

# Public Document Pack



Date: 08 August 2016  
Our ref: Overview & Scrutiny Panel/Agenda  
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## OVERVIEW & SCRUTINY PANEL

16 AUGUST 2016

A meeting of the Overview & Scrutiny Panel will be held at **7.00 pm on Tuesday, 16 August 2016** in the Council Chamber, Council Offices, Cecil Street, Margate, Kent.

### Membership:

Councillor D Saunders (Chairman); Councillors: G Coleman-Cooke (Deputy Chair), Bambridge, Campbell, Connor, Curran, Dennis, Dexter, Dixon, Falcon, Grove, Jaye-Jones, Martin and Parsons

## AGENDA

Item  
No

Subject

1. **APOLOGIES FOR ABSENCE**  
Apologies were received from Councillor Curran and Councillor Jaye-Jones.
2. **DECLARATIONS OF INTEREST**  
To receive any declarations of interest. Members are advised to consider the advice contained within the Declaration of Interest form attached at the back of this agenda. If a Member declares an interest, they should complete that form and hand it to the officer clerking the meeting and then take the prescribed course of action.
3. **MINUTES OF PREVIOUS MEETING** (Pages 1 - 4)  
To approve the Minutes of the Overview and Scrutiny Panel meeting held on 24 May 2016, copy attached.
4. **CONSULTATION ON NEW EVENTS POLICY AND PROCEDURES** (Pages 5 - 98)
5. **CABINET MEMBER PRESENTATION - CLLR STUMMER-SCHMERTZING, REGENERATION AND ENTERPRISE SERVICES PORTFOLIO HOLDER**  
To make a Cabinet Member presentation on the 'key objectives for the Regeneration and Enterprise Services Portfolio regarding Regeneration in Thanet District.
6. **REVIEW OF OSP WORK PROGRAMME REPORT 2016/17** (Pages 99 - 112)
7. **FORWARD PLAN AND EXEMPT CABINET REPORT LIST FOR PERIOD 13 JULY 2016 - 28 FEBRUARY 2017** (Pages 113 - 128)

**Declaration of Interest form - back of agenda**

Item  
No

Subject



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## OVERVIEW & SCRUTINY PANEL

Minutes of the meeting held on 24 May 2016 at 7.00 pm in Council Chamber, Council Offices, Cecil Street, Margate, Kent.

**Present:** Councillor David Saunders (Chairman); Councillors G Coleman-Cooke, Campbell, Connor, Curran, Dexter, Dixon, Elenor, Falcon, Grove, Jaye-Jones, Martin, Parsons and M Saunders

**In Attendance:** Councillor Taylor-Smith

### 56. APOLOGIES FOR ABSENCE

Apologies were received from the following Members:

Councillor Dennis;  
Councillor Bambridge, substituted by Councillor Mave Saunders.

### 57. DECLARATIONS OF INTEREST

There were no declarations of interest received at the meeting.

### 58. MINUTES OF PREVIOUS MEETING

Councillor Campbell proposed, Councillor Jay-Jones seconded and Members agreed the minutes to be a correct record of the meeting held on 26 April 2016.

### 59. ESTABLISH THE OVERVIEW & SCRUTINY PANEL WORK PROGRAMME FOR 2016/17

Councillor D. Saunders, Chairman of the Overview & Scrutiny Panel introduced the report and led the discussion. He requested Members consider each of the key recommendations for establishing the Panel's work programme for 2016/17. One Member suggested that the Panel continued with the previous approach that involved all the political group representatives on the scrutiny working party activities.

Councillor Campbell proposed, Councillor Parsons seconded and Members agreed to unanimously disregard political proportionality in setting up the sub committees and further agreed a membership size of eight for each of the sub groups whose composition would be as follows:

3 UKIP;  
2 Conservative;  
1 Labour;  
1 Democratic Independent Group;  
1 Independent Group.

Members agreed that the Panel should reconstitute the three sub groups from the previous year's work programme as each of them had important role to play in reviewing the council and joint arrangements' performance. The Community Safety Working Party would continue to review the implementation of the community safety plan.

The Corporate Performance Review Working Party would monitor the council's corporate performance and budget and take a lead in scrutinising the budget proposals for the forthcoming year. The working party would also review the performance of joint arrangements that Thanet District Council is a part of. The Electoral Registration Process

Review Working Party would continue to monitor and suggest ways for improving voter registration in the district. Members further suggested that the Panel could continue to keep a watching brief on the activities of the QEQM Hospital Cabinet Advisory Group and the Margate Museum.

One Member raised some concerns about the pending closure of some surgeries in the district, including the one in Garlinge. They suggested that TDC took up the issue and express these concerns on behalf of the affected residents. In response Madeline Homer, CEx said that the issue had been raised directly with Thanet Clinical Commissioning Group (Thanet CCG) and that this issue will be on the Thanet Health & Wellbeing Board. She suggested that Members could raise these issues with the Leader in the hope that Councillor Wells will write to the Thanet CCG to share the Council's view on the matter.

Councillor Campbell proposed, Councillor D. Saunders seconded and Members agreed the following:

1. To re-constitute the following sub groups:
  - a) Community Safety Working Party;
  - b) Corporate Performance Review Working Party;
  - c) Electoral Registration Process Review Working Party;
2. The draft terms of reference;
3. That before any consideration of substantive business, the sub groups would review their respective terms of reference at their first meeting and report back any suggested changes to these terms to the next available Overview & Scrutiny Panel for approval;
4. That before any consideration of substantive business, all sub groups would complete the project template at their first meeting and report back the details to the next available Overview & Scrutiny Panel for approval.

The Chairman asked each of the political groups to provide names of their respective representatives to sit on the three sub groups to Democratic Services outside the meeting.

### **Exploring Effective Scrutiny Approaches**

Some Members suggested that a small group of Members be involved in discussions with the Leader to explore new approaches for an effective scrutiny process. One other Member suggested a sub group be set up to engage the Leader and possibly the Deputy Leader in these discussions. They cited the recommendations from the Peer Review Challenge report that indicated the Council's scrutiny function required improvement, particularly with regards to pre-decision scrutiny.

Members said that they wanted the Panel to take a lead in coming up with changes to the scrutiny function and that it was within the Panel's gift to set up the sub group. The Chairman said that it would be prudent for the Panel Chairman to hold preliminary discussions first before fully engaging the sub group in the process.

Councillor Campbell proposed, Councillor Grove seconded and Members agreed the following:

That the Chairman approaches the Leader of Council and Deputy Leader (if necessary) and advise them that the Overview & Scrutiny Panel is minded to set up a sub group to explore proposals for establishing alternative scrutiny arrangements that include pre-decision scrutiny, with a view that Cabinet supports that decision.

It was also pointed out that the Panel ought to consider whether to allow non Panel Members and non-councillors to the membership of some of the sub groups where appropriate, as has been the case in the past. This would ensure that the Panel would continue to benefit from the expertise available outside the Council on scrutiny projects that require certain expertise and experience.

Councillor Dexter proposed, Councillor Campbell seconded and Members agreed to allow the appointment of non-Panel Members and non-councillors to sit on the Panel's sub groups where appropriate.

The Chairman reminded Members that they could require Cabinet Members to appear before the Panel to make presentations on areas that fall within their portfolio areas and that the Forward Plan is one such tool that could be used to engage Cabinet Members.

Meeting concluded: 7.45 pm

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<b>Consultation on New Events Policy and Procedures</b>
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Overview & Scrutiny Panel	<b>16 August 2016</b>
Report Author	<b>Suzie Hooper, Events and Community Projects Officer</b>
Portfolio Holder	<b>Cllr Lin Fairbrass – Cabinet Member for Community Services</b>
Status	<b>For Recommendation</b>
Classification:	<b>Unrestricted</b>
Key Decision	<b>No</b>
<i>Previously Considered by</i>	<b>Corporate Management Team 24/05/2016</b>
Ward:	<b>All Wards</b>

**Executive Summary:**

Thanet has a thriving events industry and as a district we host the most events in Kent in any one year a majority of which are held on Thanet District Council land, 215 in 2015 and 280 for 2016.

Thanet District Council is committed to enabling events that contribute to our vibrant, coastal environment and economy by working with event organisers, partners and agencies to provide a variety of safe and enjoyable events.

The volume of events does place a strain on the resources of TDC from the processing and supporting of applications through to cleansing and land management.

Since taking over the process in 2014 the Safer Neighbourhoods Team has identified a number of ways in which the process needs to improve to both support event organisers and ensure that events are run safely.

The main role of the Safer Neighbourhoods Team is to provide appropriate support to event organisers through the processes to enable them to plan, organise and run a safe event.

TDC also have a role to play as land owner in ensuring that events on our land are run in a safe manner.

The attached Events Policy has been drafted to endeavour to provide a clear outline of the role of the Council in Events within Thanet, role of the Event Safety Advisory Group and to give a framework of the processes required to the event organiser.

The Policy was drafted with stakeholder input and has already been subject to engagement with internal departments and members of the Event Safety Advisory Group to ensure accuracy. The Policy has been presented to Corporate Management Team who has agreed a wider engagement and awareness raising process which will be commencing shortly, presentation to Overview and Scrutiny Panel is part of this process.

There are a number of key changes to our processes including the introduction of set time scales for both organisers and TDC, premium or standard sites including clearer identification of what type of events can be held on each site, an event notification form and application fee, a signed memorandum of agreement to use land and an itemised quote of the cost of TDC services for the event, permission to occupy.

There is also a new fees and charges schedule proposed in the document including new event type classifications, an application fee, event hire rate and fees and charges for additional services.

**Recommendation(s):**

- To review the proposed Events Policy and make recommendations and raise any concerns that the panel would like to be explored.

**CORPORATE IMPLICATIONS**

<b>Financial and Value for Money</b>	<p>As highlighted in the Corporate Plan, events play a key role in providing not only local and economic benefits. With over 215 events delivered last year, these help to promote Thanet as a visitor destination. Tourism contributes at least £245 million to the Thanet economy each year supporting 5,932 jobs (Cambridge Model Economic Impact Survey 2013) with more than 3.36 million visitors exploring the area.</p> <p>The policy will provide a framework that will provide greater efficiency within the processes and procedures for Thanet District Council and for the users of the services provided within Events.</p> <p>Events currently incur the Council costs relating to officer time, resources used and services provided, which the policy proposes to give clear guidelines and improvements on how we can recover some of these costs.</p> <p>New fees and charges will be put in place for the new budget year 2017/2018.</p>
<b>Legal</b>	<p>Thanet District Council has a duty of care to ensure that events are managed safely and that all the relevant departments and agencies are working effectively in partnership to achieve this.</p> <p>Within the Events Policy is listed the legislation and guidance that are relevant to the event process, however this is not an exhaustive list.</p> <p>Through the internal consultation of the Policy, Legal Services have reviewed and commented on the Draft Events Policy.</p> <p>Due regard must be had to the Public Sector Equality Duty generally and in relation to the implementation of changes to fees and charges.</p>
<b>Corporate</b>	<p>The Policy will direct and support the Council to follow the key processes and procedures when putting through events. It is a new corporate document that will inform over the next three years, officers, members, organisations and Event Organisers.</p> <p>The policy will complement the Council's Vision and Corporate Priorities including:</p> <ul style="list-style-type: none"> <li>• <b>Priority 1: A clean and welcoming environment</b> A variety of events that encourage pride in our district and leave the site clean.</li> <li>• <b>Priority 2: Supporting neighbourhoods</b> The policy contributes to this priority by helping people to make better lifestyle choices and engage in a broad range of sports, leisure and coastal activities within our communities and to improve community safety.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Priority 3: Promoting inward investment and job creation</b> This policy contributes to this priority by encouraging community groups, organisations and businesses to put on events which support the local and visitor economy to grow.</li> </ul>								
<b>Equalities Act 2010 &amp; Public Sector Equality Duty</b>	<p>Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people who share a protected characteristic and people who do not share it, and (iii) foster good relations between people who share a protected characteristic and people who do not share it.</p> <p>Protected characteristics: age, gender, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy &amp; maternity. Only aim (i) of the Duty applies to Marriage &amp; civil partnership.</p> <table border="1" data-bbox="432 779 1401 1021"> <tr> <td colspan="2">Please indicate which aim is relevant to the report.</td> </tr> <tr> <td>Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,</td> <td>√</td> </tr> <tr> <td>Advance equality of opportunity between people who share a protected characteristic and people who do not share it</td> <td>√</td> </tr> <tr> <td>Foster good relations between people who share a protected characteristic and people who do not share it.</td> <td>√</td> </tr> </table> <p>The Council works with a diverse range of event organisers from a variety of different cultures and backgrounds. We are committed to assist event organisers to deliver a provision of multi-cultural events promoting community cohesion.</p> <p>The policy supports the ability of events to contribute towards the council's equality duties including:</p> <ul style="list-style-type: none"> <li>• Advance equality of opportunity between people who share a protected characteristic and those who do not; and</li> <li>• Foster good relations between people who share a protected characteristic and those who do not.</li> </ul> <p>Events can do this by:</p> <ul style="list-style-type: none"> <li>• Removing or minimizing disadvantages suffered by people due to their protected characteristics.</li> <li>• Taking steps to meet the needs of people from protected groups to participate in public life or in other activities where their participation is disproportionately low.</li> </ul> <p>An Equality Impact Assessment (EIA) is being carried out throughout the development of the Event Policy and procedures. This report is part of that process by including the Overview and Scrutiny Panel to contribute to the final evaluation. As well as an internal consultation, the Events Policy will also be going out to external stakeholders for an engagement and awareness raising process.</p> <p>The Equality Impact Assessment (EIA) (Annex 5) is an ongoing process and once the Events Policy has been through the complete process of engagement and awareness raising full analysis will be completed.</p>	Please indicate which aim is relevant to the report.		Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,	√	Advance equality of opportunity between people who share a protected characteristic and people who do not share it	√	Foster good relations between people who share a protected characteristic and people who do not share it.	√
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<b>CORPORATE PRIORITIES (tick those relevant)✓</b>	
A clean and welcoming Environment	✓
Promoting inward investment and job creation	✓
Supporting neighbourhoods	✓

<b>CORPORATE VALUES (tick those relevant)✓</b>	
Delivering value for money	✓
Supporting the Workforce	✓
Promoting open communications	✓

## **1.0 Introduction and Background**

- 1.1 Thanet has historically had a popular and varied event calendar due to its creative and cultural heritage. Events play a vital part of the visitor experience that Thanet aspires to achieve and they help draw visitors to Thanet as a destination. They are also an essential part of building and bringing together local communities.
- 1.2 Thanet District Council is committed to supporting events that contribute to our vibrant culture, coastal environment and economy by working with event organisers, partners and agencies to provide a variety of safe and enjoyable events.
- 1.3 The quantity of events has been growing rapidly in recent years which can be seen as an indicator of regeneration and sense of place. There were over 215 events held across Thanet in 2015 and 280 planned in 2016.
- 1.4 However there hasn't always been a clear policy and set of procedures for all parties involved to work from. This has led to discrepancies and inconsistencies in approaches and decisions and ultimately the quality of events on offer.
- 1.5 Our role is to support event organisers through the processes of planning, organising and running an event.
- 1.6 Whilst Thanet District Council recognises the economic impact that events bring in boosting the local economy there are costs to the Council for processing events, the provision of additional services and the use of Thanet District Council land.
- 1.7 The fees and charges schedule is based upon everything that TDC will need to charge to cover its costs for providing additional services and resources ensuring that they are not detracting from other services being provided.

## **2.0 The Current Situation**

- 2.1 The Safer Neighbourhoods Team met with stakeholders and identified what they required from the event process as well as using feedback from event organisers and their own experience and prepared an Events Policy.
- 2.2 This policy has been to all internal departments and key statutory stakeholders for engagement to ensure that the items relating to their areas of expertise are accurate prior to wider engagement and awareness raising.
- 2.3 The policy is aiming to provide clarity and clear boundaries on a set of policies, processes and procedures for event organisers. There is a framework for what departments are responsible for, giving clarity to specific policies, roles and responsibilities.

2.4 Corporate Management Team has viewed the draft policy and has agreed that wider engagement and awareness raising can take place. All Councillors have been provided with the document and external consultation has begun.

2.5 Key changes include

- It is proposed in the Events Policy that the Council identify areas owned by TDC to be used to display large advertisements for local events by TDC applying for advert consent for these sites.
- An Event Journey has been created that proposes a comprehensive application and approval process that ensures that events are only given permission once all steps in the process have been correctly carried out by the applicant.
- Private fitness businesses that use Council land/open spaces will need to go through the Estates Team, providing an event notification form, risk assessment, Public Liability Insurance and copies of relevant qualifications. There will be an expectation that where there has been the use of Council Land, the area will be cleared up otherwise there may be a charge for any clear up.
- New fees and charges schedule based on the type of land hired as well as the type of event
- Introduction of an administration fee and deposit.
- Recharge of the cost of additional TDC services

### 3.0 Options

3.1 To not the proposed policy and provide feedback including suggested changes and areas to explore.

3.2 To note the proposed policy and do not provide feedback.

### 4.0 Next Steps

4.1 Engagement and Awareness Raising

Presenting this to the Overview and Scrutiny Panel is part of this process. Any amendments recommended by the Overview and Scrutiny Panel will be considered and the policy will adjusted as part of the engagement process prior to it going back to CMT and then Cabinet.

An external engagement and awareness raising process with stakeholders will commence to ensure equity and equality.

Contact Officer:	Suzie Hooper, Events and Community Projects Officer, 01843 577409
Reporting to:	Penny Button, Head of Safer Neighbourhoods, 01843 577425
	Rob Kenyon, Director of Community Services, PA: 01843 577071

### Annex List

Annex 1	Draft Events Policy – 2016
Annex 2	Event Safety Advisory Group – Terms of Reference
Annex 3	Event Application Process and Approval
Annex 4	Events Notification Form
Annex 5	Equality Impact Assessment

## Background Papers

Title	Details of where to access copy
Please refer to the list of legislation that has been referred to in Annex 1, Section 6.0 page 8.	

## Corporate Consultation

<b>Finance</b>	Matt Sanham, Corporate Finance Manager
	Karen Paton, Strategic Procurement Manager
<b>Legal</b>	Colin Evans, Assistant Litigation Solicitor

# Thanet District Council

## Draft Events Policy

2016-2020



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DRAFT

# 1.0 Introduction

Thanet District Council (TDC) is committed to enabling events that contribute to our vibrant culture, coastal environment and economy by working with event organisers, partners and agencies to provide a variety of safe and enjoyable events.

Events play a vital part of the visitor experience that Thanet aspires to achieve and they help draw visitors to Thanet as a destination.

They are also an essential part of building and bringing together local communities.

The policy endeavours to clearly outline the role of the Council in Events within Thanet, the role of the Event Safety Advisory Group and to give a framework of the processes required of the event organiser.

Our role is to provide appropriate support to event organisers through the processes to enable them to plan, organise and run their event. The Council aims to make the experience of putting on an event in Thanet a pleasurable and enjoyable one.

Thanet District Council has a duty of care to ensure that events are managed safely and that all the relevant departments and agencies are working effectively in partnership to achieve this.

## 2.0 Background

Thanet has a rich heritage of events. These range from small informal community gatherings to large festivals spanning multiple days and attracting national and international visitors. The Council allows the use of Council land for this purpose. Thanet District Council may assist events as a facilitator, promoter and regulator.

We work alongside the Events Safety Advisory Group (ESAG) which is made up of multiple agencies who work together to review and advise event organisers on public health, safety and welfare at events.

The quantity of events across the district has been growing rapidly in recent years which can be seen as an indicator of regeneration and sense of place.

## 3.0 Purpose and Scope

**For this policy, an event is;**

*'A planned public or social occasion happening in a certain place during a particular interval of time. It is the purpose for which a venue or location has been booked'.*

**This Policy applies to:**

- All events being held on Public Land
- Events in the Thanet district on private land requiring input from the Events Safety Advisory Group
- All events involving road closures in Thanet

## 4.0 Policy Objectives

Thanet District Council encourages the hosting of events across the district that will complement the Council's Vision and Corporate Priorities for 2015 to 2019:

- **Priority 1: A clean and welcoming environment**
  - A variety of events that encourage pride in our district and leave the site clean.
- **Priority 2: Supporting neighbourhoods**
  - The policy contributes to this priority by helping people to make better lifestyle choices and engage in a broad range of sports, leisure and coastal activities within our communities and to improve community safety.
- **Priority 3: Promoting inward investment and job creation**
  - This policy contributes to this priority by encouraging community groups, organisations and businesses to put on events which support the local and visitor economy to grow.

TDC has established four themes and will support events that;

1. Enable and empower local groups to organise effective events that widen community participation, develop a sense of local pride and inspire communities to come together.
2. Assist Thanet's role as a creative and cultural centre including arts, music and heritage.
3. Help people to spectate or engage in sport and active recreation to improve health and well-being.
4. Establish Thanet as a visitor destination, creating an economic impact of people visiting from outside the area and raising Thanet's profile as a Tourism destination.

This policy will complement the Council's three values: 1) Delivering value for money; 2) Supporting the workforce; 3) Promoting open communications. By specifically:

- Outlining Thanet District Council's role in events across the district explaining what we want to achieve and how we are going to do it.
- Providing a framework for the event application process for running an event and communicate the obligations, responsibilities and limitations which all event organisers have in relation to staging an event on Council land.
- Providing advice and guidance or signposting organisers to relevant organisations, funding sources, toolkit, training and resources.
- Making available information, application forms, template documents and guidance to:
  - enable the organiser to notify the Council of an event
  - apply to use Council land
  - apply for a road closure
  - plan a safe event.

These are available on the Council's website <http://thanet.gov.uk/your-services/events-and-exhibitions/event-organisation-and-land-hire/event-organisation-and-land-hire/> and via other formats such as paper or email on request.

- Guiding how we work with partners through the Events Safety Advisory Group (ESAG). Offer advice to event organisers in respect of their responsibilities to ensure the health and safety of staff, participants and the public attending their event.
- Providing information about council owned event venues for hire and how we make our assets available for the use of public events.
- Ensuring that any detrimental effects that the hosting of events in the Thanet district may have and the disruption to other organisations, residents and businesses are minimised.
- Providing information about inclusive learning opportunities for event organisers through workshops and disseminating relevant information and guidance, resulting in more confident organisers.
- Providing a clear charging policy with a defined scale of fees and charges for hire of public land. To explain where these will be levied, ensuring a consistent approach. Review fees and charges for events annually as part of the Council wide review of fees and charges.
- Providing advice and offer opportunities for promoting Events.

This policy supports the ability of events to contribute towards the council's equality duties including:

- Advance equality of opportunity between people who share a protected characteristic and those who do not; and
- Foster good relations between people who share a protected characteristic and those who do not.

Events can do this by:

- Removing or minimizing disadvantages suffered by people due to their protected characteristics.
- Taking steps to meet the needs of people from protected groups to participate in public life or in other activities where their participation is disproportionately low.

