

## APPENDIX 2 - Timeline for Safety Advisory Group (SAG) / Highways Engagement

Note - The times outlined are minimum times prior to the event for the event organiser to deliver key actions.

### 1. Between 9 and 6 months' prior before:

- a. Prepare event prospectus/publicity and agree a media/communication strategy.
- b. Prepare a Memorandum of Understanding (MoU)
- c. Book venue
- d. Ensure Councils and SAG members are notified and a well-developed Event Management Plan (EMP) is circulated to SAG Members
- e. Ensure all necessary licenses and permissions are in train
- f. Have well developed Traffic Management (TMP) and Transportation Plan

### 2. 3 months before:

- a. Check for any conflicts of events/road works
- b. Update SAG with finalised EMP and Risk Assessment
- c. Have applied for all relevant licenses.
- d. Have applied for any necessary Traffic Regulation Orders and finalised TMP (including a well-advanced signing schedule)
- e. Confirm attendance of officials and contact details during the event

### 3. 6 weeks before:

- a. Fine tune above/health check of plans

### 4. 2 weeks before:

- a. Further fine tuning/finalisation of arrangements
- b. Ramp up publicity machine

### 5. 5 days before:

- a. Final confirmation of officials with contact details
- b. Check for any conflict from unscheduled events/works
- c. Continue high publicity

### 6. Immediately before the event:

- a. Ensure the promoters appointed Safety Officer is happy that everything is in place for the event to begin and that all safety checks and risk assessments are in place.

## APPENDIX 3 - Safety Advisory Group (SAG) Terms of Reference

### 1. Purpose & Scope

- 1.1 The purpose of this document is to specify the terms of reference associated with the Safety Advisory Group (SAG).
- 1.2 The SAG provides a forum to share information amongst key agencies in order that event organisers ensure public safety and welfare at events. SAG typically exist to:
- Promote high levels of safety and welfare by giving advice and guidance
  - Promote good practice in safety and welfare planning for events
  - Reduce the adverse impact of events on the community
- 1.3 The purpose of the SAG is to consider events both licensed and unlicensed occurring in the area covered by West Dorset District Council and Weymouth & Portland Borough Council. The criteria will be events where 5,000 people at any one time (not daily) or 2,000 people or more reside (camp) on site temporarily. However, the group will consider any other event as part of its remit to share information and consult stakeholders, and to ensure effective event planning where there is potential risk to members of the public.
- 1.4 It is the responsibility of individual agencies to satisfy themselves that Event Organisers are complying with relevant and/or appropriate statutory regulation and procedures as the SAG cannot respond in a timely manner to all planned events.
- 1.5 It is not the purpose of the SAG to undertake the event management or preparation of the event plan, risk assessments etc. and the responsibilities for these remain with the event organiser.
- 1.6 The main activities associated with discharging the arrangements in 1.2 are as follows: -
- Forum for developing and sharing information required for Event Organisers to produce plans for licensed and unlicensed events.
  - Ensuring the timely communication of generic and specific safety matters throughout the group, and where relevant other SAGs.
  - Ensuring that best practice and debriefs from major events are communicated and acted upon.
  - To share best practice and develop guidance to assist Event Organisers to hold safe events in Dorset.
  - Ensuring group participation to deliver multi-agency objectives including national policies.
  - Provide an opportunity for training and exercising of plans.
  - Where a venue is close to county or other administrative boundaries, liaison may be required by the Emergency Planning officers of the other Local Authorities and the ability to provide mutual aid determined

- 1.7 The Group does not negate the need for Event Organisers to discharge their own statutory duties
- 1.8 If required and to aid the resolution of provision for public safety for a specific event, an Event Specific SAG may be formed. The membership of the Event Specific SAG will be based on that of the SAG and includes the addition of the Event Organiser and any other person or body as considered appropriate.