## 5.0 Accountability

The Council has a duty of care and therefore it will ensure that all the relevant departments follow the processes to make sure that events are safe.

### **Elected Members:**

- Events sit within the portfolio of the Cabinet Member for Community Services.
- Members will be kept updated on events and advised on any unusual or contentious applications as well as those which involve refusing permission for an event on Council land.

### **Director of Community Services:**

- Accountability sits with the Director of Community Services with the support of the Head of Safer Neighbourhoods.
- Operational responsibility is given to the Events and Community Projects Officer.

### **Thanet District Council Departments:**

- The following departments have certain accountability throughout the event process:
  - The Events Team
  - The Estates Team
  - Civil Enforcement Office
  - Legal Services
  - EKHR Health and Safety
  - Environmental Health
  - Parks and Ground Maintenance
  - Regulatory Services
  - Financial Services
  - Street Cleansing and Waste Management
  - Building Control
  - Port and Harbours

A wider summary of each department's role can be found in Appendix 1.

## **6.0 Legislation and Defining Events**

The Council has legal duties and enforcement powers under the Health and Safety at Work Act 1974 and the associated statutory provisions.

All events must conform to relevant legislation and guidance, including but not limited to:

- Health and Safety at Work Act 1974
- Health and Safety (First Aid) Regulations 1981
- Data Protection Act 1994 and 1998
- Equality Act 2010 and Section 149 'the Public Sector Equality Duty'
- The Management of Health and Safety at Work Regulations 1999
- RIDDOR 1995 and 2013
- Licensing Act 2003
- Town and Country Planning Act 1990
- Safety of Sports Grounds Act 1975 (as amended)
- Fire and Safety and Places of Sport Act 1987 Part III
- The Regulatory Reform (fire Safety) Order 2005
- The Children's Act 1989
- Care Act 2014 Safeguarding adults at risk of abuse or neglect
- Environmental Protection Act 1990
- Code of Practice on Environmental Noise Control at Concerts
- Food Safety Act 1990
- Local Review of Decisions Regulations 2015
- The Purple Guide to Health, Safety and Welfare at Music and Other Events
- HSE Guidance for Fairgrounds
- Thanet District Council's Byelaws

The Council coordinates and consults with the local ESAG to assist Event Organisers in the discharge of these statutory duties. Where an event is considered to have a significant impact on an area, site or residents, these will be considered by the Council and ESAG.

## Event Categories:

The Council considers applications for all types of events. Applications are considered from all sections of the community. In order to allow us to give the best level of support and to help direct our resources better, TDC will use the following set of categories:

Category	Description
Enthusiast	This type of event covers specialist interest subjects such as motor vehicles and re-enactments. It could also cover specialist sports events. Likely to have small scale commercial activity.
Charity (Regional)	This category covers those operated by regional charities for the purpose of raising the profile and fundraising for the benefit of the charity.
Charity (National)	This category covers those operated by national charities for the purpose of fundraising for the benefit of the charity.
Commercial	These events provide a commercial benefit to a profit making business or operation including product launches, corporate events, music festivals, concerts, and fun fairs as the principle component of the event, one-off boot fairs and trade shows.
Community	Any event organised by community or voluntary groups that directly benefit the residents and visitors to the district and do not provide significant advertising or other commercial benefit to a profit-making business or organisation. They are aimed at a social group, specific locality and have a common cultural or heritage link. There is no principle entry fee, activities are free or at reasonable costs and no pitch fees are charged. This includes village fetes, carnivals, community sports (fun runs, taster days), fireworks, holiday celebrations.
Active Recreation	These activities encourage those who regularly participate in active lifestyles to engage in activities such as active play, recreational walking, running or cycling. These are free events, community focused, non-competitive, led by volunteers and aim to be sustainable. Therefore the event organiser will be charged the application fee, however there would not be an Event Hire Fee, this will be waived.

We recognise that some events may not exactly fit into these categories and Officers reserve the right to choose which category the event lies in. Events will be judged on the information they provide in their Events Notification Form and organisers informed in the early stages of planning.

When considering events there is also a scale by their size:

Event Size	Number of Participants
Small	0-499
Medium	500-999
Large	1000+
Major	5000+

With private fitness businesses that use Council land/open spaces these applications need to go through the Estates Team, providing an event notification form, risk assessment, Public Liability Insurance and copies of relevant qualifications. There will be an expectation that where there has been the use of Council Land, the area will be cleared up otherwise there may be a charge for any clear up.

## 7.0 The Role of the Event Safety Advisory Group

The Kent Safety Advisory Group is a multi-agency group which works together to provide advice on policy and advise on events across Kent.

The Thanet Event Safety Advisory Group (ESAG) works specifically on events across Thanet. The ESAG works in partnership with the Kent SAG and has agreed to adapt templates and some procedures to achieve a consistent approach across Kent.

The ESAG comprises representatives from Kent Police, Kent Fire and Rescue Service, NHS, KCC Highways Agency, EKHR Health and Safety, South East Coast Ambulance Service (SECAMB), RNLI and the Coastguard, as well as relevant local authority departments.

The ESAG Terms of Reference give clear outlines on the membership, the roles and responsibilities of members and the policies and procedures that the group follows.

- The ESAG reviews event documentation and offers advice to the event organiser on the safety of the proposed event, whether or not it is held on Council land.
- Representatives for an organisation attending the ESAG are responsible for dealing directly with event organisers concerning matters within the remit of their organisation, especially where that organisation exercises statutory powers.
- Representatives of the ESAG are responsible for ensuring decisions are formally taken by their respective organisations, where necessary, as the ESAG is only an advisory body. Moreover, the representatives are responsible for disseminating information in their respective organisations.
- ESAG review all events, not just those that are on Council Land. Thanet District Council provides the administrative support to the ESAG for the Thanet District.
- The remit of the Group is to advise on whether an event should proceed on safety and not on any other grounds.
- The ESAG will give their comments and advice providing the application has been submitted within a timely manner. Event Organisers receive these comments and may then be required to attend a meeting with the ESAG representatives.

As a key landowner in the district, Thanet Council as the landlord, will take note of the advice and recommendations made by ESAG and may withdraw consent upon advice by the ESAG on safety and Public Nuisance grounds only.

## 8.0 The Role of Event Organisers

An Event Organiser is a named individual who holds overall responsibility for the organisation of the event.

The Event Organiser should, where applicable:

- Provide complete and accurate event documentation within the required timeframes and respond promptly to any queries raised by the Council or member of the Thanet ESAG.

- Ensure that any information given on behalf of the organisation they represent is accurate, and that they have the legal authority to enter agreements on behalf of that organisation.
- Consult with the local community and businesses to inform them of the nature of their event and to encourage inclusive participation and engagement. To also show consideration to local residents where their event may have impacts and inform and consult them regarding the details of the event.
- Where there are concessionaires on or near the Event site, communicate with them and try not to duplicate what they are already providing. Consider the type of concessionary stalls in conjunction with the event to provide enough capacity but not providing unnecessary competition to existing traders.
- Consider carefully the number of participants expected at the event and record this on the Event Notification form. This should be the complete number of participants and volunteers/staff across the whole event period. When considering applying for a Temporary Event Notice, it needs to be broken down into the capacity at any one time.
- Ensure the event is run according to the submitted plans.
- Consider the environmental impact of the event, ensuring that Council land, property and the surrounding environment is not adversely affected by the event, including the potential for noise, smoke and odour nuisance; the clearing of rubbish and the making good of any damage, to the Council's satisfaction.
- Provide the Council with evidence of public liability insurance of not less than £5million covering the event. Event organisers must ensure that any additional participants also have appropriate insurance to the same extent. Provide public liability insurance that complies with KCC Highways Agency's requirements, where a road closure is required.
- Check current safety certification, risk assessments and method statements for participants attending events, including mechanical and animal rides, inflatables and firework displays, the absence of which would invalidate any insurance policies. The council reserves the right to ask for evidence of these safety documents.
- Provide evidence of food registration with the relevant local authority and food hygiene ratings for all temporary catering outlets.
- Make sure events comply with legislative requirements, including Health and Safety requirements and take into consideration the advice from agencies.
- Event Organisers must consider carefully risks associated with the supply or use of illegal drugs or banned substances at events and activities and give due regard to discharging their responsibility to provide a safe environment for the public and need to ensure close liaison with agencies to achieve this.
- Ensure that all required permissions are acquired where appropriate from:
  - Performing Rights Society (PRS). Visit: <http://www.prsformusic.com/users/businessesandliveevents/pages/doineedalicence.aspx>
  - Phonographic Performance Limited (PPL). Visit: <http://www.ppluk.com/>

## 9.0 Applying for Events

### **The Event Journey**

The Event Journey is a comprehensive application and approval process that ensures that events are only given permission once all steps in the process have been correctly carried out by the applicant. Please refer to Appendix 2 for The Event Journey diagram. The Application Process is outlined on Thanet District Council's website.

#### **The Event Journey Processes:**

- Early Information and Notification
- Application
- Processing and Advising
- Agreement
- Evaluation

The approval process is reliant on the recommendations and permission from a number of statutory partners.

### **Early Information and Notification**

When putting on an event in the District, Event Organisers are requested to inform the events team a minimum of 14 weeks prior to the event. This can be done up to 18 months prior to the event. However this does not confirm the booking of the site.

- Event Organisers will be required to submit an Event Notification Form with the application fee if the event meets any one or more of the following criteria:
  - Event is to be held on Council land.
  - Event involves use of the Highway or a Public Right of Way, whether or not a road closure is requested.

### **Application**

#### **Event Application Pack:**

TDC working as part of Kent Safety Advisory Group (KSAG) has implemented an 'Event Package' which includes standard templates to help ensure a consistent approach. These are available as part of the TDC Event Application Pack.

- As well as the Event Notification Form an application must also include:
  - A site map/plan
  - An Event Management Plan
  - A Risk Assessment
  - Evidence of public liability insurance
- Applications for Major Events, whether on Council or private land, require significant Event Safety Advisory Group and Council input and should be submitted at least 8 months in advance of the proposed event date.
- Smaller Event Applications must be made a minimum of 3 months prior to the event. It may be possible to process some events of an exceptional nature or in extenuating circumstances in a shorter period of time. However the Event Organiser would be responsible for covering any costs incurred in doing this.

- Any changes, alterations or additions to the event format by the event organiser may not be considered less than 28 days before the event date, unless it is of a sufficiently minor nature that can be accommodated within the timescales available. This is to allow any required consultation with the Events Safety Advisory Group.

**Additional Documentation:**

- In addition, the following documents may be required, dependent on the size and nature of the event and its location:
  - Noise Management Plan
  - Traffic Management Plan
  - Signage Schedule
  - Crowd Management Plan
  - Medical Plan
  - Evacuation Plan
  - Lost Child Policy
  - Safeguarding Children and Vulnerable People Policy
  - Evidence of food registration and hygiene certification
  - Amusement Device Inspection Procedure Scheme (ADIPs) which ensures amusement devices are regularly inspected and certified as safe for use by competent persons. For more information please visit <http://www.adips.co.uk/>
  - Operators of inflatable play equipment will need to provide evidence that their equipment has a current PIPA certificate. For more information please visit <http://www.pipa.org.uk/>
- The Council may, at its discretion or at the request of the Events Safety Advisory Group (ESAG), request further information or documentation not covered by any of the above documents.
- The Council may consider some late submissions; however there may be inadequate time for the Events Safety Advisory Group to make an informed assessment of the application and thus advice and comments may not be issued.
- The Council reserves the right to reject an event application where these timescales are not adhered to, or where there is significant information missing from the application.
- Should the event organiser not comply with timescales resulting in the event not going ahead, the Council will not be liable for any costs paid out by the organiser in preparing for the event.

**Other Considerations:**

- All events will be required to comply with the guidance provided by the Health and Safety Executive Guide HSG 195 The Event Safety Guide (second edition): A guide to health, safety and welfare at music and similar events available from [www.hse.gov.uk](http://www.hse.gov.uk)
- Professional firework displays must comply with Health and Safety Executive Guide HSG 123
- Event Organisers need to demonstrate how they will implement the advice provided in the Counter Terrorism Protective Security Advice for Major Events Guide produced by the National Counter Terrorism Security Office. <https://www.gov.uk/government/publications/counter-terrorism-protective-security-advice-for-major-events>

- We provide The Events Toolkit which is available to refer to for further guidance.
- Filming and Photography:
  - Thanet has a diverse range of locations and therefore is a popular location for filming and photography.
  - Permission is required for filming or photography on public land.
  - Thanet Film Service offer a one-stop shop for film location managers and photographers. For more information visit <http://thanet.gov.uk/the-thanet-magazine/campaigns/filming-in-thanet/> or contact Thanet Film Service by e-mail: [filming.notice@thanet.gov.uk](mailto:filming.notice@thanet.gov.uk) or phone 01843 577050
- If you are organizing an event where the military are involved, you need to link in with them to confirm that they have notified the police using a Public Military Event (PME) form at least six weeks in advance of the event.

## 10.0 How we make decisions on suitability?

The Council takes into account many factors during the decision making process for events on Council Land:

- To ensure fair use of sites, the Council will look at the Event proposal and take into consideration the nature of the event, suitability of the site and the proposed date.
- In most circumstances, the Council will operate a first come, first serve policy when it comes to reserving and granting permission to occupy for events on Council land. However, where restrictions apply to Council land, or there are multiple requests for an event location on the same date, then council officers will determine a fair and balanced allocation of events between applicants in line with the aims and objectives of this policy.
- In the instance of multiple requests for an event location, the Council will consider a range of factors including:
  - Size
  - Strategic fit
  - Established event
  - Historical performance of event
  - Length of tenure of the site
- New events need to consider existing events and the site usage when proposing a request.
- To ensure fair use of the sites the receipt of an Event Notification Form does not reserve the land.
- The receipt of an Event Application and Application Fee reserves the land (up to a maximum of 12 months in advance), however the minimum time for receipt of this is 14 weeks.
- Where there are long standing large events, there will be the opportunity to have a written agreement that will allow the booking for the site for three years. After that, this agreement will be reviewed. However, there is a caveat that TDC will be able to cancel this agreement if there are unforeseen works on the land, the ownership or lease of the land alters or a natural event affects the usage of the land.

In deciding whether to grant or refuse, permission to occupy Council land for an event, the following criteria for approval will be considered. Please note that this is an indicative, but not exhaustive, list:

- Public safety and security issues
- The suitability of the land for the event that is being planned
- The availability of the land for booking and the timing of the event

- The permission of the landowner for the event, where the land concerned is managed, but not owned, by the Council
- The ability of the organisers to plan, manage and control the event effectively
- The receipt of sufficient documentation, including insurance, from the organiser within the required timeframe
- Feedback from the Events Safety Advisory Group with regard to the safety of the event
- The payment of the application fee, any invoice for a deposit and/or fee for the use of the land has been promptly paid
- The ability of the event organiser to manage the financial requirements of the event
- Legal constraints including whether any covenants, planning restrictions or licensing limitations may be affected by a proposed event
- Compliance with conditions specific to the event location
- Whether the proposed event complies with equality and discrimination legislation
- The creation of opportunities for local participation
- Impact upon the environment and damage limitation
- The ability of the event organiser to mitigate potential statutory nuisances e.g. noise, odour and smoke.
- Impact of the event on regular users of public spaces, stakeholders and local residents
- Impact on transport or traffic infrastructure to support the event for example road closures, parking and use of public transport
- Whether the event or the event organiser has attracted genuine complaints to the Council in the past, or the Council holds a reasonable belief that such complaints may occur in respect of a proposed event.
- The planned event is in the interest of the local authority and the public
- Supporting new innovative events as well as familiar, traditional and long standing events.
- Provision of diverse and interesting events and activities brought into the area which fits in with the regeneration efforts being made.
- The number of events that are similar in one category over the year and at a site.

#### **Reserving TDC Land:**

- All bookings for events on Council land will be held on a provisional basis until all documentation is submitted.
- Once the documentation in the Event Application Pack is received along with the Application Fee, then this reserves the land requested for the event. This can only be for a maximum of twelve months prior to the event and if it is an annual event, then documentation can only be received following the completion of your event and satisfactory evaluation and feedback has been received.
- Following the submission of all the documents the Council will process these documents within three to six months unless it is a very large event. A standard event will take 14 weeks to be processed dependent on the accuracy of the paperwork. The processing procedure and time scale is based upon:
  - Time to share information with partner agencies
  - Where relevant, Event Organisers attending ESAG
  - ESAG to give advice and feedback that may require amendments to documentation

#### **Complaints:**

- Events or the event organisers may attract genuine complaints to the Council and such complaints may occur in respect of a proposed event. The Council takes these issues that are raised into consideration when considering an event:

- Flyposting carried out by the event organiser, or on their behalf
  - Litter left after an event, or other negative impacts on the environment resulting from an event, including damage to Council land or property
  - Noise complaints
  - Failure to comply with restrictions applied to a previous event
  - Safety concerns raised by the public, Council Officer, or a member of the Event Safety Advisory Group.
  - Anti-social behaviour or concerns in respect of community safety
- Private events will be considered on a case by case basis. This category may include private parties. Private events may not be permitted on Council land if they disrupt the enjoyment of the open space by the general public. Weddings are not permitted on Council Land.

## 11.0 Venue suitability for Events

Thanet District Council has a range of parks, open spaces, beaches and bays of which many host a wide range of commercial and community events throughout the year.

Each of the sites in the area offer different facilities and experiences for audiences and these are shown on a map of the area. There is a list of potentially available sites, please refer to Appendix 3.

There are also information sheets on each site including site area, type of site (e.g. park; beach; coastal), site maps and photographs, facilities and site specific details including considerations when using the area.

When planning an event, Event Organisers need to consider the venue very carefully in relation to:

- Size
- Facilities
- Location
- Audience footfall
- Environmental effect/impact

The Council's event sites are categorised into Premium and Standard.

- **Premium** – a site that is in a desirable location, used regularly and has enhanced facilities such as on-site toilets, electricity, water, car parking and public transport (excludes sites that have these facilities but are not in the council's control).
- **Standard** – general open spaces suitable for bringing on temporary event infrastructure

To ensure the suitability of the venue the following needs to be considered:

- The Hirer must at all times take good care of the venue and will be responsible for any damage to the venue or any part of it, or any equipment or other property of the Council within the venue, or in the area surrounding the venue, whether by the Hirer, Event participants or other associated persons or contractors.
- On certain high usage sites, events will be spaced out with two or three weeks in between enabling the surface to recover.

- On certain sites, if it is a wet season, an Event Organiser may be given two weeks' notice from TDC that they will not be able to use the site. This condition is included in the Conditions of Hire within the Memorandum of Agreement. Therefore Event Organisers need to have a contingency plan for relocating their event in the circumstance of adverse weather conditions.
- 'Council land' means land either owned by or leased to the Council. If the Council lease the land then TDC will approach the landowner for permission for the event. If the land is owned by TDC and leased then we ask for it to go through the ESAG process as the tenant will be using the land for a different purpose.
- This also includes areas of land owned by Kent County Council but where responsibility for managing events on this land has been passed to the Council. If an event is on a Highway then KCC will grant permission on the condition that the Event Organiser provides the correct documentation to Thanet District Council to satisfy Event Safety Advisory Group that the event is safe.

When planning certain activities on Council Land, there are considerations and guidance that can be found in the Events Toolkit:

- Cycling and Running Events along the Promenade
- Active Recreation:
  - These activities encourage those who regularly participate in active lifestyles to engage in activities such as active play, recreational walking, running or cycling. Where there are organised group activities on TDC land or KCC Highways these need to go through the Estates Team.
- Beach Groups:
  - Small Groups
    - Thanet is blessed with 19 miles of stunning coastline and has some of the most enviable beaches in the country and therefore the area attracts thousands of visitors.
    - For groups of under 50 people you need to contact the foreshore department to inform them of any group visits to the beaches and bays at [leisureservices@thanet.gov.uk](mailto:leisureservices@thanet.gov.uk) or on 01843 577274.
  - Large Groups:
    - Any group of over 50 people needs to consider the impact on the surrounding area and services. If they want to have music, food, alcohol or equipment on to the beach or there are going to be large numbers then it needs to be classified as an event and should go through the event process.
- Drone Filming:
  - Anyone considering drone filming within your event needs to go through the event organiser and contact Thanet Film Service on 01843 577050 [filming.notice@thanet.gov.uk](mailto:filming.notice@thanet.gov.uk)
- Fireworks
- Temporary Structures:
  - A temporary demountable structure is designed to be erected rapidly and dismantled many times. They are usually in place for a short time. Types of structures can include (but are not limited to) tents, marquees, viewing facilities (temporary seating and viewing platforms), stages, video-screen supports, and sound, lighting and camera structures.
  - Event organisers need to manage the safe erection, use and deconstruction of temporary demountable structures (TDS).

## 12.0 Granting Permission for the Use of Council Land

All events require permission from the council in the capacity as the landlord to the area where the event is being located.

- Permission will only be granted upon receipt of the Event Notification Form, Memorandum of Agreement (Conditions of Hire), full payment, risk assessment, event management plan, site map, public liability insurance and all other supporting documents as required.
- Reservation of the site can only be done 12 months in advance and once the Events Team receive the Application Pack documentation and Application fee. Therefore security of the land cannot be given before this period.
- Upon satisfactory receipt of all documentation, and with support of the ESAG, permission to occupy will be granted.

### Memorandum of Agreement and Permission to Occupy:

- Event Organisers will be sent a Memorandum of Agreement Conditions of Hire (Appendix 4) with a final quote for the land hire and additional fees and charges.
- Once the Memorandum of Agreement has been signed, the Event Organiser will receive an invoice for the land hire and additional fees and charges.
- Formal permission for the use of Council land will be given to the Event Organiser through the Permission to Occupy (Appendix 5) Once payment of charges have been received, the Permission to Occupy will be granted and sent out. It is only at this point that the event is sanctioned to go ahead.
- The Council can give permission as early as 12 months prior to the event or if an annual event, following the completion and evaluation of the event. However, there is a caveat that TDC will be able to cancel this permission if there is unforeseen works on the land or a natural event that affects the usage of the land.
- The Event Organiser must ensure that the person or persons signing on behalf of the organisation have the legal entitlement to do so. In the majority of cases, the following guidelines will apply:

Organisation Type	
Registered Charity	Signatories dependant on the charity's constitutional documentation
Registered Company	Two signatures are required and can be two Directors, or a Director and the Company Secretary
Sole proprietor	Signature of the sole proprietor
Town and Parish Councils	Signatories dependant on the individual Council's constitutional documentation
Community Groups	Signatories dependant on the group's constitutional documentation
Individual/Group of Individuals without constitutional documentation	To be agreed on a case by case basis

Events held on East Kent Housing managed land need to go through the event process submitting the documentation in the Event Package and being reviewed by the ESAG. The Event Hire Fees will be the same as those for events on TDC land however paid to East Kent Housing.

## 13.0 Refusing Permission for the Use of Council Land

Where the Council is unable to give permission to occupy Council land, an alternative date or location may be offered, where appropriate, to enable the event to take place.

Where the Council is unable to give permission to occupy Council land, and there are no suitable alternatives, the event organiser will be informed. Thanet District Council will act in accordance to the Local Review of Decisions Regulations 2015.

In these circumstances, the Council is not responsible for any costs that the event organiser may already have incurred in preparing for the event.

The following activities are not permitted on Council land, and will not be supported by the Council on private land in the district:

- Lantern releases
- Balloon releases, except where the materials used are fully biodegradable
- The use of live animals as prizes as part of an event
- Circuses or events which include live animal acts, except where sufficient evidence can be provided that animals are respected and cared for to an acceptable standard at all times.
- Firework displays; unless prior permission is sought and granted, notwithstanding exemption.
- Bonfires, unless prior permission is sought and granted.
- Commercial/promotional purposes.

## 14.0 Events on Private Land

The Council's primary concern with events held on private land is public safety. Event Organisers are encouraged to adopt good practice and to submit documentation and the Council will circulate the information to the ESAG in order to get it out to the agencies for feedback. The application would comprise, as a minimum of the Event Notification Form and then where necessary an Event Management Plan, Risk Assessment, Site Plan and evidence of Public Liability Insurance.

We would recommend that Event Organisers fill in an event notification of their event on private land if the event meets any one or more of the following criteria:

- Event is categorised as a major event and is new to the District
- The event is of an unusual nature, or comprises elements or locations which could be deemed high risk to participants or the public.
- The event is to take place over a number of days
- Event requires a Temporary Events Notice and the event is in a public setting.
- Event includes the provision of catering outlets and/or trade stands and is in a public setting.
- The event organiser would like advice from the Event Safety Advisory Group.

There is no compulsory requirement for Event Organisers to make an application to the Council for events held on private land. However if an application is made the following need to be considered:

- If an Events Organiser has chosen to make an application, then ideally an application should be made a minimum of 3 months prior to any event. ESAG request 12 weeks notification for the documentation to be submitted.
- An application would enable the Council to inform them of any circumstances or other events that may have an impact.
- The Council will disseminate the information provided and following consultation with the ESAG will coordinate feedback to advise on any risks to public safety.
- Where the ESAG is not satisfied that the appropriate safety measures are in place, the Council will advise the organiser of this, and if appropriate, their insurer and the public. Individual agencies within the Event Safety Advisory Group may take action under their relevant legislative enforcement powers in these circumstances.
- Failure of notifying the ESAG could lead to external factors affecting the event.

The Council makes an application charge for offering advice, administration and liaising with the Event Safety Advisory Group in respect of events on private land.

It is the responsibility of the event organiser to ensure they have the permission of the landowner for all events on private land.

## 15.0 Fees and Charges

Thanet District Council is very supportive of Events within the District and recognises the economic impact they bring boosting the local economy. However there are costs and additional services that may be required to the Council for processing events and the use of Thanet District Council land.

The fees and charges are based upon everything that TDC will need to charge to cover its costs for providing additional services and resources ensuring that they are not detracting from other services being provided.

### **Fees for All Event Applications**

- Application Fee
  - The application fee includes access to support from our officers and covers administration time for processing an event throughout its Event Journey.
  - The application fee will need to be paid once the Event Notification and the Event Application Pack documentation has been returned.
  - This fee is non-refundable.

### **Fees for use of Council Land for Events**

- Charges for the use of Council land shall be payable in accordance with the Council's fees and charges for hire which are in force at the time.
- It is Council policy to charge for hire of Thanet District Council land for the purpose of an event, based on the nature of the event being held.
- Guidance on how the fees and charges are calculated and what the fees cover (Appendices 6, 7 and 8) are sent out to the Event Organiser with the Event Pack.
- The Event Hire Fee will be requested when the Event Organiser has completed the paperwork and signed the memorandum of agreement and they will be asked for payment being made in full, in advance of the event.
- Reinstatement Deposit

- A Reinstatement Deposit is charged in relation to certain types of events and relates to potential risk of damage to Council land and assets.
  - The charges cover the cost of the inspection of assets immediately prior to and immediately after events in order to identify any damage caused. The fee will be used to fund any repairs or damage caused by the event. However, if the damage results in the repairs costing more than the deposit then the organiser will be invoiced for the difference.
  - The deposit will be required at the same time as the Event Hire Fee.
  - Details on the Reinstatement Deposit can be found in the Events Fees Table (Appendix 8)
  - In the case of Enthusiast, Charity and Community Events, a reinstatement Deposit will be waived however if damage does occur then TDC will seek recompense.
  - The deposit is returnable once the event has been completed, the site has been cleared and feedback from the Event Organiser and the Events Team has been completed.
  - The return of the deposit will be withheld if the event site is not returned to how it was prior to the event.
- Events using multiple spaces may be charged different fees as the events may use the sites for different purposes.
  - Event Organisers will be charged a reduced fee for non-operational days at 50% of the daily operational rate.
  - KCC Highways Authority and Thanet District Council's Civil Enforcement Office may issue a charge for road closures in certain instances. Please refer to the Fees and Charges for Additional Resources Information Sheet (Appendix 7).

The Council incurs costs when events take place on its land and the following are charges that will be made in addition to the Application Fee and the Application Hire Fee. When your Event Documentation is received, the Events Team will determine a quote based on the requirements of your event.

### **Fees and Charges for Additional Resources**

The fees and charges for additional resources are provided in the Fees and Charges for Additional Resources table of information. (Appendix 7)

- Licensing Fees – Refer to Section 17
- Waste Management
  - Street Cleansing and Waste Management will provide advice on additional cleaning and waste collection requirements according to the footfall of the event.
  - Toilets are not a statutory service however TDC provide public toilets in many sites close to or within event footprints.
- Building Control
  - Event organisers need to manage the safe erection, use and deconstruction of temporary demountable structures (TDS).
  - Where an inspection of a temporary demountable structure is required, there will be an hourly charge for this.
  - A temporary demountable structure is designed to be erected rapidly and dismantled many times. They are usually in place for a short time. Types of structures can include (but are not limited to) tents, marquees, viewing facilities (temporary seating and viewing platforms), stages, video-screen supports, and sound, lighting and camera structures.

- Electricity
  - A charge for low consuming and high consuming events will be incorporated in to the Event Hire fee.
  - A meter reading will be taken prior to and after an event to monitor the use of this power
- Events Team
  - The Events Team will add the additional charges into the Land Hire Fee with a breakdown of all the charges. The Event Organiser will be sent a quotation and the quote will then be sent to the relevant departments. The relevant departments will then need to invoice for their section.
- Fees and charges are reviewed annually.

Any unpaid fees or charges will mean future events will not be permitted by that organisation until the debt has been settled.

## 16.0 Cancellations and Refunds

The Council reserves the right, at its sole discretion, to cancel any event booked on Council land due to poor weather, unsuitable ground conditions, non-receipt of the required paperwork or exceptional unforeseen circumstances. In these circumstances, the Council is not responsible for any costs that the organiser may already have incurred in preparing for the event.

Where an event is cancelled by the Event Organiser, the Council requires 14 days' notice and the event organiser must have a strategy in place to communicate this through a variety of channels. In the situation of an event being cancelled the Application Fee is non-refundable.

If we are notified prior to the event, where an event is cancelled due to circumstances beyond the Event Organiser's control, for example adverse weather conditions and natural disasters the Council may offer a refund of the Hire Fees, Additional Service Costs and any deposit at its sole discretion but this will only be paid if the costs the council has incurred are covered. The Non-Operational days would be taken into consideration in these circumstances. The Council will be covering their full costs that they may have to incur to date or things they have had to put in place to assist cancelling the event.

## 17.0 Licensing, Permissions and Insurance

Event Organisers need to ensure that all required licenses are acquired in the relevant time scales.

Thanet District Council has responsibility for licensing the sale of alcohol, late night refreshment and regulated entertainment.

Please note that depending on what you are applying for it may require up to two months notice. More information can be found in the Events Toolkit.

### Temporary Event Notices

- Some events may require a Temporary Events Notice (TEN), regardless of whether they are held on Council or private land. These are required where the event involves a licensable activity for which the premises concerned do not have an existing license.
- Licensable activities include the following:
  - The sale by retail of alcohol

- The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club
- The provision of regulated entertainment (including live music, recorded music, dancing, performance of plays, indoor sporting events)
- The provision of late night refreshment (hot food after 2300 hours)
- For further information please refer to the Council's website or contact Licensing on e-mail [licensing@thanet.gov.uk](mailto:licensing@thanet.gov.uk) or phone 01843 577413.

### **Premises License**

- Some events may require a Premises License to provide late night refreshments and regulated entertainment, and sell alcohol.

### **Street Collection Permits**

- To collect money or sell articles for the benefit of charitable or other purposes in Thanet, the Event Organiser will require a street collection permit.

### **Conditions of License**

- Where an event has a Temporary Events Notification and the conditions of the license are not being put in place prior to the event, the licensing department may then visit the event when it takes place to monitor whether the conditions are being followed. This will be fed back to the Event Organiser and could end in a follow up prosecution or future applications may be affected for not complying with the conditions of license.

### **Public Liability Insurance**

- Public Liability Insurance provides cover for legal liability of the insured party in respect of a claim from a third party for property damage, death, injury and illness.
- The Event Organiser must provide the Council with evidence of public liability insurance of not less than £5million covering the event.
- It is the responsibility of the Event Organiser to ensure that they obtain evidence of public liability insurance policies from any other site users, additional participants/parties to the same value prior to the event date.
- Recreational activity providers may present £1 million public liability insurance coverage relating to their Registered Exercise Professionals (REPs) or relevant coaching qualification. These would have to be considered on a case by case basis and the Director of Community Safety would need to sign these off.

## **18.0 Road Closures**

Some events may take place, partially or fully, on the highway, or pedestrians may use the highway to access or spectate at an event. In these circumstances, it may be necessary to close part or all of a road.

Closing roads can have a significant impact on local people, and should therefore only be considered where absolutely necessary for an event to go ahead safely.

An application for a road closure can be submitted to the Council as part of an event application. The Civil Enforcement Office provides feedback on event applications concerning Council owned or managed car parks and parking bays, and for granting the required permissions for the use of these areas, subject to their own policies and procedures.

Road closure notices may be administered either by the Council, or by the KCC Highways Authority, depending on the nature of the closure. The Council can issue closures under the Town Police Clauses Act and the fee is included in the Fees and Charges for Additional Resources document (Appendix 7). The Traffic Technician is responsible for issuing some

Town Police Clauses Act notices and will pass road closure requests to KCC Highways for their consent and Kent Police for their feedback.

Closures implemented using any other legislation will need to be administered by KCC Highways for which a cost may be incurred.

If you are requesting a road closure and the reason for the closure fits with one of the criteria listed below, a road closure notice can be issued by the Council under Section 21 of the Town Police Clauses Act 1847 (a 'TPC'):

- Procession
- Illumination
- Rejoicing
- Road thronged (crowded) or liable to be obstructed

Road closures will need to be managed by competent people and this is assessed appropriately, reasonably and practically to the level of experience and location. This may be a person suitably qualified with a Street Works Ticket to work on the Highway, or someone deemed competent with previous or existing work life experience or experience in marshalling road closures.

For other events, particularly sporting events, road closures cannot be completed under the TPC legislation. For these events an order would need to be produced by KCC Highways, for which a charge would be made. KCC request 12 weeks' notice for a road closure application.

KCC Highways requires a minimum of 12 weeks standard notification for utilities work on the highways, so they use this time frame across the board. They ask Event Organisers to give 12 weeks' notice for road closures and this is so that if they receive notification and a utilities company approaches them, they can notify them of the event and can co-ordinate access. Thanet District Council's Civil Enforcement Office will require the same 12 week notice from Event Organisers to ensure that Event Organisers are given the opportunity for KCC Highways to deter utilities work on the highway 12 weeks prior to the event.

It is the responsibility of KCC Highways, in consultation with Kent Police, to determine the nature of the closure and therefore which authority administers the required notices.

It is the responsibility of the event organiser to ensure they have the permission of KCC Highways Authority, and appropriate closure documentation where applicable, for any events on the highway.

Closing a public road, footway, footpath or verge without a lawful closure order is illegal.

## 19.0 Enforcement

The Council reserves the right to check that an event organiser is managing an event in accordance with the event plans submitted and the terms and conditions of land use granted under the Memorandum of Agreement or Permission To Occupy, where the event is held on Council land.

Any breach of these agreements based on a Council inspection or a substantiated complaint from a third party will provide grounds for the Council to be able to refuse permission for an event organiser to hold the same event in subsequent years or other events on Council land.

Where there is a breach of the terms and conditions contained within the Memorandum of Agreement, or the Permission to Occupy, the Council may choose to take legal action to enforce these contractual rights.

The Council has statutory powers that can enable it to immediately stop any events on its land where there is an imminent or substantial risk to public safety.

## 20.0 Marketing and Promotion

Promoting an event is an extremely important part of the event process and there is advice and guidance in our 'Promoting Your Event' Guidance Sheet in the Events Toolkit.

Where the event is in receipt of in-kind support by Thanet District Council, any promotional material should display the Thanet District Council Logo and/or mention the support. This needs to come through the Council to ensure that this was used in line with the Council's branding guidelines. Please contact [communications@thanet.gov.uk](mailto:communications@thanet.gov.uk).

Event Organisers are not able to advertise their event by fly posting, however if your event is likely to attract tourists then your event may be promoted on [www.visitthanet.co.uk](http://www.visitthanet.co.uk) if you submit the details to the Tourism Team. Refer to the Events Toolkit for marketing and promotional guidance which can be found on <https://www.thanet.gov.uk/your-services/events-and-exhibitions/event-organisation-and-land-hire/event-organisation-and-land-hire/>

There are Tourist Information Points in and around the District, where A4 or A5 posters can be displayed. The Thanet Visitor Information Centre would require the posters between 4-6 weeks before the event.

Identified prime seafront areas owned by TDC can be used to display advertisements for local events. This will be free of charge for local events and charitable events. Time limits for each event to display their advertisements will be restricted to them being displayed no more than 7 days prior to the event and removal within 48 hours after the event.

Along the seafront there are areas where banners can be displayed through the permission of the Foreshores department. These can go up two weeks in advance of an event and need to be taken down the day after the event.

Ramsgate Harbour Office will support events in the Ramsgate area by authorising advertisements around Ramsgate Harbour that comply with the size permitted.

Advertisements cannot be displayed adjacent to a highway area.

## 21.0 Training

The Events Team may be able to provide training sessions for Event Organisers and community groups to improve their understanding and knowledge of the Events Process. The key elements in this training will be:

- Events Policy
  - Event Documentation
  - Licensing, Permissions and Insurance
  - Fees and Charges
  - Venue Suitability
- 
- Event Safety Advisory Group

- Event Grant Funding
- Event Toolkit

## 22.0 Consultation

### Communication and Consultation of the Policy:

This policy has been developed in conjunction with:

- Relevant council departments
- Agencies within the Event Safety Advisory Group
- Current or previous Event Organisers
- Cabinet
- Overview and Scrutiny Committee

The issues raised by these groups have been addressed as far as possible in developing this policy.

The final draft of this policy has been shared with some event organisers, Town and Parish Councils, Ward Councillors, Resident Groups, Chief Executive, Leader of the Council, TDC departments and members of the Event Safety Advisory Group

This policy, associated documents and guidance is available on the council's website at <https://www.thanet.gov.uk/your-services/events-and-exhibitions/event-organisation-and-land-hire/event-organisation-and-land-hire/>

### Communication and Consultation of Events:

The level of consultation regarding a specific event will be dependent upon the scale and location of the event. The impact on the events locational surroundings will also be factored. This process may include consultation with:

- The Event Organiser and the Events Team to ensure that the event is in accordance with the TDC Events Policy
- Internal Departments of the Council
- Core members of the Event SAG and where specific to an event, invited representatives
- Ward Councillors and Town Councils where events are within their areas
- Communities and businesses of interest to the event

## 23.0 Monitoring and Review

### Monitoring and Review of Events:

#### Evaluation

- A vital part of any event is to carry out an evaluation reviewing the planning, organisation, delivery and success of the event.

The Events Team will monitor some events to ensure compliance with the policy and the event hire agreement.

#### Event Debriefs:

This may be carried out in a variety of ways :

- verbally at a site visit;

- with a telephone conversation;
- through written feedback
- at a formal debrief meeting with officers from relevant Council departments and in some instances relevant members of the ESAG to review how the event went, give feedback and raise any concerns, offering the opportunity to discuss improvements for any future events.
- These sessions are a great tool for celebrating the achievements and impacts that an event has had.

**Monitoring and Review of the Policy:**

- This policy will be refreshed on an annual basis and reviewed on a three yearly cycle. Minor alterations to the policy can be approved by the Director of Community Services in consultation with the Cabinet Member responsible for Community Services. Any substantive alterations to the content of the policy will be approved by Cabinet.
- An Equality Impact Assessment will be completed if the subject of a revision to this policy has relevance to the Equality Act 2010 and the Duty.

**Document Control**

- **Title/Version**                      **Event Policy 1:0**
- **Owner**                                **The Events Team – Safer Neighbourhoods**
- **Date Approved**
- **Review date**                        **November 2020**
- **Reviewer**                            **Events and Community Projects Officer**

**Revision History**

<b>Date</b>	<b>Reviewer</b>	<b>Version</b>	<b>Description of Revision</b>
22 April 2016	SH & PB	1.0	Draft Event Policy
15 June 2016	SH & PB	2.0	Changes following internal consultation with Heads of Service & ESAG
15 June 2016	SH	2.0	Changes following CMT meeting

# Appendix 1 – Thanet District Council Accountability Roles

## **Elected Members:**

- The Cabinet Member for events will be the elected member representation on the Event Safety Advisory Group (ESAG). They will be consulted on any unusual or contentious applications and involved in discussions regarding refusing permission for an event on Council land.

## **Director of Community Services:**

- The Director of Community Services is the Corporate Management Team Member responsible for Events and delegates the day to day events process to the Events Team within Safer Neighbourhoods.
- The Director of Community Services delegates the majority of authorisation of most events requested on Council Land to the Head of Safer Neighbourhoods who delegates this to the Events and Community Projects Officer in consultation with the Event Safety Advisory Group. The Director of Community Services would be responsible for enabling consultation with the Leader of the Council, Chief Executive of the Council and Thanet ESAG for major events requested on Council land.
- The Director of Community Services is authorised to refuse permission to use Council land for an event, in consultation with the Chief Executive and Cabinet Member and in line with the Local Review of Decisions Regulations 2015 guidance.

## **The Events Team:**

- The Events Team comprises of the Events and Community Projects Officer and the Community Projects Support Officer.
- The Events and Community Projects Officer will oversee the administration of the events process, with the support of the Community Projects Support Officer.
- The Events and Community Projects Officer and the Community Projects Support Officer will administer the events process on behalf of the Council, and liaise with the Event Safety Advisory Group and event organisers, as appropriate.
- The Events and Community Projects Officer with the assistance of the Community Projects Support Officer will seek authorisation from relevant Council officers in respect of insurance, health and safety and land ownership and management before authorising an event on Council land.
- The Community Projects Support Officer will prepare and issue the Memorandum of Understanding, to formalise permission for the use of Council land for events other than Major Events. The Events and Community Projects Officer will ensure that the Memorandum of Agreement (Conditions of Hire) has been agreed before the use of council land is permitted for an event.
- The Events Team is responsible for providing feedback on event applications in respect of the extent, availability and suitability of Council land for a proposed event.

## **Estates Team:**

- The Estates Team is responsible for advising the Events Team and providing feedback on event applications in respect of the availability and suitability of Council land for a proposed event.
- Authorisation from the designated officer(s) within the Estates Team is required for all events on Council land.

### **Civil Enforcement Office:**

- The Civil Enforcement Manager within the Civil Enforcement Office is responsible for providing feedback on event applications concerning Council owned or managed car parks and parking bays, and for granting the required permissions for the use of these areas, subject to their own policies and procedures. This will be supported by the Traffic Technician.
- The Traffic Technician is responsible for providing feedback on some event applications concerning use of highways or requests for road closures, and for issuing Town Police Clauses Act notices, in conjunction with KCC Highways Agency, and Legal Services.

### **Legal Services:**

- For major events, the designated officer(s) within Legal Services is responsible for the preparation and issue of the Memorandum of Agreement and the Permission to Occupy, to formalise permission for the use of Council land.
- The Civil Enforcement Manager within Operational Services is responsible for authorising notices produced under the Town Police Clauses Act 1847. The Legal Clerk will arrange for the sealing of the Order.

### **Health and Safety:**

- Under the Service Level agreement with Thanet District Council, the Health and Safety Advisors are responsible for providing feedback on event applications in respect of health and safety for a proposed event, in line with the Council's statutory duties.
- Authorisation from a Health and Safety Advisor within this team is required for all events on Council land.
- When an event is on private land, this does not fall under the remit of EKHR Health and Safety, this would be covered by a Health and Safety Officer within Thanet District Council
- The designated officer(s) will check that the Event Organiser has got the ADIP and PIPA certificates for amusement devices and inflatable play equipment.
- The designated officer(s) will complete site visits prior or during the event to carry out an inspection in respect of the relevant health and safety areas.

### **Environmental Health:**

- The designated officer(s) within the Environmental Health team are responsible for providing feedback on event applications in respect of any areas of Environmental Health for a proposed event, in line with the Council's statutory duties. These areas include food safety, pollution and Environmental Protection.
- The designated Environmental Health officer(s) will complete site visits prior or during an event where necessary, to carry out an inspection in respect of the relevant environmental health areas.

#### **Public Health:**

- The Environmental Health Team carry out basic identity investigations of food outlets to avoid food poisoning outbreaks.

#### **Environmental Protection:**

- The Environmental Protection team is principally concerned with noise and odour impacts and will give advice in regard to mitigation. They will work with Event Organisers to assist them in avoiding potential statutory nuisances.

### **Building Control:**

- The designated officer is responsible for providing feedback on event applications in relation to all technical/legal aspects of legislation within the remit of the service as they relate to proposed events.
- The designated officer(s) will complete site visits prior or during the event to carry out an inspection in respect of the relevant building control areas for example the erection of Temporary Structures.

#### **Parks and Grounds Maintenance:**

- The Events Team liaise with the Grounds Foreman to ascertain suitability and condition of the land and agree terms for use. For example identifying timescales that a site can be used to allow for seeding and to allow rest periods.
- The designated officer(s) may inspect Council land prior to and following an event, to determine whether any remedial works are required, for which a charge may be levied.
- The designated officer(s) will liaise with either the TDC Events team or the event organiser to ensure access is given to Council land for an event, where necessary.

#### **Regulatory Services – Licensing:**

- Designated officers within the Corporate and Regulatory Services team shall advise on and process applications for Temporary Events Notices and Street Collection Permits, in accordance with their own policies and procedures, where applicable.