### **Core Membership & Contact**

- Group Chair
- District/Borough Emergency Planning Liaison Officer
- District/Borough Environmental Health Officer
- District/Borough Licensing Officer
- District/Borough Events Team
- Adjoining Boroughs/Districts (cross border implications - if applicable)
- Dorset County Council Emergency Planning Service
- Dorset County Council Trading Standards Service
- Dorset County Council Highways
- Dorset Police
- Dorset Fire & Rescue Service
- South Western Ambulance Service NHS Trust
- HM Coast Guard
- Dorset Primary Care Trust

*Where applicable/deemed appropriate/necessary the following maybe consulted via the SAG Chair*

- Event Organiser
- Event Health & Safety Representative
- Event Security Representative
- Event Medical Provider
- Adjoining Primary Care Trust(s) (if applicable)
- District/Borough Building Control
- District/Borough Legal Services Health Protection Unit (HPU)
- Adjoining Police/Fire & Ambulance (cross border implications)
- British Transport Police (BTP)
- Harbour Master
- Royal National Lifeboat Institution (RNLI)
- Voluntary Groups
- Health & Safety Executive (HSE)
- Highways Agency (HA)
- Public Transport Operators
- Meteorological Office
- District/Borough Parking Services

## APPENDIX 4 - Scale of Fees and Charges

<b>Event Fees and Charges - 2018</b>	
<b>Council Service Charging Element</b>	<b>Fees Excluding VAT</b>
Road Closure Application for Special Events (Dorset County Council)	Dorset County Council Scale of Charges
Special Commercial Events	From £175 - Max £375
Special "not for profit organisation" Events	From £75 - Max £225
Special Charitable or Ceremonial Events	From £25 - Max £150
<b>Assets (Weymouth and Portland BC - Events Service)</b>	WPBC Scale of Charges
<b>Use of Beach / Seafront / Pavilion Forecourt sites</b>	
Registered Charity Event	From £90 per day
Community Event (non-commercial)	From £90 per day
Commercial	From £330 per day
Set up / Breakdown	50% of the daily rate
<b>Promotional Site on Esplanade - Beach Management (Full Esplanade Scale of Charges - Available on request)</b>	WPBC Scale of Charges
Registered Charity and Community Event (non-commercial)	Starting from £30.00 per day
Commercial	Starting from £100.00 per day
<b>Licensing (Licensing Scale of Charges)</b>	WPBC Scale of Charges
<b>Temporary Events Notice</b>	£21.00 per application
<b>Consents Streets (Not on the Weymouth Seafront)</b>	<b>Depending on application</b>
Retail / Catering / Small Scale Sales	From £35.00 per day
Promotional	From £80 per day
Craft Stalls (Individuals)	From £10 per day
<b>Street and House Charity Collection Licence (not valid for Weymouth Seafront)</b> NB: Separate application for Licence to collection on the Seafront / Esplanade	Free but registration required
<b>Monitoring and Responding (Multiagency Scale of Charges)</b>	Multiagency Scale of Charges
Depending on the Scale and Size of Event, a Monitoring and Responding Service may be required to be put in place by local agencies at a cost to the event organisers. Potential charges and fees will be available after the submission of the Draft Event Management Plan (fees could include for example, the opening of the Traffic Management Centre, CCTV management, Operational Command Centre etc.)	Potential charges and fees will be available following an evaluation of the 'Draft' Event Management Plan
<b>Waste Management - (Dorset Waste Partnership Scale of Charges)</b>	
<a href="https://www.dorsetforyou.gov.uk/commercialwaste">https://www.dorsetforyou.gov.uk/commercialwaste</a>	
<b>Use of Car Parks for Events</b> NB: Weymouth and Portland BC - Events Service negotiate the Pavilion Forecourt site and Lodmoor Events area	Fees & Charges subject to the DCP Parking Manager confirmation and agreement
<b>Harbour and Water Safety Management (Harbour Scale of Charges)</b>	Fees & Charges subject to the Councils Weymouth Harbour Master confirmation and agreement