#### **Insurance Officer:**

- The Council's Insurance Officer shall be responsible for providing feedback on event applications in respect of insurance provision.
- Authorisation from the Insurance Officer is required for all events on Council land.

#### **Street Cleansing and Waste Management:**

- The Designated officer(s) within the Street Cleansing and Waste Management team shall advise on the services that would be in place and advise on additional cleaning and waste collection requirements according to footfall.
- Events Team liaise with the service manager or designated officer.
- The designated officer(s) will ensure that event organisers comply with statutory regulations in respect of waste management for their event.

#### **Communications:**

- The Designated officer(s) in the Communications Team is responsible for monitoring and encouraging Media involvement and liaise with the Events Team on press releases
- The Designated officer(s) to monitor any social media activity and communicate through social media (Facebook and Twitter) and the website any event related information.
- The Designated officer to liaise with the Events Team with request for filming and drones.

#### **Finance:**

- Events Team liaise with the designated officer(s) with the processes involved with grant agreements, invoices and payment vouchers.

#### **Procurement:**

- Events Team liaise with the designated officer(s) with the process of payment of grants to be progressed via the Councils Purchase Order Processing system which will require supplier adoption to be used for this process. For the purpose of this we will utilise the supplier adoption process in the interest of suitability.

- The designated officer(s) need to notify the responsible officer in procurement of start and end meter readings to ascertain accurate recharging to third parties of any utilities or telephony.

DRAFT

# Appendix 2 – The Event Journey

**Time Scales**

3 days for Events Team to respond.

Up to 18 months prior to event.

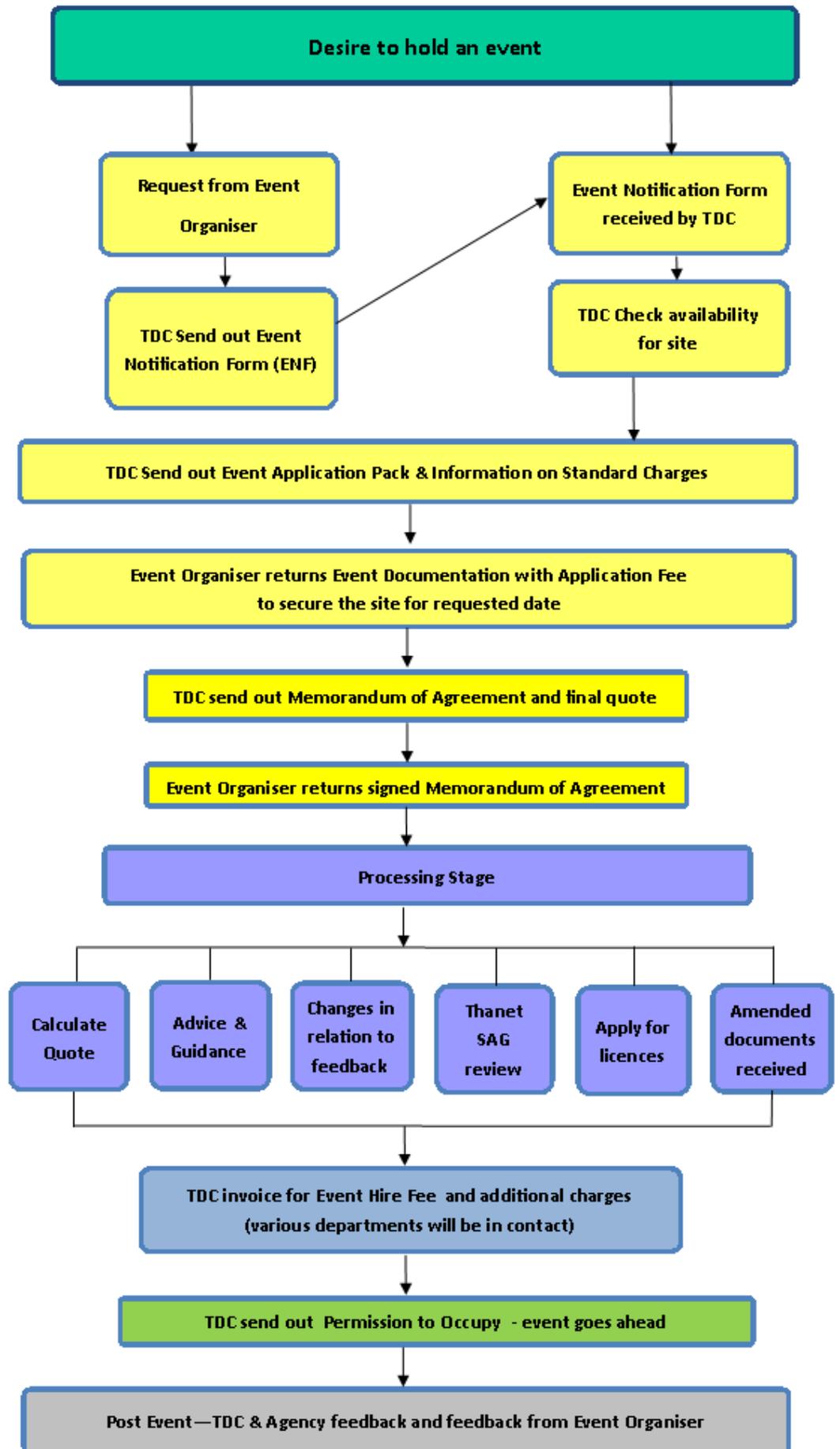
Maximum of 12 months before Event

0-14 weeks—small event

14 weeks—6 months medium event

6-12 months –large event

Minimum of 4 weeks prior to event.



## Appendix 3 – List of Event Sites within Thanet District Council

	Town/Village	Address	Premium or Standard Site	Type of Event
	<b>Ramsgate</b>			
1.	Government Acre	Government Acre, Royal Esplanade, Ramsgate CT11 0HE	Premium	Small to Large Enthusiast, Charity, Commercial, Community, Active Recreational and Fun Fairs.
2.	Ramsgate Harbour/Pier Yard/Turning Circle	Ramsgate Royal Harbour, Ramsgate CT11 9RN/Clock House Pier Yard, Harbour Parade, Ramsgate CT11 8LS/Turning Circle, Harbour Parade, Ramsgate CT11 8LP	Premium	Small to large Enthusiast, Commercial, Community and Fun Fairs
3.	Ellington Park	Ellington Park, Park Road, Ramsgate CT11 9TL	Standard	Small to large Enthusiast, Charity, Community
4.	King George V1 Park	King George V1 Memorial Park, Montefiore Avenue, Ramsgate CT11 8BD	Standard	Small – large enthusiast, charity, commercial and community
5.	Jackey Bakers Recreation Ground	Jackey Bakers Recreation Ground, Highfield Road, Ramsgate CT12 6QH	Standard	Small – large Enthusiast, Charity, Commercial, Community and Active Recreation
6.	Ramsgate Main Sands	Main sands, Marine Esplanade, Ramsgate CT11 8LX	Premium	Small to large Enthusiast, Charity, Commercial, Community and Active Recreation
7.	Eastcliff Bandstand	Eastcliff Bandstand, Plains of Waterloo, Ramsgate CT11 8JL	Standard	Enthusiast, Community
8.	Hugin site/Pegwell Bay	Hugin Site, Sandwich Road, Cliffsend, Ramsgate CT12 5HY	Standard	Small to large Enthusiast, Charity, Active Recreation or Community
9.	Warre Recreation Ground	Warre Recreation Ground, Newington Road, Ramsgate CT11 0QX	Standard	Small to large Enthusiast, Charity, Commercial and Community
10	Boundary Park	Boundary Park, St Lukes Avenue, Ramsgate CT11 7LB	Standard	Small to large Community, Active Recreation Sessions and Charity

	<b>Margate</b>			
11.	The Piazza	The Piazza, The Parade, Margate CT9 1EZ	Premium	Small to medium Community, Charity, Enthusiast and Commercial
12.	Main Sands	Margate Main Sands, Marine Terrace, Margate CT9 1XJ	Premium	Small to large Community, Charity and Commercial
13.	Old Town	King Street, Margate CT9 1DA	Standard	Small to medium Community, Charity and Commercial
14.	Palm Bay Recreation Ground	Palm Bay Recreation Ground, Palm Bay Avenue, Margate CT9 3NR	Standard	Small to medium Community, Charity, Enthusiast, Commercial and Active Recreation Sessions
15.	Cliftonville Oval Bandstand	Oval Bandstand, Queen's Promenade, Margate CT9 2GB	Standard	Small Community, Charity and Enthusiast
16.	Dane Park	Dane Park, Margate CT9 2AA	Standard	Small to large Community, Charity, Active Recreation Sessions and Commercial
17.	Newgate Gap	Newgate Gap, Margate CT9 2JP	Standard	Small to medium Community, Charity and Active Recreation Sessions
18.	Palm Bay Green	Palm Bay, Sacketts Gap, Margate CT9 3NR	Standard	Small to large Community, Charity, Active Recreation Sessions, Enthusiast and Commercial
19.	Hartsdown Park	Hartsdown Park, Margate CT9 5QY	Standard	Small to large Community, Charity, Active Recreation Sessions, Enthusiast and Commercial
20.	Fort Crescent (Area next to Winter Gardens)	Fort Crescent, Margate CT9 1HX	Premium	Small to medium Community, Charity, Active Recreation Sessions and Commercial
21.	Northdown Park	Northdown Park, Margate CT9 3TP	Standard	Small to medium Community, Charity, Active Recreation Sessions and Commercial
22.	Millmead Green	Dane Valley Road, Margate CT9 3RU	Standard	Small to large Community, Charity, Active Recreation Sessions and Commercial
23.	Garlinge Recreation Ground	Garlinge Recreation Ground, Caxton Road, Margate CT9 5NR	Standard	Small to medium Community, Charity, Active Recreation Sessions and Commercial
24.	Royal Esplanade Green	Royal Esplanade Green, Royal Esplanade, Margate CT9 5EN	Standard	Small to medium Community, Charity, Active Recreation Sessions and Commercial

	<b>Broadstairs</b>			
25.	Balmoral Gardens	Balmoral Gardens, Albion Street, Broadstairs CT10 1LU	Standard	Small Community, Charity and Commercial
26.	Pierremont Park	Pierremont Hall, Pierremont Park, Pierremont Avenue, Broadstairs CT10 1JX	Premium	Small to large Community, Active Recreation Sessions and Charity
27.	Victoria Gardens	Victoria Gardens, Victoria Parade, Broadstairs CT10 1QS	Premium	Small to large Community, Active Recreation Sessions, Charity, Enthusiast and Commercial
28.	Promenade	The Promenade, Victoria Parade, Broadstairs CT10 1QS	Premium	Small to large Community and Charity
29.	Viking Bay	Viking Bay, Harbour Street, Broadstairs CT10 1EU	Premium	Small to large Community, Active Recreation Sessions and Charity
30.	Joss Bay	Joss Bay, Joss Gap, Broadstairs CT10 3PG	Standard	Small to medium Community, Active Recreation Sessions, Commercial and Charity
31.	St Peters Recreation Ground	St Peters Recreation Ground, Callis Court Road, Broadstairs CT10 3AE	Standard	Small to large Community, Active Recreation Sessions, Commercial and Charity
	<b>Westgate</b>			
32.	Lymington Road	Lymington Road, Westgate on Sea CT8 8ET	Standard	Small to medium Community and Active Recreation Sessions
33.	<b>Birchington and Villages</b>			
34.	Birchington Recreation Ground	Birchington Recreation Ground, Park Road, Birchington CT7 0AD	Standard	Small to medium Community, Charity, Commercial and Active Recreation Sessions
35.	Crispe Park	Crispe Park, Crispe Park Close, Birchington CT7 9BN	Standard	Small to medium Community, Charity, Commercial and Active Recreation Sessions
36.	The Dip, Minnis Bay	The Dip, The Parade, Minnis Bay, Birchington CT7 9LX	Standard	Small to medium Community, Charity, Commercial and Active Recreation Sessions

# Appendix 4 – Memorandum of Agreement



## Memorandum of Agreement

**SUBJECT TO THE APPROVAL OF YOUR REQUEST, THE FOLLOWING CONDITIONS MUST BE ADHERED TO WHEN HIRING LAND FROM THANET DISTRICT COUNCIL. PLEASE READ, COMPLETE WHERE NECESSARY AND RETURN TO:**

The Events Team, Thanet District Council, P.O. Box 9, Cecil Street, Margate, Kent CT9 1XZ  
Email: [events@thanet.gov.uk](mailto:events@thanet.gov.uk)

**Your Proposed Event** *(please complete all fields below)*

<b>Event Name</b>				(The Event)
<b>Period of Hire</b>	Start		End	(The Hire Period)
<b>Event Date(s)</b>	Start		End	
<b>Build Date(s)</b>	Start		End	
<b>De-Rig Date(s)</b>	Start		End	
<b>Location of event</b>				(The Venue)

### Applications

All applications for hire of Council land must be made by completing the Event Notification Form and by signing the Memorandum of Agreement on the official templates. The person making the application will be deemed to be the responsible Hirer save that, where an organisation is named, that organisation also shall be considered the Hirer and shall be jointly and severally liable with the person who signs the documents. The application only becomes a booking when it is formally confirmed by Permission to Occupy given by the Officer in writing and the Council reserves the right to refuse any booking at its discretion.

### Conditions of Hire

The Conditions of Hire outlined below should be read prior to completion and submission of this Memorandum of Agreement and a copy retained by the Hirer. A signed Memorandum of Agreement signifies that the Hirer has read and understood the Conditions of Hire. The parks and open spaces available to hire are owned/managed by Thanet District Council (the Council) and parks and open spaces which are the subject of a particular hiring are referred to throughout these conditions as the Venue. Where these conditions refer to the Officer, this refers to the representative of the Council, who is appointed to act on behalf of the Council.

**I HEREBY AGREE:**

1.	<b>STATUTORY REQUIREMENTS AND INSURANCE</b>	Not to do anything that will or might constitute a breach of any statutory requirement affecting the Venue or that will or might wholly or partly vitiate any insurance effected in respect of the Venue from time to time.
2.	<b>COUNCIL'S RIGHTS</b>	Not in any way to impede the Council, or its officers, servants or agents in the exercise of their rights or the Council's possession and control of the Venue and every part of the Venue.
3.	<b>RULES AND REGULATIONS</b>	To observe any rules and regulations the Council makes and notifies to the Hirer from time to time governing the Hirer's use of the Venue.
4.	<b>CONDITION OF PROPERTY</b>	To undertake responsibility for reinstatement and cleaning of the Venue if required following the Event and removal of the Hirer's furniture equipment goods and chattels following the Event.
5.	<b>LEGISLATION</b>	To comply with the Health and Safety at Work Etc Act 1974, the Environmental Protection Act 1990, the Food Safety Act 1990 and all other relevant statutory provisions.
6.	<b>HIRE PERIOD</b>	That unless otherwise agreed and stated in the Permission to Occupy issued by the Officer, the Event must cease at the agreed times and all clearing up operations must be completed by the end of the Hire Period. The property of the Hirer and the Hirer's agents must be removed at the end of the Hire Period and the Council accepts no responsibility for any property left on, at or within the Venue before, during or after the Hire Period.
7.	<b>CHARGES</b>	<p>That payment of the Application Fee, Hire Charge, Additional Charges and any Deposit must be made in full [28] days prior to the commencement of the Hire Period. If payment is not received the Council reserves the right to cancel the booking with immediate effect and no Permission to Occupy will be issued by the Council.</p> <p>The Hirer will be liable for the full cost of the provision of any services (where available) by the Council, e.g. electricity, water, marking of pitches etc over and above the Hire Charge for the Event. Additional equipment which is required will be by negotiation between the Officer and the Hirer and may be liable to charge and deposit. For a full list of costs for hire please go to: <a href="http://thanet.gov.uk/your-services/events-and-exhibitions/event-organisation-and-land-hire/land-hire-arrangements/">http://thanet.gov.uk/your-services/events-and-exhibitions/event-organisation-and-land-hire/land-hire-arrangements/</a></p>
8.	<b>DEPOSIT</b>	<p>That the Deposit must be paid to the Council no later than [28] days prior to the commencement of the Hire Period and shall be held on trust by the Council throughout the duration of the Event.</p> <p>Following the conclusion of the Event the Deposit (less any deductions made in accordance with paragraph b below) shall be repaid / returned to the Hirer within 28 days. If the Deposit cannot be returned within this timescale the Council shall write to the Hirer setting out the reason for this delay.</p> <p>In the event of any damage or loss whatsoever being caused or incurred to;</p> <ol style="list-style-type: none"> <li>a. the Venue, which shall include malicious damage, unintentional loss (e.g. the loss of keys) and other such similar incidents;</li> <li>b. the land and or any adjoining land owned by the Council, as a direct result of the Hirer's occupation and or use of the Venue, land and or adjoining land then;</li> <li>c. the Council shall at its sole discretion and in all cases acting reasonably be entitled to use the Deposit to offset the cost of repairing, reinstating and or undertaking any works required to return these areas to the same or similar condition that they were in prior to the commencement of the Event and subsequently recover from the Hirer all additional sums required in excess of the Deposit and this additional cost shall be a debt due from the</li> </ol>

		Hirer to the Council.
<b>9.</b>	<b>CANCELLATIONS</b>	<p>(a) By the Hirer: In the case of a cancellation of a booking, the Hirer shall inform the Council at the earliest opportunity to enable the Venue to be hired by another party. Cancellation must be made in writing to the Officer.</p> <p>(b) By the Council: The Council reserves the right at any time to close or prohibit the use of the Venue at its discretion. The Council will not be liable for any loss or expenditure incurred by or on behalf of the Hirer or by or on behalf of any other person arising from the exercise of this discretion or from the cancellation of any booking by the Council. The Council will refund such fees paid as it considers reasonable in the circumstances.</p> <p>The Council has the right to cancel the hiring and to recover from the Hirer the amount of any loss resulting from such cancellation if the Hirer shall have offered or given or agreed to give to any person any gift or consideration of any kind or committed any offence under the Bribery Act 2010 or Section 117(2) of the Local Government Act 1972.</p>
<b>10.</b>	<b>ASSIGNMENT</b>	<p>That the right to use the facilities or equipment hired is not transferable and the accommodation or facilities hired shall not be used for any purpose other than that specified on the application form. The booking shall be personal to the Hirer and the right to use the Venue shall not be sublet, assigned or otherwise transferred unless prior written consent has been obtained from the Council.</p>
<b>11.</b>	<b>REFUSAL OF BOOKING</b>	<p>The Council reserves the right to:</p> <ol style="list-style-type: none"> <li>Refuse any application for the hiring of a Venue without being required to give any reason for such refusal.</li> <li>Cancel any booked event due to poor weather or unsuitable ground conditions.</li> <li>Withdraw permission to use the Venue at any time up to and including the day of the Event.</li> </ol> <p>Failure to submit the required event documentation and payment [28] days before the commencement of the Hire Period will result in the Council refusing to hire the land and issuing Permission to Occupy. For events with payment already outstanding, the Council refuses to take further bookings.</p>
<b>12.</b>	<b>INDEMNITY</b>	<p>To indemnify the Council against all losses, claims, proceedings, demands, costs, charges, expenses and damages whatsoever or howsoever arising out of or in connection with the use of the Venue under the provisions of this hiring agreement, unless due to any act or neglect of the Council.</p> <p>The use of the Venue or any part thereof is entirely at the risk of the Hirer who shall be liable for any claim in respect of:</p> <ol style="list-style-type: none"> <li>Personal injury or death arising out of the booking except to the extent that the same is due to any act or neglect of the Council or any person for whom the Council is responsible;</li> <li>Loss of or damage to property whether real or personal and whether belonging to the Council or otherwise.</li> </ol>
<b>13.</b>	<b>INSURANCE</b>	<p>To effect and maintain appropriate and adequate insurance against any and all of the aforementioned risks to the satisfaction of the Council with an insurer approved by the Council, including public liability insurance for the minimum sum of £5 million throughout the Event and provide evidence of the same upon request by the Council. A public liability indemnity of £5 million will be required before the hiring can be confirmed.</p>

14.	<b>LOSS AND DAMAGE</b>	<p>To undertake acceptance of any liabilities for loss or damage of any equipment or materials made available by the Council.</p> <p>Nothing shall be driven into or fixed or fastened to any part of the Venue or its furniture or fittings or equipment unless agreed by the Council in advance and the Hirer shall take every precaution to avoid damage to the same. The Hirer shall pay the Council on demand the cost of repairing or making good any damage to the Venue or any part thereof (fair wear and tear excepted) arising out of or incidental to the hiring or for the loss of any equipment included in the hiring. Any heavy equipment to be used within the Venue must be identified on the application. No other heavy equipment may be used. The Hirer shall ensure that any vehicle, generator or ride specially permitted on an area must have satisfactory measures in place to contain discharge of fuel or grease.</p>
15.	<b>LICENCES, PERMITS AND OTHER PERMISSONS</b>	<p>To undertake responsibility for obtaining any additional permissions, consents or licences required for the Event and to submit copies, if requested, to the Council, and where necessary this shall include appropriate insurance (including £5 million public liability) for other users of the said Venue which are not covered under the Hirer's insurance.</p>
16.	<b>PERFORMING RIGHTS SOCIETY</b>	<p>To undertake to advise the Performing Rights Society of any musical performance at the Event including live and recorded music.</p>
17.	<b>BROADCASTING &amp; TELEVISION</b>	<p>The Hirer may not carry out, allow or permit to be carried out any professional photography, filming, video recording, taping, television or radio broadcasts or any other recording of any kind of the Event during the Hire Period without the prior written consent of the Councils Officer.</p>
18.	<b>ADMISSION</b>	<p>The Council reserves the right at its absolute discretion to refuse admission to or evict any person from Council land that does not have permission to be there.</p>
19.	<b>CONSENT FOR CHATTELS (an item of property, a personal possession)</b>	<p>Not to bring any furniture equipment goods or chattels onto the Venue without the consent of the Council except as is necessary for the exercise of the rights to carry out the Event which is the subject of the land hire application.</p>
20.	<b>HEALTH AND SAFETY &amp; EVENT SAFETY GUIDANCE</b>	<p>To undertake all necessary risk assessments for the Event and to ensure that all participants and contractors comply with all relevant health and safety legislation, or any other guidelines relevant thereto at all times during the Event and while accessing, vacating, preparing and clearing the Venue for the Event.</p> <p>The Hirer agrees to risk assess and record revised arrangements including any revisions made during the Event and or the Hire Period.</p> <p>Where appropriate, the Hirer shall provide at the Hirer's expense First Aid services at the Venue for the duration of the Event and demonstrate to the Council that an adequate plan is in place to deal with emergencies which may occur.</p>
21.	<b>MAXIMUM NUMBERS TO BE ADMITTED</b>	<p>The maximum number of persons to be admitted to the Venue or the part thereof being hired during the Hire Period is not to exceed the recommendations of the Councils Safety Advisory Group or the emergency services. The Council reserves the right to fix a maximum limit for the number of persons attending the Event.</p>
22.	<b>COMMERCIAL TRADERS</b>	<p>No commercial traders will be permitted to trade at the Event without the prior written consent of the Council.</p>
23.	<b>NUISANCE</b>	<p>Not to use the Venue in such a way as to cause any nuisance damage disturbance annoyance inconvenience or interference to the Venue or any adjoining or neighbouring property or to the owners/occupiers or users of any adjoining or neighbouring property and not to do or permit to be done on the Venue anything which is illegal or immoral.</p>
24.	<b>MECHANICAL RIDES</b>	<p>In circumstances where the Council has agreed that the Venue shall be used for a small scale fun fair then the Hirer shall;</p>

		<p>a. Supply full details of all side shows and rides prior to the commencement of the Hire Period and shall comply with and ensure that the operators of the rides comply with guidance published by the Health and Safety Executive, and all other statutory bodies.</p> <p>b. Ensure that each ride has a valid Independent Safety Certificate, details of which shall be produced to the Officer for inspection prior to the ride or equipment being operated.</p>
25.	<b>ALCOHOL</b>	No intoxicating liquor shall be taken into the Venue by the Hirer or anyone on behalf of the Hirer or by any other person attending the Event unless previously agreed by the Council.
26.	<b>FOOD SAFETY</b>	The Hirer will submit full details of all food traders taking part in the Event to the Officer prior to the Event taking place and failure to do so may result in a food trader not being permitted on Council land.
27.	<b>SANITARY FACILITIES</b>	The Council reserves the right to require the Hirer to provide at the Hirer's own expense temporary sanitary facilities as deemed reasonable by the Officer.
28.	<b>LIGHTING</b>	That where the Venue is to be used during the hours of darkness then the Hirer will provide appropriate lighting to cover all areas to which the public are admitted or have access provided that all flood lighting temporarily erected at the Venue shall be angled in such a manner so as not to shine into any window of neighbouring properties thereby causing any nuisance or annoyance to the occupiers therein.
29.	<b>COLLECTIONS AND LOTTERIES</b>	No collections (whether for charity or otherwise), games of chance, sweepstakes, sale of programmes, raffles or lotteries or gambling of any kind can be conducted at the Venue without the prior written consent of the Council. The Hirer must ensure that the Hirer has appropriate permission and licences in this regard.
30.	<b>ANIMALS INCLUDING LIVESTOCK</b>	No animals will be admitted onto Council land (except guide dogs), unless specifically approved by the Officer in writing. The Hirer shall not permit or suffer any live fish, animal or bird to be offered or given as a prize in any raffle or competition, whether of skill or otherwise. No animals will be permitted as part of any circus on the grounds of the practical implications involved.
31.	<b>ADVERTISEMENTS</b>	To ensure that all event publicity signs/posters will be displayed in accordance with the Town and Country Planning Act 1990 and the Town and Country Planning (Control of Advertisements) Regulations 2007. No flags, emblems, decorations, posters or advertisements shall be displayed inside or outside the Venue without the previous written consent of the Council. Flyposting (The display of advertisements in contravention of the advertisement control regulations) is an offence incurring liability to a fine. Any Hirer wishing to display posters must first consult the District's Planning Enforcement to find out whether consent is required.
32.	<b>WASTE AND RECYCLING</b>	The Hirer is responsible for the removal of all litter, waste and recyclable materials arising out of the Event from the Venue and any surrounding site or area. All waste generated by the Event must be disposed of in a compliant manner.
33.	<b>WAIVER OF SHOWMAN'S GUILD ESTABLISHED RIGHTS</b>	To waive any established rights under the rules of the Showman's Guild which the Hirer has or which the Hirer may accrue as a result of the hire of the Venue and/or any other past or future event held within the district of Thanet.
34.	<b>CAR PARKING</b>	Not to permit or allow cars or other vehicles to be driven over or parked on the Venue other than those previously agreed with the Council.
35.	<b>KEYS</b>	To return all keys (if any) to the Council on the next working day following the Event.
36.	<b>SERVICES</b>	The Hirer shall not connect to any electricity, water or gas supply on Council property without the permission of the Council. The Hirer will inform the Council

		of the amount of electricity demand required and TDC will control the connection. If any issues arise with the supply, the hirer must contact the Council and we will rectify it.
37.	<b>SITE VISITS</b>	The Council reserves the right to allow Officers of the Council, authorised staff, police and fire brigade officers free ingress and egress to all parts of the Venue, before, during and after the Hiring Period, to conduct site visits. Instructions must be given by the Hirer for their admission. The Hirer, their staff, volunteers and agents shall during the hiring and during such other times as they or any of them shall be in the Venue comply with all reasonable requirements of the Officer.
38.	<b>RESPONSIBILITIES</b>	No hiring may start until the Hirer or a responsible person within the organisation is in attendance. The Hirer is responsible for: <ul style="list-style-type: none"> <li>a. The administration, organisation, control, management and running of the Event</li> <li>b. Keeping the venue clean and tidy and ensuring that the Venue is regularly litter picked during the Event</li> <li>c. Leaving all premises, including outside facilities, in a clean and tidy condition</li> <li>d. Having appropriate and sufficient stewards and officials to fulfil these conditions</li> <li>e. Supervision and control of event participants, officials, visitors and spectators</li> </ul>
39.	<b>EVENT SUITABILITY</b>	In all cases the Event must be suitable for family audiences and/or participants. In all cases, organisers of the Event must ensure that it will not cause discrimination (either directly or indirectly) or disadvantage and that equality issues have been taken into consideration in the preparation of the Event. Please see the Councils Policy for Equality on <a href="http://thanet.gov.uk/publications/equality-and-diversity/equality-policy/">http://thanet.gov.uk/publications/equality-and-diversity/equality-policy/</a>
40.	<b>EVENT DOCUMENTATION</b>	I/we have submitted and will abide by the following documents: <ul style="list-style-type: none"> <li>• An Event Notification Form</li> <li>• A full event management plan for the Event</li> <li>• A proposed site plan for the Event</li> <li>• A full Risk Assessment for the Event</li> <li>• A copy of valid public liability insurance (£5 million)</li> <li>• Any other documentation requested by the Event Safety Advisory Group</li> </ul>
41.	<b>PAYMENT</b>	I/We confirm that payment of the Application Fee, Hire Charge, Additional Charges (and the Deposit) will be submitted at least [28] days in advance of the commencement of the Hire Period.
42.	<b>COSTS INCURRED</b>	I/ We accept that any costs incurred before final permission is granted are incurred at our own risk.
43.	<b>OBLIGATIONS</b>	The Hirer will abide by the Conditions set out above wherever relevant and will be responsible to the Officer for the behaviour and control of any users or spectators. Specific Conditions in addition to those above may be introduced depending upon the type of event proposed to be held.  Any damage to the Venue belonging to the Council used during or in connection with the hiring, including building, fixtures and fittings, equipment and the ground, occurring during the Hire Period as specified in the Event Notification Form (or any extension thereof) will be attributed to the Hirer howsoever such damage may be caused or arise, fair wear and tear excepted.

<b>44. DECLARATION</b>	I/We confirm that all the information given is correct and that we have read and understood all information given by the Council including these Conditions of Hire with regard to the Event.
<b>45. VARIATIONS</b>	The Council reserves the right to vary the content of these conditions at any time.
<b>46. INTERPRETATION</b>	All references in these Conditions to 'writing' shall include communications by email.

**If any of the points listed above are contravened then the hire of council property will not be granted.**

**Date and Signature**

<b>Name (printed)</b>	
<b>Signature</b>	
<b>Date</b>	
<b>Position in Organisation</b>	
<b>For and on behalf of Organisation</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Telephone</b>	
<b>Email</b>	

If you have any queries regarding completing this form please contact The Events Team at Thanet District Council

Email: [events@thanet.gov.uk](mailto:events@thanet.gov.uk) or telephone 01843 577735

**Please keep a copy of these Conditions of Hire for your own records.**

## Appendix 5 – Permission to Occupy

### Permission to Occupy Thanet District Council Land

Dear (INSERT EVENT ORGANISER NAME HERE),

As the event organiser you have agreed to adhere to the Conditions of Hire set out in the Memorandum of Agreement which has been signed and received by Thanet District Council.

The Events Safety Advisory Group has reviewed the documentation submitted in relation to this event. Given that the Memorandum of Agreement has been signed, all documentation has been submitted and payment has been received, you have been granted permission to occupy Thanet District Council Land.

This letter permits you to occupy Thanet District Council land, and the hiring is subject to the Conditions of Hire already signed by you within the Memorandum of Agreement along with the relevant site specific information. Please see attached.

Venue to be hired: INSERT Venue TO BE HIRED FOR EVENT HERE

Event: INSERT NAME OF EVENT HERE

From Date: INSERT DATE HIRE STARTS

To Date: INSERT DATE HIRE ENDS

If you have any questions please email: [events@thanet.gov.uk](mailto:events@thanet.gov.uk)

# Appendix 6 – Event Application Fee Information Sheet

## Event Application Fee Information

The application fee is chargeable for all event applications regardless of size, site required or status of organisation that is making the application. The application fee is non-refundable. **The Thanet District Council application fee payable is £75.00.**

The application fee includes access to support from Thanet District Council officers and covers the administration time for processing an event throughout its Event Journey. These processes include:

- Event Notification Form
- Event Application documentation
- Processing and advising
- Agreement
- Evaluation

When a completed Application Fee Request Form is received, an invoice will be generated and sent to the Event Organiser for the Application Fee for payment. Once the Application Fee and the Event Notification Form have been received, the Event Organiser will then be sent the Event Application Pack which includes information on Standard charges as well.

There are various methods for payment of the invoice, these include:-

- Online – at [www.thanet.gov.uk/payments](http://www.thanet.gov.uk/payments), you will need the Account and Invoice number along with your Debit/Credit card details.
- By Automated Phone Line – you can use the 24 hour automated phone service by telephoning 01843 577259, again you will need the Account and Invoice number along with your Debit/Credit card details. Please note that we do not accept Diners or American Express.
- BACS/Online Personal Banking – to pay your Council invoice this way contact your bank or building society quoting the Council's bank account number 67834000 and sort code number 60-14-05 along with the invoice reference number and account number.
- By Telephone – you can call the Corporate Income team directly on 01843 577550, please ensure that you have your Account and Invoice number ready along with your Debit/Credit card details.
- At the Post Office – you can pay by Trans Cash, please take your invoice and payment to any post office. You can pay by cheque which should be made payable to 'Post Office Counters Limited' and please quote Thanet District Council's Account number 304 4122 whilst adding your name, address, invoice reference number and account number. The Post Office will make a charge for this transaction.

All this information will be found on the reverse of the invoice once received, please return this form with the Event Notification Form to the Events Team by email to:- [events@thanet.gov.uk](mailto:events@thanet.gov.uk) or if you have any queries when completing the forms please call 01843 577735.

## Appendix 7 – Fees and Charges for Additional Resources 2016-2017

### ADDITIONAL RESOURCES FOR EVENTS

Department	Resource	Cost	Please tick if required	Contact Details
Events, Thanet District Council	Event Hire Fee for Enthusiast, Charity, Commercial, Community and Active Recreation Events	<ul style="list-style-type: none"> <li>Ranging from £75.00 to £300.00 per day. Price on Application and can be found on the Event Fees Table</li> <li>Build and De-rig days will be charged 25% of the daily rate.</li> <li>£500 Deposit for Commercial Events</li> </ul>		
Events, Thanet District Council	Electricity	<ul style="list-style-type: none"> <li>TBC as under review</li> </ul>		
Events, Thanet District Council	Water	<ul style="list-style-type: none"> <li>TBC as under review</li> </ul>		
Licensing, Thanet District Council	Temporary Events Notice	<ul style="list-style-type: none"> <li>£21.00</li> </ul>		
Licensing, Thanet District Council	Premises Licence	<ul style="list-style-type: none"> <li>Based on rateable value of premises. Price on Application</li> </ul>		
Licensing, Thanet District Council	Street Collection Permits	<ul style="list-style-type: none"> <li>Nil</li> </ul>		
Waste Management, Thanet District Council	Delivery of bins (regardless of size)	<ul style="list-style-type: none"> <li>£5.00</li> </ul>		
Waste Management, Thanet District Council	Collection of waste (price per collection)	<ul style="list-style-type: none"> <li>£10.00</li> </ul>		
Waste Management, Thanet District Council	Provision of street cleaning for events	<ul style="list-style-type: none"> <li>Hourly rate per operative Mon-Fri - £11.00</li> <li>Hourly rate per operative Sat - £16.50</li> <li>Hourly rate per operative Sun - £22.00</li> </ul>		
Waste Management, Thanet District Council	Additional opening hours outside schedule for public toilets	<ul style="list-style-type: none"> <li>Direct cost as charged by Contractor.</li> <li>Price on application</li> <li>Indicative cost £40.84 Materials per day</li> </ul>		

		<b>Operative per hour £11.62 and £23.24 in unsocial or dark hours</b>		
<b>Building Control, Thanet District Council</b>	<b>Inspection of temporary demountable structures e.g. Tiered seating, Stage or Marquees</b>	<ul style="list-style-type: none"> <li>• £48.40 per hour</li> </ul>		
<b>Parking</b>	<b>Road Closure</b>	<ul style="list-style-type: none"> <li>• £100.00 cost</li> <li>• Advertisements in the newspaper.</li> <li>• Notices up on the streets.</li> <li>• Making the order legal by getting it sealed.</li> <li>• Liaising with emergency services, traffic management contractors and various members of the public.</li> </ul>		
<b>Kent County Council</b>	<b>Road Closure by a Traffic Order under Section 16a of Road Traffic Regulation Act 1984</b>	<ul style="list-style-type: none"> <li>• Administration cost £450.00 and cost of advertising (this normally costs no more than £100.00)</li> <li>• Non-commercial and non-profit making events can apply for Administration cost to be reduced, however will still be liable to pay the advertising costs in all cases.</li> </ul>		
<b>Parking</b>	<b>Road Closure</b>	<ul style="list-style-type: none"> <li>• £100.00</li> </ul>		
<b>Parking</b>	<b>Bay suspensions or car park closure</b>	<ul style="list-style-type: none"> <li>• £60.00</li> </ul>		
<b>Parking</b>	<b>Loss of parking income on and off street</b>	<ul style="list-style-type: none"> <li>• Day charge per bay per day. Price on Application.</li> </ul>		
<b>East Kent Housing</b>	<b>Event Hire Fee for Enthusiast, Charity, Commercial, Community and Active Recreation Events</b>	<ul style="list-style-type: none"> <li>• Ranging from £75.00 to £300.00 per day. Price on Application and can be found on the Event Fees Table</li> <li>• Build and De-rig days will be charged 25% of the daily rate.</li> <li>• £500 Deposit for Commercial Events</li> </ul>		

These figures are based on 2016 figures and will be subject to annual review and could be altered.



Charity	This category covers those operated by national and regional charities for the purpose of fundraising for the benefit of the charity.	<p>Application Fee = £75 (non-refundable)</p> <p>Deposit = £250, but where damage occurs, TDC will seek recompense</p> <p>National Charity:  Daily hire rate      Premium site £150                                   Standard site £100</p> <p>Regional Charity:  Daily hire rate      Premium site £100                                   Standard site £75</p> <p>Build and de-rig days      25% of daily rate</p>
Enthusiast	This type of event covers specialist interest subjects such as motor vehicles and re-enactments. It could also cover specialist sports events. Likely to have small scale commercial activity.	<p>Application Fee = £75 (non-refundable)</p> <p>Deposit = £250, but where damage occurs, TDC will seek recompense</p> <p>Daily hire rate      Premium site £150                                   Standard site £100</p> <p>Build and de-rig days      25% of daily rate</p>
Commercial	These events provide a commercial benefit to a profit making business or operation including product launches, corporate events, music festivals, concerts, fun fairs, boot fairs and trade shows.	<p>Application Fee = £75 (non-refundable)</p> <p>Deposit = £500 significant issues will be recharged following site inspection.</p> <p>Daily hire rate      Premium site £300                                   Standard site £200</p> <p>Build and de-rig days = 50% of daily rate</p>

These figures are based on 2016 figures and will be subject to annual review and could be altered.

**Premium** – a site that is in a desirable location, used regularly and has enhanced facilities such as on-site toilets, electricity, water, car parking/public transport (excludes sites that have these facilities but are not in the council’s control).

**Standard** – general open spaces suitable for bringing on temporary event infrastructure.

DRAFT

## Appendix 9– Key Contacts

### Thanet District Council

Department	Address	E-mail Address	Telephone
Events Team	P.O Box 9, Cecil Street, Margate, Kent, CT9 1XZ	events@thanet.gov.uk	01843 577735
Environmental Health	P.O Box 9, Cecil Street, Margate, Kent, CT9 1XZ	Environmental.health@thanet.gov.uk	01843 577580
Licensing	P.O Box 9, Cecil Street, Margate, Kent, CT9 1XZ	licensing@thanet.gov.uk	01843 577432 or 01843 577413
Parking/Civil Enforcement Services	P.O Box 9, Cecil Street, Margate, Kent, CT9 1XZ	Car.parking@thanet.gov.uk	01843 577471
KCC Highways	Streetworks Team, Ashford Highways Depot, Javelin Way, Henwood Industrial Estate, Ashford, Kent. TN24 8AD	StreetworksEast@kent.gov.uk	03000 418181
Waste and Recycling	P.O Box 9, Cecil Street, Margate, Kent, CT9 1XZ	Waste&streetcleaning@thanet.gov.uk	01843 577115
Foreshores	P.O Box 9, Cecil Street, Margate, Kent, CT9 1XZ	leisureservices@thanet.gov.uk	01843 577274
Tourism	The Droit House, Stone Pier, Margate, Kent CT9 1JD	visitorinformation@thanet.gov.uk	01843 577577

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**THANET DISTRICT COUNCIL**  
**EVENT SAFETY ADVISORY GROUP –**  
**TERMS OF REFERENCE**

<b>Reference Number</b>	<b>Version Number</b>	<b>Date</b>
	<b>3</b>	<b>May 2016</b>

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## **Introduction**

The purpose of the ESAG is to assist the local authority in exercising its functions and to achieve this it will consist of appropriate members of its own staff and services together with representatives of the Kent Police, Kent & Medway Fire and Rescue Service, SECAMB and KCC Highways & Transportation. Additional personnel can be invited being representatives of the event in question, who will form an essential part of the group and be regularly consulted, as will other organisations as and when appropriate.

The ESAG represents a fundamental core around which the safety planning of all public events can be considered. The ESAG will bring together inter-agency expertise to advise and guide Thanet District Council.

The principal objective of the ESAG is to create a consistent and well-trying safety oversight process that can be used to enhance public safety at public events. This will involve “Scrutiny”, “Review” and “Advice” in respect of Event plans as submitted for each respective event on a proportionate basis.

It is accepted that the council’s involvement in safety at public events comes through democratic public accountability in response to legislation.

This document has been prepared in consultation with the Event Safety Advisory Group members.

### **1. Thanet District Council’s policy for the Event Safety Advisory Group**

This section contains the council’s statement that reflects its aims and objectives in relation to events being held in its area. It is only a broad statement of the Authorities overall objectives as they relate to events.

The role of the Event Safety Advisory Group is to consider large scale public events and their requirements. The group’s remit includes outdoor events which require a premises licence under the Licensing Act 2003, firework displays, carnivals, parades, music festivals and other large scale events of a similar nature.

In general, “large scale public event” will be treated as being an event where more than 500 people are expected to attend, although smaller events may require a Temporary Events Notice under the Act and the involvement of the ESAG depending upon the event.

The Thanet Event Safety Advisory Group has a criteria that is taken into consideration when considering what events should go through ESAG:

- Numbers of people attending
- Nature of the event
- Challenge of the environment
- Events where there are high risks
- Events of an unusual nature
- Knowledge and experience of the Event Organiser

Thanet ESAG will consider events that are not on Thanet District Council land where these may be large events that could have an impact to the areas resources and services or if any of the above criteria are relevant.

An event calendar covering key events taking place within the District will be reviewed at each meeting so that members of the ESAG will be aware of smaller events taking place that may be the focus of "Scrutiny", "Review" and "Advice" by ESAG Members.

## **2. Legislation**

This section provides a record of the legislation relevant to the area of work that the Event Safety Advisory Group will give advice on.

**2.1 Licensing Act 2003** - The District Council is the Licensing Authority under this act. It will exercise its powers under the Act, taking into account the Council's Statement of Licensing Policy, and any representations received. It will also take into account any enforcement and other protocols agreed between the Council and responsible authorities.

The Licensing Authority has a duty to determine premises and personal licence applications and undertake enforcement activity, and in doing so promote the four objectives of:

- The prevention of crime and disorder,
- Public safety,
- The prevention of public nuisance,
- The protection of children from harm.

**2.2 Health and Safety at Work etc Act 1974** - The District Council is an enforcing authority as defined in the **Health and Safety (Enforcing Authority) Regulations 1998** for work activities where the main activity includes cultural, entertainment or sporting activities. It will enforce the relevant statutory provisions to ensure the health, safety and welfare of employees, members of the public and any other person affected by a work activity. This includes all outdoor public events including the erection and dismantling of any structures or equipment used in the event.

However where an event is organised by the local authority, enforcement will fall to the Health and Safety Executive.

**2.3 Safety of Sports Grounds Act 1975 (as amended)** - The Local Authority has a statutory duty under this legislation to issue General and Special Safety Certificates for designated sports grounds within the District of Thanet which contain conditions which they consider necessary or expedient to secure reasonable safety at the sports grounds.

This act also gives the local authority the power to serve a prohibition notice with regards a sports ground if they are of the opinion that "the admission of spectators to a sports ground or any part of a sports ground involves or will involve a risk to them so serious that, until steps have been taken to reduce it to a reasonable level, admission of spectators to the ground to that part of the ground ought to be prohibited or restricted".

In this instance the local authority is the County Council and not district council, who have delegated the power to the Kent & Medway Fire and Rescue Service.

**2.4 Fire Safety and Places of Sport Act 1987 Part III** - The Local Authority has a statutory duty under this legislation to issue a safety certificate for regulated stands within the district of Thanet, again containing conditions which the local authority consider necessary to secure reasonable safety in the stand when it is in use for viewing activities at the ground.

Again in this instance the local authority is the County Council and not district council, who have delegated the power to the Kent & Medway Fire and Rescue Service.

**2.5 The Regulatory Reform (Fire Safety) Order 2005** - This Order reformed the law relating to fire safety in non-domestic premises. It replaced fire certification under the Fire Precautions Act

1971 with a general duty to carry out fire risk assessments. Specific guidance is published for large places of public assembly and open air events and venues, this would include sports stadia.

Kent & Medway Fire and Rescue Service are the enforcing authority with respect this legislation.

### **3. Terms of reference for the Event Safety Advisory Group**

The main role of the Event Safety Advisory Group is to provide specialist advice to the Local Authority to help it discharge its functions under public events legislation. The Group will also provide an overarching role considering enhancing safety at public events by providing “Scrutiny”, “Review”, “Advice” and assistance to event organisers and licensees. The Group will further provide advice and assistance to the Local Authority and other ‘responder’ authorities in respect of Civil Contingencies Act responsibilities for off-site planning. The Group will consider all matters within its remit and make recommendations to the appropriate Officer of Thanet District Council. The Event Safety Advisory Group will operate within a defined role, in order that it effectively carries out this function.

#### Specific Terms of Reference:

- To ensure as far as possible that risk to public safety is minimised for all large scale public events;
- To maintain an overview of forthcoming events within the District of Thanet;
- To advise the Local Authority in the exercise of its powers under the Licensing Act 2003;
- To advise the Council as the enforcing authority as defined in the Health and Safety (Enforcing Authority) Regulations 1998 for enforcement of the relevant statutory provisions;
- To advise the Council in relation to its duty of care regarding sport grounds/ public events that do not require a Certificate/ Licence;
- To provide a forum within which the Council and other agencies can develop and coordinate off-site plans in respect of their Civil Contingencies Act responsibilities and integrate them with those of the event licence holder;
- To provide advice and assistance to event licence holders and event planners on public safety related issues;
- To provide a forum within which the Council and other agencies may develop a co-ordinated approach to spectator safety;
- To receive and discuss all proposals for new public events and alterations to existing licensed public events;
- To receive any relevant reports in relation to matters found during inspections by Group members;
- Monitor that any matters raised by the Group have been reported to the relevant Local Authority, other relevant Authority, or event licence holder and that these matters are reported back to the Group;
- To receive notification of the issue of any prohibition notice and any prosecutions under relevant legislation;
- To review each large scale event through a formal de-brief (including any significant incidents or “near misses”). To discuss any significant incident with potential safety implications or “near miss” and make recommendations where appropriate for improving safety;
- To advise and develop generic risk assessments/best practice where appropriate;
- To ensure that there are in existence agreed contingency plans for dealing with major incidents;
- To consider the advice published in all available guidance documents.

#### **4. Authority to Take Decisions**

The Event Safety Advisory Group cannot take any decisions on behalf of the Council. The group does not have a statutory status – and is advisory in nature.

Member agencies have their own statutory powers and duties and attend the group to provide scrutiny, review and advice. However, this does not preclude them from taking any formal or enforcement action in respect of events should this be appropriate under their own legislation and delegated powers.

Thanet District Council's core members of the Event Safety Advisory Group must declare any material conflict of interest in relation to any item put before the Group, prior to any discussion on that matter. If the interest could be considered prejudicial, then that person should consider if they should withdraw and be replaced by an appropriate party agreed with the Group.

Where there is disagreement between any members of the ESAG – the ESAG will work to agree a solution to resolve any issues. Such solutions must be proportionate and fair.

#### **5. Composition of the Event Safety Advisory Group.**

The Group will consist of persons with sufficient seniority / experience / competency / knowledge on their services strategic / policy / practical issues; to be able to take operational decisions on behalf of their service / body, save where these raise new policy issues.

The Group will be constituted in the following manner; however it is the prerogative of the Council to determine the specific constitution of its Group. –

- **Core members.**
- **Invited representation.**

##### **5.1 Core Members.**

The core members are defined as those authorities whom the certifying/licensing authority is required to consult.

Core Membership:

- Chair - TDC;
- Deputy Chair – Health and Safety Advisor, EK Human Resources;
- Lead Service – TDC;
- Building Control;
- KCC Highways & Transportation;
- Emergency Planning Officer;
- Kent Police Service;
- Kent & Medway Fire & Rescue Service;
- South East Coast Ambulance Service (SECAMB);
- NHS;
- EKHR Health & Safety
- TDC service representation

##### **5.2 Invited representation.**

Those persons / Services / Bodies who are invited to the Event Safety Advisory Group meetings to make a presentation or offer advice to the Group can not be party to the decision making process of the Group. However, they will be allowed to freely contribute to any meeting, to which they are invited and will have their view considered, reported/recorded.

Invited representatives will form two categories, those who will be invited to all Group meetings and those who can be invited as considered appropriate to the meetings. Where any person etc, may only be invited infrequently to a Group meeting, then consideration will be given by the Chair as to how the effective exchange of safety related information between all parties can be maintained.

**Invited representation:**

The following may be invited either to all Event Safety Advisory Group meetings, or to a particular meeting as considered appropriate.

- An event organiser and / or safety officer;
- CCG;
- Legal Service representation;
- Finance e.g. Insurance
- Relevant Local Authority service representation e.g. Environmental health, Civil Enforcement;
- Maritime and Coastguard Agency;
- RNLI;;
- Community Groups representation;
- Local tourism representation;
- Public Transport Undertakings e.g. Stage Coach, South Eastern Railway;
- British Transport Police;
- Voluntary first aid services

The above list is not exhaustive. The Chair may invite such other specialist as the Chair feels appropriate to assist the Group to fully consider any issue.

**6. Administration of the Event Safety Advisory Group.**

This section provides a record about the general administration of the Group from the appointment of the Chair/ lead Service, through to the role of administrative support and consultation procedures for the Group.

- **Chair:** The Group Chair will be a senior officer appointed by Thanet District Council with appropriate delegated authority to take decisions under the council's constitution;
- **Lead Service:** The Events Team of Thanet District Council will act as Lead Service to the Event Safety Advisory Group;
- **Secretariat:** The Events Team of Thanet District Council will provide the administrative support to the Event Safety Advisory Group;
- **Consultation:** The Event Safety Advisory Group will consult all core members of the Group, invited representation, other council services and national bodies as considered appropriate.

**7. Frequency of meetings of the Event Safety Advisory Group.**

The Event Safety Advisory Group shall meet a minimum of four times at scheduled meetings throughout the year. However, the number of Event Safety Advisory Group meetings in any year can be flexible and responsive to particular circumstances. Any core member may request an additional special meeting or series of meetings. Where matters arise which require consideration by the Core ESAG a meeting may be called at short notice.

The Event Safety Advisory Group may request a site visit or inspection(s) of the site for an event as determined by the Chair of the Group in consultation with the event management, or undertake a visit to observe a specific issue or attend a tabletop exercise. Such members as the Group

considers appropriate can attend the inspection / visit. Formal minutes or a record of the inspection/ visit will be circulated to all relevant parties.

Any such Event Safety Advisory Group visits are considered as separate from the inspections that are required to be undertaken by the Local Authority as during performance inspections under licensing legislation. Such inspections will be carried out by officers of the Local Authority in conjunction with other appropriate authorities, as determined by their enforcement policy.

## **8. Roles and responsibilities of the Core Members of the Event Safety Advisory Group.**

This section is important in that it records the roles and responsibilities of the core members and clarifies the level / limitations of accountability within a Group that is offering recommendations to Thanet District Council on compliance with national legislation.

It should be noted that the Chair of the Event Safety Advisory Group must have the appropriate status, authority and time to commit to the role.

### **8.1 Role of the Chair of the Event Safety Advisory Group:**

- To ensure that the Event Safety Advisory Group properly discharges the responsibilities delegated to it by Thanet District Council and that meetings take place on a regular basis.
- To facilitate the “Scrutiny”, “Review” and “Advice” on event management plans and associated documentation submitted for ESAG review., focusing on key issues identified by each ESAG Member

**Note** – Due to time constraints event plans and submitted documentation will not be reviewed page by page, only relevant sections identified in advance by ESAG members will be discussed.

- To ensure that the conditions of the any licenses issued by the Local Authority are properly monitored, enforced, reviewed and where necessary amended on a regular basis;
- To ensure that, as necessary, meetings of the Event Safety Advisory Group are reported to the relevant Thanet District Council portfolio holders;
- To ensure that the recommendations made by the Event Safety Advisory Group accord with the overall strategic policies of the Council and that these recommendations are included in the minutes of the meetings;
- To ensure that due account is taken of the views of all members of the Event Safety Advisory Group, including those attending by invitation.

### **8.2 Role of the lead Service on the Event Safety Advisory Group (Events Team)**

- To provide “Scrutiny”, “Review” and “Advice” on event management plans and associated documentation submitted for ESAG review;
- The Service will be represented by a Principal Officer and/or his/her appointed deputy who will attend all meetings of the Event Safety Advisory Group;
- To act in a coordinating role to the Event Safety Advisory Group on all matters relating to spectator safety and liaise with Group members in the production of any items or reports to be placed on the agenda for the meetings;
- To provide technical advice and appraisal of published documents relating to public events and inform on any implications arising;
- To co-ordinate a de-brief after event.
- To contribute any local information that may have a bearing on public safety.

### **8.3 Role of Thanet District Council Service Representation**

- To provide “Scrutiny”, “Review” and “Advice” on event management plans and associated documentation submitted for ESAG review;

#### **8.4 Role of the Building Control Service on the Event Safety Advisory Group**

The Service will be represented by a Principal Officer or his/her appointed deputy who will attend all meetings of the ESAG. In addition to providing "Scrutiny", "Review", and "Advice" on event management plans and associated documentation submitted for ESAG review, the Service will also advise on :-

- All technical/legal aspects of legislation within the remit of the Service as they relate to public events;
- The Service shall contribute any local information that may have a bearing on public safety.

#### **8.5 Role of Street Cleansing and Waste Management - Thanet District Council**

The service will be represented by the service manager or a supervisor he/she will attend all ESAG meetings the service will advise on the following:

- To ensure that event organisers comply with statutory regulations in respect of waste management for their event.
- Provide advice on additional cleaning and bin emptying requirements according to footfall.
- Support with 'self-help' approaches to site cleaning at events.

#### **8.6 Role of Open Spaces - Thanet District Council**

The Service will be represented by the service manager or an appointed designated officer who will attend all ESAG meetings. The Service will provide "Scrutiny", "Review", and "Advice" on event management plans and associated documentation submitted for ESAG review. The Open Spaces Department will also advise on:

- Suitability of the use of TDC land used for Events.
- The electricity demand requested by Event Organisers and the suitability of the provision of an electricity supply.
- How TDC will control the connection to the supply.
- Certification of equipment and maintenance records
- Damage or issues on TDC land or equipment

#### **8.7 Role of Kent County Council and/or Thanet District Council - Emergency Planning Officer**

- To provide "Scrutiny", "Review" and "Advice" on event management plans and associated documentation submitted for ESAG review;
- Responding to a major incident by activation and mobilising of local authority and supporting organisations, to cater for the threat of death, serious injury or homelessness to a large number of people. Services may include reception centres, temporary emergency accommodation, feeding and access to a wide range of special equipment;
- Alerting procedures of Thanet District Council and voluntary agencies;
- Responsibility for identification of and equipping (with Health Authority and Police) a temporary mortuary;
- As a member of the event management team and assisting in preparation of the Event Major Incident Plan;
- Cross boundary liaison and mutual aid (where a venue is close to county or other administrative boundaries, liaison may be required by the emergency planning officers of the local authority and the ability to provide mutual aid determined);
- Responsibility for ensuring that arrangements are co-ordinated with the Thanet District Council Major Emergency Plan.

#### **8.8 KCC Highways & Transportation**

It is the responsibility of the authority under the Traffic Management Act 2004 to effectively manage Kent's road network. KCC highways & Transportation may not support an event

application if it appears that the road network might be adversely disrupted or severely affected. It is the responsibility of the event organisers to prepare and present traffic plans, signage schedules and risk assessments for their event, this would include the mitigation measures such as, event signage or implementing road diversions which will need to be acceptable to KCC Highways & Transportation.

The extent of the involvement of Kent County Council as the Highway Authority for Kent will be based on the following legislation:

- Traffic Management Act 2004;
- New Roads and Street Works Act 1991;
- Road Traffic Regulation Act 1984;
- Highways Act 1980;
- The Health and Safety at Work Act 1974.

KCC Highways & Transportation will offer advice and guidance on the following:

- The maintenance of clear and safe routes for traffic of all categories including pedestrians;
- The implementation of road closures or other temporary traffic management measures. A road closure made under Section 21 of the Town Police Clauses Act 1847 will be processed by district authorities with KCC Highways & Transportation approval; Temporary Traffic Regulation Orders are processed by KCC Highways & Transportation and require at least 12 weeks' notice;
- Liaise with the statutory undertakers to avoid conflict with or minimise the effect of roadwork's on an event. Event applications should be made at the earliest opportunity to avoid conflict with planned works. 12 weeks should be regarded as the minimum notice period to secure road space;
- KCC Highways & Transportation will give directions where any activity is deemed to be working on the highway (placing traffic management measures etc.) or in any circumstances where it is considered there are any perceived or actual safety issues on the highway.

KCC Highways & Transportation will issue consents to place event directional signage, traffic management measures, where event plans fail to meet the required standard a refusal to place traffic management measures or work on the highway will be issued.

### **8.9 Role of the emergency services on the Event Safety Advisory Group**

To provide "Scrutiny", "Review" and "Advice" on event management plans and associated documentation submitted for ESAG review.

Each service will be represented by a person of appropriate experience/competency (or his/her appointed deputy) who has full authority of the relevant service to give advice and guidance and make recommendations on safety issues and advise on: -

- All technical/legal aspects of legislation within the remit of the Service as they relate to sports grounds/ public events. Specific issues as follows:

#### **Kent & Medway Fire and Rescue Service - Site issues**

- Location and layout;
- Crowd density factors;
- Emergency evacuation requirements;
- Emergency response access.

### **Planning Issues**

- Emergency water supplies for firefighting;
- Fire service emergency response;
- Validation of Site emergency plan;
- Development of CBRNE emergency plan – where necessary;
- Emergency evacuation procedures;
- Validation of Fire risk Assessments;

### **Fire Safety Regulatory Enforcement**

- General Fire Precautions;
  - Fire prevention
  - Means of escape
  - First aid fire fighting
  - Fire detection and alarms
  - Arrangements for instruction and training
  - Mitigating the effects of fire
- Permanent structures;
- Tents or moveable structures;

### **Kent Police**

The role of the Police at public events is based on the need to discharge their core responsibilities, which are:

- The prevention and detection of crime;
- The prevention of/or stopping of breaches of the peace;
- Traffic regulations within the legal powers provided by statute, in limited circumstances;
- Activation of a contingency plan where there is an immediate threat to life and co-ordination of resultant emergency service activities;
- Police resources will not be routinely deployed to tasks which the risk assessment suggests are necessary but for which there are no legal responsibilities or legal powers.

The Police, in partnership with the event organiser and other agencies, will carry out their duties and policing objectives contained within their Operational Order under the direction of the Police Commander and will include:

- To prioritise requests for police attendance to incidents that may occur at the event;
- To respond to incidents that comes under their core responsibilities as detailed above;
- To liaise with event organisers and other agencies as and when required, and co-ordinate the activation of a contingency plan;
- To consult with the Event Organiser with regards to Event Traffic Management Plan.

In any circumstances where the Police decide that they have to take overall control of all safety or public order aspects at the event by virtue of their duty to preserve life and protect property, they shall notify the Event Organiser of that decision. During this period of Police primacy, the employees and agents of the event will work in conjunction with and under the direction of the Police Commander.

The Police Commander reserves the right to alter any proposed arrangements which they have reason to believe may place public safety at risk or result in public disorder or criminal offences. The Police Commander will inform the Event Organiser of their decision and the reasons for that decision.

### **South East Coast Ambulance Service (SECAMB)**

To ensure that events have event plans with first aid provision that is within the event safety guidelines and major incident site evacuation plans;

To ensure that effective communication exists between the Event Organiser's provisions for first aid and medical cover with the Ambulance Service and other Emergency Services that may be required to attend the event;

To advise the Event Organiser on Ambulance Service matters as follows:

- Emergency Vehicle Access/Egress;
- Emergency Evacuation Routes;
- Holding areas;
- Major Incident Plan;
- Emergency Evacuation Procedures;
- Medical Risk Assessment.

### **NHS/CCG**

- The National Health Service (NHS) will be a standing member of this group, however individual NHS organisations will attend when the event is judged to have an impact on its service provision;
- A ESAG health issues checklist prepared by NHS England on behalf of all NHS organisations should be completed by the ESAG and submitted to the Local Health Resilience Partnership for review;
- ESAGs should draw public health advice from Public Health England and Local authority public health.

## **9. Form of minutes of the Group**

- Each meeting of the Event Safety Advisory Group will be prearranged to an agenda published in advance of the meeting with minutes recorded in accordance with the council's set procedures.
- The minutes of the meetings will be circulated to all Group members and to such other parties as may be determined by the Chair;
- Documents will be circulated to all Group members and to such other parties as may be determined by the Chair which will detail:
  - all documents that have been received, date circulated and some may show their status as "restricted";

**The FOIA Inter-Agency protocol adopted by Kent Police Service, Thanet District Council and other public authorities will operate where information is requested from the group's records and the involvement of another public authority is necessary prior to the decision about the disclosure or non-disclosure of information.**

## **10. General**

All members of the ESAG and associated Sub-Groups will operate within the areas identified as their roles and responsibilities in Section 8 above

Where a member of the ESAG objects to a proposed event, the objection will be in line with their identified roles and responsibilities as mentioned in paragraph Section 8 above.

All members of the Group will retain a high degree of professionalism and probity at all times and will not at any time act in any way which may compromise the position of the Group or members of the Group.

## Appendix 1

Attach Thanet ESAG Members Table

### Thanet SAG Members

#### CORE MEMBERS

##### CHAIR of SAG

Name	Responsibility	Organisation	E-mail Contact	Telephone Contact
Penny Button	Head of Safer Neighbourhoods	Thanet District Council (TDC)	<a href="mailto:Penny.button@thanet.gov.uk">Penny.button@thanet.gov.uk</a>	01843 577425

##### VICE CHAIR of SAG

Name	Responsibility	Organisation	E-mail Contact	Telephone Contact
Sheila Coupe	Health and Safety Advisor	EK Human Resources	<a href="mailto:Sheila.coupe@ekhr.org">Sheila.coupe@ekhr.org</a>	07837 520276
Stephen Turner (Steve)	EKHR Health and Safety Advisor	EK Human Resources	<a href="mailto:Stephen.turner@ekhr.org">Stephen.turner@ekhr.org</a>	07837 520208

#### OUTSIDE ORGANISATIONS

Name	Responsibility	Organisation	E-mail Contact	Telephone Contact
Neil Edwards	Streetworks Manager (East)	KCC Highways	<a href="mailto:Neil.edwards@kent.gov.uk">Neil.edwards@kent.gov.uk</a>	03000 413612
Emma Wraight	Thanet Roadworks Co-ordinator	KCC Highways	<a href="mailto:Emma.wraight@kent.gov.uk">Emma.wraight@kent.gov.uk</a>	03000418369
Andrew Herbert	Lane Rental Route Manager, Thanet and Dover	KCC Highways	<a href="mailto:Andrew.herbert@kent.gov.uk">Andrew.herbert@kent.gov.uk</a>	03000 413661 07920792337
Kent Police	Central Mailbox	Kent Police	<a href="mailto:planning@kent.pnn.police.uk">planning@kent.pnn.police.uk</a>	01622 798510
Insp Rhiannan Simpson		Kent Police	<a href="mailto:Rhiannan.simpson@kent.pnn.police.uk">Rhiannan.simpson@kent.pnn.police.uk</a>	??
PC Nicki Youngs		Kent Police	<a href="mailto:10194@kent.pnn.police.uk">10194@kent.pnn.police.uk</a>	01622 798615 07772 113236

NHS	For information only	NHS	<a href="mailto:Ekh-tr.emergencyplanning@nhs.net">Ekh-tr.emergencyplanning@nhs.net</a>	01227 864398
SECAMB		South East Coast Ambulance Service (SECAMB)	<a href="mailto:events@secamb.nhs.uk">events@secamb.nhs.uk</a>	
KFRS		KFRS	<a href="mailto:TFS.EastGroup@kent.fire-uk.org">TFS.EastGroup@kent.fire-uk.org</a>	01622 212451
Garry Lovejoy	Operational Planning & Response Manager	Kent Fire & Rescue Service East Kent Group	<a href="mailto:Garry.lovejoy@kent.fire-uk.org">Garry.lovejoy@kent.fire-uk.org</a>	07875 421115 01622 692121 Ext 6109
NHS Extra	NHS Extra	NHS	<a href="mailto:Epo.mtw@nhs.net">Epo.mtw@nhs.net</a>	

## LOCAL AUTHORITY DEPARTMENTS

Name	Responsibility	Organisation	E-mail Contact	Telephone Contact
Suzie Hooper	Events and Community Projects Officer	TDC - Events	<a href="mailto:Suzie.hooper@thanet.gov.uk">Suzie.hooper@thanet.gov.uk</a>	01843 577409 07787 294498
Gillian Gray	Community Projects Support Officer	TDC - Events	<a href="mailto:events@thanet.gov.uk">events@thanet.gov.uk</a>	01843 577735
Philip Bensted	Regulatory Services Manager	TDC - Licensing	<a href="mailto:Philip.bensted@thanet.gov.uk">Philip.bensted@thanet.gov.uk</a>	01843 577630
Robin Chantrill-Smith	Civil Enforcement Manager	TDC - Parking	<a href="mailto:Robin.chantrill-smith@thanet.gov.uk">Robin.chantrill-smith@thanet.gov.uk</a>	01843 577472
Chris Jarvis	Interim Cleansing Manager	TDC – Street Scene Services Cleansing	<a href="mailto:chris.jarvis@thanet.gov.uk">chris.jarvis@thanet.gov.uk</a>	01843 577117 07881 319755
Jane Stratford	Customer/Supplier Management Officer	TDC – Waste and Recycling Waste	<a href="mailto:Jane.stratford@thanet.gov.uk">Jane.stratford@thanet.gov.uk</a>	01843 577745
Steve Scully	Senior Resilience Officer	KCC & TDC Emergency Planning	Steve.scully@kent.gov.uk <a href="mailto:Steve.scully@thanet.gov.uk">Steve.scully@thanet.gov.uk</a>	03000 419504 07740 185261
Luke Glover	Assistant Engineer	TDC – Emergency Planning	<a href="mailto:Luke.glover@thanet.gov.uk">Luke.glover@thanet.gov.uk</a>	01843 577627
Building Control Team	Building Control	TDC – Building Control	<a href="mailto:Building.control@thanet.gov.uk">Building.control@thanet.gov.uk</a>	01843 577502
Amanda Berry	Environmental Health Officer – Ramsgate & Broadstairs	TDC – Representing Environmental Health for Morgan Sproates	<a href="mailto:Amanda.berry@thanet.gov.uk">Amanda.berry@thanet.gov.uk</a>	01843 577422
Christopher Brown	Environmental Protection Officer – Margate & The Villages	TDC – Representing Environmental Health for Morgan Sproates	<a href="mailto:Christopher.brown@thanet.gov.uk">Christopher.brown@thanet.gov.uk</a>	01843 577400

Morgan Sproates	Environmental Protection Manager	TDC – Environmental Health	<a href="mailto:Morgan.sproates@thanet.gov.uk">Morgan.sproates@thanet.gov.uk</a>	01843 577081
Roger Wragg	Open Spaces Manager	TDC – Open Spaces	<a href="mailto:Roger.wragg@thanet.gov.uk">Roger.wragg@thanet.gov.uk</a>	01843 577848
Chris Weller	Building Control Manager	TDC – Building Control	<a href="mailto:Chris.weller@thanet.gov.uk">Chris.weller@thanet.gov.uk</a>	01843 577156

**INVITED REPRESENTATION**

**OUTSIDE ORGANISATIONS**

Name	Responsibility	Organisation	E-mail Contact	Telephone Contact
Warren Jarvis		Kent Police Planning Team – Traffic Management	<a href="mailto:Warren.jarvis@kent.pnn.police.uk">Warren.jarvis@kent.pnn.police.uk</a>	01622 798523 07870 252156
Graham Baldock		Maritime and Coastguard Agency	<a href="mailto:Graham.baldock@mcga.gov.uk">Graham.baldock@mcga.gov.uk</a>	
Ian Day		Stage Coach	<a href="mailto:ian.day@stagecoachbus.com">ian.day@stagecoachbus.com</a>	01843 572164
Ian Waterfield		Stage Coach	<a href="mailto:ian.waterfield@stagecoachbus.com">ian.waterfield@stagecoachbus.com</a>	
William Bellamy		SECAMB	<a href="mailto:William.bellamy@secamb.nhs.uk">William.bellamy@secamb.nhs.uk</a>	07768551342
Alvin Wedderburn		South Eastern Railway	<a href="mailto:Alvin.wedderburn@southeasternrailway.co.uk">Alvin.wedderburn@southeasternrailway.co.uk</a>	
Adam Hewett	Officer in Charge- Southeast Sector	British Transport Police	<a href="mailto:Adam.hewett@btp.pnn.police.uk">Adam.hewett@btp.pnn.police.uk</a>	02082096239
James Uren	RNLI Lifeguards Thanet & Swale	RNLI	James_uren@rnli.org.uk	07785 438360
		Red Cross		
		St John’s Ambulance		
		Maritime Volunteer Service		
		Margate Ambulance Core		

**INVITED REPRESENTATION****LOCAL AUTHORITY DEPARTMENTS**

Name	Responsibility	Organisation	E-mail Contact	Telephone Contact
Christodolou Adamou	Finance Assistant	TDC – Financial Services	<a href="mailto:Christodolou.adamou@thanet.gov.uk">Christodolou.adamou@thanet.gov.uk</a>	01843 577682
Debbie Yandle Berryman	Public Protection Manager	TDC – Environmental Health	<a href="mailto:Debbie.huckstep@thanet.gov.uk">Debbie.huckstep@thanet.gov.uk</a>	01843 577183
Paula Harbidge	Tourism Manager	TDC - Tourism	<a href="mailto:Paula.harbidge@thanet.gov.uk">Paula.harbidge@thanet.gov.uk</a>	01843 577644
Emma Dadds	Tourism Officer	TDC - Tourism	<a href="mailto:Emma.dadds@thanet.gov.uk">Emma.dadds@thanet.gov.uk</a>	01843 577637
Heather Douglas	Support Officer	TDC - Maritime	<a href="mailto:Heather.douglas@thanet.gov.uk">Heather.douglas@thanet.gov.uk</a>	01843 572103
Community Safety Team	Community Safety	TDC – Safer Neighbourhoods	<a href="mailto:Community.safety@thanet.gov.uk">Community.safety@thanet.gov.uk</a>	01843 577737
Jess Bailey	Community Safety	TDC – Safer Neighbourhoods	<a href="mailto:Jessica.bailey@thanet.gov.uk">Jessica.bailey@thanet.gov.uk</a>	01843 577737
Jean Reynolds	Support Officer	TDC – Leisure, Sport & Coast	<a href="mailto:Jean.reynolds@thanet.gov.uk">Jean.reynolds@thanet.gov.uk</a>	01843 577274
Lyn Mahoney	Cleansing Officer	TDC – Recycling & Waste	<a href="mailto:Lyn.mahoney@thanet.gov.uk">Lyn.mahoney@thanet.gov.uk</a>	01843 577121
Tony Child	Thanet Coast Officer	TDC – Leisure, Sport & Coast	<a href="mailto:Tony.child@thanet.gov.uk">Tony.child@thanet.gov.uk</a>	01843 577672
Paul Lester	Grounds Foreman	TDC – Grounds Maintenance	<a href="mailto:Paul.lester@thanet.gov.uk">Paul.lester@thanet.gov.uk</a>	01843 577960
Emma Penny	Depot Support Officer	TDC – Grounds Maintenance	<a href="mailto:Emma.penny@thanet.gov.uk">Emma.penny@thanet.gov.uk</a>	01843 577961
Mary Watts	Traffic Technician	TDC - Parking	<a href="mailto:Mary.watts@thanet.gov.uk">Mary.watts@thanet.gov.uk</a>	01843 577054
Estates Team	Estates	TDC - Estates	<a href="mailto:estates@thanet.gov.uk">estates@thanet.gov.uk</a>	01843 577233
Communications Team	Communications	TDC – Communications	<a href="mailto:Press.office@thanet.gov.uk">Press.office@thanet.gov.uk</a>	01843 577050
Phil Snook	Street Scene Enforcement Manager	TDC – Street Scene	<a href="mailto:Phil.snook@thanet.gov.uk">Phil.snook@thanet.gov.uk</a>	01843 577658

### Event Application Process

#### Notification

You can start the application process at any time, but the more information you can provide at the beginning the better. It will make your task easier to manage.

When putting on an event in the District, Event Organisers are requested to inform the events team a minimum of three months prior to the event. The Events calendar will be referred to for site availability and this can be done up to 18 months prior to the event. However this does not confirm the booking of the site.

- Event organisers are required to fill in an Event Notification Form (ENF) that gives the team a little bit more information about their event ideas. (Link to online form)
- The ENF will be sent out to the Event Organiser within three days of the initial request with information about the Application Fee that covers administration costs of processing the event throughout its event journey.

#### Event Application Pack:

- Once the ENF has been received, the event organiser will then complete the Event Application Pack (website link) and an information sheet on Fees and Charges for Additional Resources (website link).
- As well as the Event Notification Form an application must also include:
  - A site map/plan
  - An Event Management Plan
  - A Risk Assessment
  - Evidence of public liability insurance
- Applications must be made a minimum of 3 months prior to the event. If applications are submitted after this time, these will be presented to Head of Safer Neighbourhoods to consider the subsequent course of action.
- Applications for Major Events, whether on Council or private land, require significant Event Safety Advisory Group and Council input and should be submitted at least 8 months in advance of the proposed event date.

#### Additional Documentation:

- In addition, the following documents may be required, dependent on the size and nature of the event and its location:
  - Traffic Management Plan
  - Signage Schedule
  - Crowd Management Plan
  - Medical Plan
  - Evacuation Plan
  - Lost Child Policy
  - Evidence of food registration and hygiene certification
  - Amusement Device Inspection Procedure Scheme (ADIPs) which ensures amusement devices are regularly inspected and certified as safe for use

by competent persons. For more information please visit <http://www.adips.co.uk/>

- Operators of inflatable play equipment will need to provide evidence that their equipment has a current PIPA certificate. For more information please visit <http://www.pipa.org.uk/>
- The Council may, at its discretion or at the request of the Events Safety Advisory Group (ESAG), request further information or documentation not covered by any of the above documents.

### **Processing and Advising**

- All bookings for events on Council land will be held on a provisional basis until all documentation is submitted.
- Once the documentation in the Event Application Pack is received along with the Application Fee, then this reserves the land requested for the event. This can only be for a maximum of twelve months prior to the event and if it is an annual event, then documentation can only be received following the completion of your event and satisfactory evaluation and feedback has been received.
- Following the submission of all the documents the Council will process these documents within three to six months unless it is a very large event. A standard event will take 14 weeks to be processed dependent on the accuracy of the paperwork. The processing procedure and time scale is based upon:
  - Time to share information with partner agencies
  - Where relevant, Event Organisers attending ESAG
  - ESAG to give advice and feedback that may require amendments to documentation
  - Calculating quote
  - Applying for licences

### **Agreement**

#### **Memorandum of Agreement and Permission to Occupy:**

- TDC will then send out the Memorandum of Agreement with a final quote for the event hire and additional fees and charges.
- There are Standard Charges for holding an event on TDC land. The Memorandum of Agreement will be sent out with a Fees and Charges quotation.
- The Event Organiser then returns the signed Memorandum of Agreement.
- Other departments will receive the quote.
- TDC will invoice for the Event Hire Fee and any additional charges. These invoices will be raised by each relevant department.

- When payment has been received TDC will send out the Permission to Occupy.
- After the event has occurred, the Event Organiser will be contacted to check that their event went ahead and for any feedback they might have. TDC and Agencies will give feedback and recommendations for future events.

### **Monitoring and Review of Events:**

#### **Evaluation**

- A vital part of any event is to carry out an evaluation reviewing the planning, organisation, delivery and success of the event.
- The Events Team will monitor some events to ensure compliance with the policy and the event hire agreement.

#### **Event Debriefs:**

- The Events Team will send an e-mail to all event organisers after their event to thank them for their efforts in providing the event and to receive any feedback relating to the event and any points that may need to be considered for future events.

This may be done:

- verbally at a site visit;
- with a telephone conversation;
- through written feedback
- at a formal debrief meeting with officers from relevant Council departments and in some occasions relevant members of the ESAG to review how the event went, give feedback and raise any concerns, offering the opportunity to discuss improvements for any future events.
- These sessions are a great tool for celebrating the achievements and impacts that an event has had.

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## Events Notification Form 2016

### What happens to my information?

Your event notification form, event management plan, site plan, risk assessment and public liability certificate will be sent to the Thanet Safety Advisory Group for review. The Thanet Safety Advisory Group consists of representatives from various departments at your local authority, Kent Fire and Rescue, KCC Highways and Kent Police. Your information will not be passed on to any other party without your prior consent.

These forms are to be submitted at least 14 weeks in advance of the event date. All final additional documentation is to be supplied at least 4 weeks in advance of the event. Please contact us for extra guidance.

### 1. Contact Information

<b>Name</b>		
<b>Organisation</b>		
<b>Registered charity</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes please provide number:
<b>Street Address</b>		
<b>Postcode</b>		
<b>Telephone Number</b>	Daytime:	Evening:
<b>Mobile Number</b>	Daytime:	Evening:
<b>E-Mail Address</b>		
<b>May we use these contact details for publicity purposes or to give to interested parties?</b>	Yes: <input type="checkbox"/> No: <input type="checkbox"/> If no, which number and name may we release? Name: _____ Tel: _____	

### 2. Your Proposed Event

<b>Event Name</b>				
<b>Build date and timings</b>	Start		End	
<b>Date(s) of event</b>	Start		End	
<b>Proposed times of event</b>	Start		End	
<b>De-rig date and timings</b>	Start		End	
<b>Opening Hours</b>	Start		End	
<b>Planned location of event</b>				
<b>Who owns the land?</b>	<input type="checkbox"/> Local Authority <input type="checkbox"/> Parish Council <input type="checkbox"/> KCC <input type="checkbox"/> Privately Owned <input type="checkbox"/> Other			
<b>Has the event taken place before?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please state when:		



<b>Description of Event</b> (Give as much detail as possible)	
<b>Is this a free Event?</b>	Yes: <input type="checkbox"/> No: <input type="checkbox"/> Cost: £
<b>What is the anticipated maximum number of people attending the event at any one time (include all staff and performers)?</b>	
<b>How many stewards are you providing?</b>	
<b>Name of the organisation providing First Aid:</b>	
<b>Number of First Aiders at your event:</b>	

For items 3 – 6 please refer to the Fees and Charges for Additional Resources for Events on our website <https://www.thanet.gov.uk/your-services/events-and-exhibitions/event-organisation-and-land-hire/land-hire-arrangements/>

### 3. Road Closures

<b>Are you requesting any road closures?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No (go to section 4)
<b>If yes, please tell us why you feel that your event requires a road closure</b>	
<b>Please select as appropriate the reason for the road closure. This helps us to determine which piece of legislation the road can be closed under. In most cases, the road can be closed under the Town Police Clauses Act, which means the notice will be issued by your local authority.</b>	<input type="checkbox"/> Procession <input type="checkbox"/> Rejoicing <input type="checkbox"/> Illumination <input type="checkbox"/> Street thronged or liable to be obstructed <input type="checkbox"/> Other (please explain below)
<b>If you selected other please explain what will be happening at your event</b>	
<b>Please list <u>ALL</u> roads that you wish to close for your event:</b>	
<p><b>Before a road closure can be approved the following documents MUST be submitted to your local authority and approved by KCC Highways Authority. Please note that a minimum notice period may be required by KCC.</b></p> <ul style="list-style-type: none"> <li>• A copy of valid Public Liability Insurance</li> <li>• Health and Safety Risk Assessments</li> <li>• Signage Schedule</li> <li>• Plan of diversion route (if applicable)</li> </ul>	

Please note KCC Highways and TDC require 12 weeks' notice of any road closures for coordination purposes.

#### 4. Street Cleansing and Waste Management

Will your event require additional waste collection?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Will your event require the use of public toilets?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>

#### 5. Parking

Will your event require any public car parks to have their opening hours extended?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Will your event require the suspension of parking bays?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>

#### 6. Utilities

Does your event require an electricity supply? Please state the electricity demand required.	Yes: <input type="checkbox"/>  Amps	No: <input type="checkbox"/>
Does your event require a water supply?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>

**7. What activities might there be at Your Proposed Event? Please check boxes as appropriate (activities are in alphabetical order).**

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> Animals                                     | <input type="checkbox"/> Aircraft / Parachutists                 | <input type="checkbox"/> Archery/Shooting                                 | <input type="checkbox"/> Balloon launch  |
| <input type="checkbox"/> BBQs  | <input type="checkbox"/> Bonfires                                | <input type="checkbox"/> Boot Fair  | <input type="checkbox"/> Carnival procession                                   |
| <input type="checkbox"/> Coconut shy or other stalls                 | <input type="checkbox"/> Commercial Trade Stands                 | <input type="checkbox"/> Dance Performance                                | <input type="checkbox"/> Electricity   |
| <input type="checkbox"/> Fairground/Mechanical rides                 | <input type="checkbox"/> Fireworks                               | <input type="checkbox"/> Food/Drink concessions*                          | <input type="checkbox"/> Foreshore/Berthing                                    |
| <input type="checkbox"/> Free admission to event                     | <input type="checkbox"/> Gambling*                               | <input type="checkbox"/> Gas  | <input type="checkbox"/> Hot air balloons                                      |
| <input type="checkbox"/> Indoor sporting events                      | <input type="checkbox"/> Inflatable's/Bouncy castles             | <input type="checkbox"/> Lasers/Strobe lighting                           | <input type="checkbox"/> Live Entertainment* (eg. Amplified music)             |
| <input type="checkbox"/> Lotteries/Raffles* (including ticket sales) | <input type="checkbox"/> Market/Charity stalls                   | <input type="checkbox"/> Motor Vehicles (including motorbikes & scooters) | <input type="checkbox"/> Plays/Films   |
| <input type="checkbox"/> Pyrotechnics/Special effects                | <input type="checkbox"/> Re-enacting groups                      | <input type="checkbox"/> Sale of alcohol*                                 | <input type="checkbox"/> Sale of food or drink between 23:00-05:00*            |
| <input type="checkbox"/> Sporting Events                             | <input type="checkbox"/> Street collections/charity collections* | <input type="checkbox"/> Street Party                                     | <input type="checkbox"/> Temporary Structures (ie. Marquees, staging, gazebos) |
| <input checked="" type="checkbox"/> Train rides                      |  |   |  |

Other:

**Temporary Event Notice**

All activities marked with an (\*) indicate licensable activities that may require a temporary event notice, which you will need to apply for separately. A temporary event notice is a notification to the licensing authority that an individual intends to carry on licensable activities for a period not exceeding 168 hours and for less than 499 people.

Licensable activities include:     Sale and Supply of Alcohol  
    The provision of late night refreshments to the public  
    Regulated entertainment

A temporary event notice application must be sent to the licensing authority and the police at least 10 working days in advance of a planned event. Please ensure that you have the necessary licenses in place.

Please contact our local licensing department for more information by e-mailing [licensing@thanet.gov.uk](mailto:licensing@thanet.gov.uk) or telephone 01843 577413.

## Fees and Charges

Thanet District Council operates a scale of fees and charges for the use of Council land. This is to cover the cost to the Council of administering the Event Application documentation. Details of these will be enclosed in your Event Application Pack and can be found on <https://www.thanet.gov.uk/your-services/events-and-exhibitions/event-organisation-and-land-hire/land-hire-arrangements/>.

Please provide the contact details for invoices.

Name of Organisation	Address	Email address	Contact telephone numbers (including mobile number)

## What happens next?

Once we have received your event notification form, we will be in touch to notify you if the land you have requested is available for hire (if event is being held on council property) on the date(s) provided. We will then book the land for you on a provisional basis and send out the Event Application Pack including the Application Fee and information on standard charges. You will find a link on our website (<https://www.thanet.gov.uk/your-services/events-and-exhibitions/safety-guidance-for-events-on-council-premises/>) that will take you to an event management plan and risk assessment template for your completion. These documents should be submitted along with a copy of your public liability insurance (minimum £5million cover) and payment of the Application Fee will then secure the site for your requested date. Additional documentation may be requested during the processing of the application. Only once all paperwork has been received and agreed by the Events Safety Advisory Group we will then calculate a quote for your requirements and send this with an Intention to Permit letter. When this quotation is agreed by the Event Organiser the Events Team will raise an invoice for the Event Hire Fee and other departments will be in contact to confirm any arrangements and arrange payment for additional services. At this point a Memorandum of Agreement will be sent to the Event Organiser for signature; once this has been returned and all payment for charges received the Events Team will then be in a position to send out the Permission to Occupy letter and signed Memorandum of Agreement to complete the process for granting the request.

## Date

Date	
------	--

If you have any queries regarding completing this form please contact: The Events Team  
[events@thanet.gov.uk](mailto:events@thanet.gov.uk) / 01843 577735

**Please keep a copy of this form for your own records.**

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# Customer Impact Screen



<b>Topic</b>	Draft Events Policy
<b>For decision by (name and date)</b>	CMT Cabinet 20/10/2016
<b>Date of screening assessment</b>	July 2014
<b>Date of this assessment</b>	Ongoing to the nature of the duty
<b>Author</b>	Suzie Hooper

protected characteristics	Negative Impact		Benefits		Evidence
	Yes	No	Yes	No	
					<ul style="list-style-type: none"> <li>Briefly describe initial thoughts on who will be affected and how (positively &amp; negatively)</li> <li>What evidence/data have you used to inform your judgement?</li> <li>Highlight which protected characteristics will require full analysis based on the screening process, including details of issues you need to explore further – if full analysis is not required please explain why.</li> </ul>
Age		X			One of the objectives for TDC encouraging the hosting of events across the district is to enable and empower local groups to organise effective events that widen community participation, develop a sense of local pride and inspire communities to come together. The events policy recognises the diversity of our district and all events work to ensure that everyone has the same opportunities and they are inclusive.
Gender (Sex)		X			One of the objectives for TDC encouraging the hosting of events across the district is to enable and empower local groups to organise effective events that widen community participation, develop a sense of local pride and inspire communities to come together. The events policy recognises the diversity of our district and all events work to ensure that everyone has the same opportunities and they are inclusive.
Disability		X			One of the objectives for TDC encouraging the hosting of events across the district is to enable and empower local groups to organise effective events that widen community participation, develop a sense of local pride and inspire communities to come together. The events policy recognises the diversity of our district and all events work to ensure that everyone has the same opportunities and they are inclusive.
Race		X			One of the objectives for TDC encouraging the hosting of events across the district is to enable and empower local groups to organise effective events that widen community participation, develop a sense of local pride and inspire communities to come together. The events policy recognises the diversity of our district and all events work to ensure that everyone has the same opportunities and they are inclusive.
Sexual Orientation		X			One of the objectives for TDC encouraging the hosting of events across the district is to enable and empower local groups to organise effective events that widen community participation, develop a sense of local pride and inspire communities to come together. The events policy recognises the diversity of our district and all events work to ensure that everyone has the same opportunities and they are inclusive.
Gender Reassignment		X			One of the objectives for TDC encouraging the hosting of events across the district is to enable and empower local groups to organise effective events that widen community participation, develop a sense of local pride and inspire communities to come together. The events policy recognises the diversity of our district and all events work to ensure that everyone has

				the same opportunities and they are inclusive.
Pregnancy & Maternity		X		One of the objectives for TDC encouraging the hosting of events across the district is to enable and empower local groups to organise effective events that widen community participation, develop a sense of local pride and inspire communities to come together. The events policy recognises the diversity of our district and all events work to ensure that everyone has the same opportunities and they are inclusive.
Religion & Belief		X		One of the objectives for TDC encouraging the hosting of events across the district is to enable and empower local groups to organise effective events that widen community participation, develop a sense of local pride and inspire communities to come together. The events policy recognises the diversity of our district and all events work to ensure that everyone has the same opportunities and they are inclusive.
Marriage & Civil Partnership		X		One of the objectives for TDC encouraging the hosting of events across the district is to enable and empower local groups to organise effective events that widen community participation, develop a sense of local pride and inspire communities to come together. The events policy recognises the diversity of our district and all events work to ensure that everyone has the same opportunities and they are inclusive.
Socio-economic/ social inclusion		X		One of the objectives for TDC encouraging the hosting of events across the district is to enable and empower local groups to organise effective events that widen community participation, develop a sense of local pride and inspire communities to come together. The events policy recognises the diversity of our district and all events work to ensure that everyone has the same opportunities and they are inclusive. Changes in the fees and charges for putting on an event will ensure a fair and consistent approach to event organisers.

Where any issues are identified, a full Customer Impact Assessment should be completed on issue using the pages that follow (delete if not required). It is important to remember that the screening and full analysis processes should begin at the start of a piece of work. Analysis at the end of a project, after a decision is made or when the report is going to Members will not satisfy the Public Sector Equality Duty. Attach this screening document and full impact assessment as an annex to your report to Members.

## Customer Impact Assessment

<b>Topic</b>	Draft Events Policy
<b>For decision by (name and date)</b>	CMT Cabinet 20/10/2016
<b>Date of screening assessment</b>	July 2014
<b>Date of this assessment</b>	Ongoing to the nature of the duty
<b>Author</b>	Suzie Hooper
<b>Assessment Team</b>	Suzie Hooper and Claire Grant

Detailed analysis	
<b>Issue 1</b>	<p><b>The Introduction of an Events Policy and new procedures.</b></p> <p>Thanet has historically had a popular and varied event calendar due to its creative and cultural heritage. The quantity of events has been growing in recent years and our role is to enable event organisers through the processes of planning, organising and running an event. There hasn't been a clear policy and set of procedures on Events and therefore the new Events Policy will ensure consistent approaches and ensure that there is a rigorous process with a robust policy.</p> <p>Events play a vital part of the visitor experience that Thanet aspires to achieve and they help draw visitors to Thanet as a destination. They are also an essential part of building and bringing together local communities.</p> <p>The policy endeavours to clearly outline the role of the Council in Events within Thanet, the role of the Event Safety Advisory Group (a multi-organisation group) and to give a framework for the processes required of the Event Organiser.</p>
<b>Stakeholders/interested parties</b>	Stakeholder Analysis carried out identified the following members: Staff, Internal departments, Event Organisers, Event Safety Advisory Group(ESAG) members, Parish Councils, Town Councils, Town Teams, Businesses, Community Groups, Members and external agencies.
<b>Consultation &amp; Engagement</b>	<ul style="list-style-type: none"> <li>• Through numerous site visits to events, we have engaged in multiple conversations where Event Organisers give comments about the event and the processes that they have gone through to plan, organise, deliver and review their event.</li> <li>• After some events, debriefs are held with the Event Organisers where we and the Event Organisers receive</li> </ul>

feedback and recommendations for future events and these feed into the constant review of our policies and procedures.

- We have attended Event Organiser Group meetings where we have given them updates on the review of policies and procedures and listened to comments and answered questions regarding procedures so that they have been involved in the development of the Events Policy.
- We have engaged with the ESAG members to improve and streamline ESAG and we involved members in their ESAG review which was part of the Events Policy. We gave a presentation on the review and members gave agreement for changes and provided written input into the new Terms of Reference and were asked to supply the relevant contact details for membership.
- Meetings with Events Team, Line Manager and Head of Service on reviewing and improving policies and procedures.
- Discussed with internal departments for guidance, legislation, department policy, input on fees and charges. Individual departments gave input on operational improvements.
- All Heads of Services were sent the Draft Events Policy and this was disseminated through their departments to the relevant staff.
- The Draft Policy went to the Corporate Management Team where recommendations were incorporated into the document their agreement was given for it to go out for engagement.
- CMT requested that the Events Draft Policy was sent out to Councillors which happened for a two week period from 01/07/2016 to 15/07/2016.
- Received an e-mail from the Customer Contact and Engagement Officer with recommendations from an equality perspective on 13/06/2016.
- Held a meeting with Communications and Corporate Resources on 05/07/2016 to discuss releasing the Draft Events Policy for engagement and awareness raising process.
  - We discussed points raised on the Draft Event Policy including a centralised invoice, website updates, online documentation and fees and charges.
  - A stakeholders list was presented from the stakeholder analysis and groups were agreed for the Events Policy to be disseminated to. Points on the Engagement and Awareness Raising process included having the Draft Events Policy on line with direct comments being sent to [events@thanet.gov.uk](mailto:events@thanet.gov.uk) It was suggested to encourage Councillors to get groups involved with engagement. It was agreed that as part of this engagement process would be the Overview and Scrutiny Panel which would be incorporated as part of this process. They would be treated as a consultee
- Attended several Kent Safety Advisory Steering Group Meetings and gained information and comments from other authorities regarding their policies, procedures, fees and charges.

	<ul style="list-style-type: none"> <li>• Contacted other authorities to share information regarding our policies and procedures and theirs. Comparing different authorities such as Shepway, Brighton, Dover, Canterbury, Folkestone and Lambeth.</li> <li>• The impact assessment will be updated upon receipt of the information received from the Engagement and Awareness Raising process and the Overview and Scrutiny Panel.</li> </ul>
<b>Data sources and evidence</b>	<ul style="list-style-type: none"> <li>• The Council has legal duties and enforcement powers under the Health and Safety at Work Act 1974 and the associated provisions. All events must conform to relevant legislation and guidance and these were researched through the internet, other authorities' recommendations for example Dover's Event Policy. The Council coordinates and consults with the local ESAG to assist Event Organisers in the discharge of these statutory duties. Guidance and legislation has been provided by ESAG members in the content of the Events Policy, within the Event Documentation and The ESAG Terms of Reference.</li> <li>• Many discussions from Event Organisers were focused on marketing their events and where they could place banners within the District. As a result of this, working in partnership with the Tourism department a marketing and promotional guidance sheet has been produced to be incorporated within the Events Toolkit. There were many meetings and discussions with planning enforcement including a meeting at the Ramsgate Event Organisers Meeting to explain legislation to the Event Organisers and to propose the change in process within the policy for TDC to apply for advert consent on specified sites.</li> <li>• In July 2016 a Councillor raised some points regarding the impact of Events on waste and cleansing and we were able to direct them to the five relevant sections within the Events Policy and Appendices to answer those queries.</li> <li>• When writing the new Terms of Reference for ESAG, there was a question raised in May 2106 about representation on the membership, so this question was sent out to the Kent ESAG members and responses informed TDC on the approaches by other authorities.</li> <li>• We attended ESAG training and Kent ESAG training which informed the review and policy with guidance on legislation and documentation to ensure a consistent approach across the County.</li> <li>• Advice from East Kent Housing was received in April after consultation over the Events Policy clarifying the required policies for events using land managed for the Council by them.</li> <li>• Environmental Protection have been heavily involved in producing information for the Events Policy principally concerned with noise and odour impacts and give advice in regard to mitigation. They will work with Event Organisers to assist them in avoiding potential statutory nuisances, which also then protects the audiences and community.</li> </ul>

	<ul style="list-style-type: none"> <li>• The Policy has been reviewed by the Policy Officer and an update on the RIDDOR was highlighted and then implemented into the documentation along with updates on terminology.</li> <li>• KCC Highway Authority reviewed and consulted on the Events Policy with clarification on authority between them and the Police.</li> </ul>
<b>Protected Characteristic(s) affected</b>	<ul style="list-style-type: none"> <li>• The Council works with a diverse range of event organisers from a variety of different cultures and backgrounds. We are committed to assist event organisers to deliver a provision of multi-cultural events promoting community cohesion. The events policy recognises the diversity of our district and all events work to ensure that everyone has the same opportunities and they are inclusive.</li> <li>• The policy supports the ability of events to contribute towards the council's equality duties including: <ul style="list-style-type: none"> <li>- Advance equality of opportunity between people who share a protected characteristic and those who do not; and</li> <li>- Foster good relations between people who share a protected characteristic and those who do not.</li> </ul> Events can do this by: <ul style="list-style-type: none"> <li>- Removing or minimizing disadvantages suffered by people due to their protected characteristics.</li> <li>- Taking steps to meet the needs of people from protected groups to participate in public life or in other activities where their participation is disproportionately low.</li> </ul> </li> <li>• It would be the responsibility of the Event Organiser that in relation to socio-economic/social inclusion issues there is accessibility to all.</li> <li>• Should any information to the contrary arise from the engagement and awareness raising process this will be considered within the impact assessment.</li> </ul>
<b>Impacts Identified</b>	<ul style="list-style-type: none"> <li>• Event Organisers currently obtain some information from the website, the majority of the documentation through e-mail and a large amount of the processes and procedures explained though e-mail or telephone.</li> <li>• The new Events Policy and procedures will enable Event Organisers to access all information on the website and complete forms online. This will enable them to go through the process more independently and efficiently. There may be some Event Organisers not confident in some of these new procedures, however workshops will support and guide them through this. There will be an Events Toolkit that will give them guidance, information and links to organisations and services that can support them.</li> </ul>

	<ul style="list-style-type: none"> <li>• There is no existing Events Policy or clear procedures in a written or diagrammatic format. The Event</li> <li>• The Event Journey gives clear timeframes which Event Organisers will need to follow. If these timeframes are not reached then there will be consequences that may affect their event however there has to be a consistent approach to make this fair to all Event organisers and to also support the officers and ESAG members that are involved in the event process.</li> </ul> <p>Feedback from the Engagement and Awareness Raising and Overview and Scrutiny will inform this section.</p>
<b>Mitigation options, reasonable adjustments and potential solutions</b>	<ul style="list-style-type: none"> <li>• To ensure a process is easy to follow and where required meetings or resources are provided in appropriate and accessible formats.</li> <li>• To provide workshops to give Event Organisers guidance through the new Event Policy and the processes involved. Practical demonstrations and examples of how to complete the Event process.</li> <li>• To provide an improved website that gives more information about the processes and guides the Event Organiser through the processes.</li> </ul>
<b>Final recommendation for this issue</b>	<p>Introduce a new Events Policy and procedures which would be made available and accessible to all Event Organisers and other Stakeholders.</p>
<b>Aims of the Duty furthered by this recommendation</b>	<p>The Events Policy aims to meet the duty to:</p> <ul style="list-style-type: none"> <li>• Advance equality of opportunity between people who share a protected characteristic and those who do not.</li> <li>• Foster good relations between people who share a protected characteristic and those who do not.</li> </ul> <p>Events can do this by:</p> <ul style="list-style-type: none"> <li>• <b>Eliminate Unlawful discrimination – harassment, victimisation &amp; any other conduct prohibited by the Act.</b> The Events Policy furthers this aim of the duty by ensuring the opportunity for inclusiveness for all stakeholders.</li> <li>• <b>Advance Equality of Opportunity by:</b> Removing or minimising disadvantages suffered by people due to their protected characteristics Taking steps to meet the needs of people from protected groups where these are different from the needs of other people. Encouraging people with protected characteristics to participate in public life or in other activities where their participation is low.</li> </ul>

	This recommendation supports a wide range of events and activities throughout the District encouraging community cohesion.
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<b>Issue 2</b>	<p><b>Introduction and change of Event Fees and Charges</b></p> <p>The quantity of events has been growing in recent years and TDC recognises the economic impact events bring to the local economy. However there are costs and additional services that may be required for processing events.</p> <p>As highlighted in the Corporate Plan, events play a key role in providing not only local and economic benefits. With over 215 events delivered last year and an increase for 2016, these help to promote Thanet as a visitor destination. Tourism contributes at least £245 million to the Thanet economy each year supporting 5,932 jobs (Cambridge Model Economic Impact Survey 2013) with more than 3.36 million visitors exploring the area.</p> <p>Events currently incur the Council costs relating to officer time, resources used and services provided, which the policy proposes to give clear guidelines and improvements on how we can recover some of these costs. (Refer to Appendix 7 and 8 in the Draft Events Policy)</p> <p>New fees and charges will be put in place for the new budget year 2017/2018.</p>
<b>Stakeholders/interested parties</b>	Stakeholder Analysis carried out identified the following members: Staff, Internal departments, Event Organisers, Event Safety Advisory Group(ESAG) members, Parish Councils, Town Councils, Town Teams, Businesses, Community Groups, Members and external agencies.
<b>Consultation &amp; Engagement</b>	<ul style="list-style-type: none"> <li>• Through numerous site visits to events, we have engaged in multiple conversations where Event Organisers give comments about their event and the processes that they have gone through to plan, organise, deliver and review their event. We receive comments about the current land hire fees and the fees and charges section within the Events Policy gives clear guidance and explanation</li> <li>• We have attended Event Organiser Group meetings where we have given them updates on the review of policies and procedures and listened to comments and answered questions.</li> <li>• Meetings with Events Team, Line Manager and Head of Service on reviewing the fees and charges.</li> <li>• Discussed with internal departments for guidance and costings for their input on fees and charges. Individual departments gave input for example, waste management, parking, building control, East Kent Housing and Licensing.</li> <li>• All Heads of Services were sent the Draft Events Policy and the e-mail highlighted that we would like to</li> </ul>

	<p>consult with departments with particular focus on three areas, fees and charges being one of those highlighted. This was disseminated through their departments to the relevant staff.</p> <ul style="list-style-type: none"> <li>• The Draft Policy along with the fees and charges went to the Corporate Management Team where recommendations on three areas related to fees and charges were incorporated into the document.</li> <li>• Councillors have seen the fees and charges in their two week period of engagement from 01/07/2016 to 15/07/2016 and comments have been responded to.</li> <li>• Several meetings and discussions from the Customer Contact and Engagement Officer with recommendations from an equality perspective.</li> <li>• Held a meeting with Communications and Corporate Resources on 05/07/2016 to discuss releasing the Draft Events Policy for engagement and awareness raising process. <ul style="list-style-type: none"> <li>- We discussed points raised on the Draft Event Policy including fees and charges.</li> <li>- Stakeholder groups will have the Events Policy including the fees and charges disseminated to them. This information will be on line with direct comments being sent to <a href="mailto:events@thanet.gov.uk">events@thanet.gov.uk</a></li> <li>- As part of this engagement process the Overview and Scrutiny Panel would be incorporated as part of this process being treated as a consultee. Feedback from the Overview and Scrutiny panel will be discussed in the Equality Impact Assessment and recommendations made accordingly.</li> </ul> </li> <li>• Attended several Kent Safety Advisory Steering Group Meetings and gained information and comments from other authorities regarding their fees and charges.</li> <li>• Contacted other authorities to share information regarding our fees and charges and compare to theirs for benchmarking. Comparing different authorities such as Shepway, Brighton, Dover, Canterbury, Folkestone and Lambeth.</li> </ul> <p>The impact assessment will be updated upon receipt of the information received from the Engagement and Awareness Raising process and the Overview and Scrutiny Panel.</p>
<p><b>Data sources and evidence</b></p>	<ul style="list-style-type: none"> <li>• Discussions from Event Organisers highlighted that some were not clear on what the land hire charge was for, what it covered and why it was there. Therefore there is a clear section within the Events Policy that gives clear guidance to the fees and charges and explains what these charges cover. The Events Fees Table and Fees and Charges for Additional Resources Tables were created to give clear information about all fees and charges that may be relevant to an Event Organiser putting an event on within the District.</li> <li>• In July 2016 a Councillor raised some points regarding the financial impact and resource implications of Events on waste and cleansing. By directing them to the five relevant sections within the Events Policy and Appendices these queries were answered.</li> </ul>

	<ul style="list-style-type: none"> <li>• We have accessed information on fees and charges from other authorities within the County and also outside of the County to enable comparisons. We have taken this data into consideration when formulating our policy on Event fees and charges; however there are many different approaches across different districts and our charges come much lower than some districts.</li> <li>• The fees and charges for additional resources have all been provided by staff within the relevant departments and organisations with costings of what that resource costs their service and so is therefore proposed for recharge.</li> <li>• The charge for electricity and water has not been set yet, as there is currently a review on the supply of electricity and water within the district and therefore recharging is part of this review process.</li> <li>• Advice from East Kent Housing was received in April after consultation over the Fees and Charges within the Events Policy and this was incorporated into the Fees and Charges for Additional Resources table for 2016-2017.</li> <li>• The figures are based on 2016 figures and will be subject to annual review and could be altered in the future.</li> </ul>
<p><b>Protected Characteristic(s) affected</b></p>	<ul style="list-style-type: none"> <li>• The Council works with a diverse range of event organisers from a variety of different cultures and backgrounds. We are committed to assist event organisers to deliver a provision of multi-cultural events promoting community cohesion. The events policy recognises the diversity of our district and all events work to ensure that everyone has the same opportunities and they are inclusive.</li> <li>• The policy supports the ability of events to contribute towards the council's equality duties including: <ul style="list-style-type: none"> <li>- Advance equality of opportunity between people who share a protected characteristic and those who do not; and</li> <li>- Foster good relations between people who share a protected characteristic and those who do not.</li> </ul> Events can do this by: <ul style="list-style-type: none"> <li>- Removing or minimizing disadvantages suffered by people due to their protected characteristics.</li> <li>- Taking steps to meet the needs of people from protected groups to participate in public life or in other activities where their participation is disproportionately low.</li> </ul> </li> <li>• It would be the responsibility of the Event Organiser that in relation to socio-economic/social inclusion</li> </ul>

	<p>issues there is accessibility to all.</p> <ul style="list-style-type: none"> <li>• To encourage various groups and organisations to work together and share their experiences and knowledge and give them the tools with consistent and straightforward processes to enable them to research funding avenues for their events.</li> </ul> <p>Should any information to the contrary arise from the engagement and awareness raising process this will be considered within the impact assessment.</p>
<b>Impacts Identified</b>	<ul style="list-style-type: none"> <li>• There is currently a land hire fee that is charged accordingly to the event type. There is no charge to cover the cost of support from officers or administration time for processing an event.</li> </ul> <p>There are costs and additional services that may be required to the Council for processing events and the use of Thanet District Council Land. Most of these are currently not recharged and the Events Policy introduces a framework for these to be recharged. Event Organisers may be impacted by these charges, however through the engagement workshops there will be guidance on how to incorporate these costs into their budgets when seeking funding avenues.</p> <ul style="list-style-type: none"> <li>• Event organisers currently access information regarding fees and charges within the Land Hire form which is available via e-mail or on the website. The Events Policy and fees and charges will be clearly available on the website in the future.</li> <li>• The new Events Policy will provide a framework that guides the Event Organiser through the relevant fees and charges to their individual event and how they contact relevant departments and organisations to arrange for those services and resources.</li> <li>• We anticipate that there may be some issues around affordability but impacts will be assessed on receipt of stakeholder feedback.</li> </ul>
<b>Mitigation options, reasonable adjustments and potential solutions</b>	<ul style="list-style-type: none"> <li>• To ensure a process is easy to follow and where required meetings or resources are provided in appropriate and accessible formats.</li> <li>• To provide workshops to give Event Organisers guidance through the new fees and charges process within the new Event Policy.</li> </ul>

	<ul style="list-style-type: none"> <li>• To provide an improved website that gives clear information and guidance on the fees and charges for Events within the District.</li> <li>• The Events Policy is bringing</li> </ul>
<b>Final recommendation for this issue</b>	Introduce new fees and charges stated within the Events Policy to be in place for the new budget year 2017/2018.
<b>Aims of the Duty furthered by this recommendation</b>	<p>The Events Policy aims to meet the duty to:</p> <ul style="list-style-type: none"> <li>• Advance equality of opportunity between people who share a protected characteristic and those who do not.</li> <li>• Foster good relations between people who share a protected characteristic and those who do not.</li> </ul> <p>Events can do this by:</p> <ul style="list-style-type: none"> <li>• <b>Eliminate Unlawful discrimination – harassment, victimisation &amp; any other conduct prohibited by the Act.</b> The Events Policy furthers this aim of the duty by ensuring the opportunity for inclusiveness for all stakeholders.</li> <li>• <b>Advance Equality of Opportunity by:</b> Removing or minimising disadvantages suffered by people due to their protected characteristics Taking steps to meet the needs of people from protected groups where these are different from the needs of other people. Encouraging people with protected characteristics to participate in public life or in other activities where their participation is low.</li> </ul>

**REVIEW OF OVERVIEW AND SCRUTINY PANEL WORK  
PROGRAMME FOR 2016/17**

Overview and Scrutiny Panel **16 August 2016**

Report Author	<b>Senior Democratic Services Officer</b>
Portfolio Holder	<b>Councillor Crow-Brown, Cabinet Member for Corporate Governance</b>
Status	<b>For Decision</b>
Classification:	<b>Unrestricted</b>
Key Decision	<b>No</b>
Reasons for Key	<b>N/A</b>
<i>Previously Considered by</i>	<b>None</b>
Ward:	<b>Thanet Wide</b>

**Executive Summary:**

The purpose of this report is to update Panel Members on the progress regarding the work of the Panel, most of which is undertaken through three working parties. This report reviews the work programme for 2016/17.

**Recommendation(s):**

Members are recommended to:

1. Note the report;
2. Agree amendments to the Community Safety Partnership Working Party terms of reference as shown in Annex 1;
3. Agree amendments to the Corporate Performance Review Working Party terms of reference as shown in Annex 2
4. Agree to reduce the membership size of the working parties to seven (from the original eight) as suggested in paragraph 2.3 of the report.

**CORPORATE IMPLICATIONS**

<b>Financial and Value for Money</b>	There are no financial implications arising directly from this report.
<b>Legal</b>	There are no legal issues arising directly from this report.
<b>Corporate</b>	The work programme should help to deliver effective scrutiny. An active Scrutiny programme is part of good governance and will, ultimately, underpin the Council's use of resources assessment.
<b>Equalities Act</b>	Members are reminded of the requirement, under the Public Sector

<b>2010 &amp; Public Sector Equality Duty</b>	Equality Duty (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people who share a protected characteristic and people who do not share it, and (iii) foster good relations between people who share a protected characteristic and people who do not share it.	
	Protected characteristics: age, gender, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy & maternity. Only aim (i) of the Duty applies to Marriage & civil partnership.	
	Please indicate which aim is relevant to the report.	
	Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,	✓
	Advance equality of opportunity between people who share a protected characteristic and people who do not share it	
Foster good relations between people who share a protected characteristic and people who do not share it.	✓	
There no equity and equalities issues arising directly from this report but the Council needs to retain a strong focus and understanding on issues of diversity amongst the local community and ensure service delivery matches these. It should also be noted that a review to be conducted by one of the working parties focuses on protecting vulnerable individuals of the local community from violence.		

<b>CORPORATE PRIORITIES (tick those relevant)✓</b>	
A clean and welcoming Environment	
Promoting inward investment and job creation	
Supporting neighbourhoods	✓

<b>CORPORATE VALUES (tick those relevant)✓</b>	
Delivering value for money	✓
Supporting the Workforce	
Promoting open communications	✓

## 1.0 Introduction and Background

1.1 This report allows Members to review the Overview and Scrutiny Panel work programme agreed at the Annual Panel meeting on 24 May 2016. The Panel reconstituted the Community Safety Partnership Working Party, Corporate Performance Review Working Party and Electoral Registration Process Review Working Party.

1.2 Brief progress comments for each sub group are included in Table 2 of the report. Chairmen and other Members of the working parties could provide additional comments during the debate of this item at the Panel meeting.

## 2.0 Membership of the Working Parties

2.1 Political proportionality on the Overview & Scrutiny Panel was changed at Full Council on 14 July 2016 following a by-election to reflect the following:

UKIP	7
Conservative	5
Labour	1

Independent Group	1
Democratic Independent Group	0

- 2.2 Since there are now four political groups represented on the Panel, it might be worthwhile to review the membership of the working parties to reflect the above changes. Currently the sub groups have a membership size of eight.
- 2.3 It might be that the Panel could decide to reduce that number to seven as there is no more need to accommodate the fifth political group which no longer has representation on the Panel.

### **3.0 Community Safety Partnership Working Party**

- 3.1 The sub-group met on 30 June 2016 and discussed the work programme for 2016. Members agreed that they would review a single issue at a time. This allows the sub group to focus and consider in detail a single but topical issue before moving on to another scrutiny matter. The work programme would then evolve throughout the year.
- 3.2 The working party made some amendments to their terms of reference and recommended these to the Overview & Scrutiny Panel. These are attached at Annex 1 to the report.
- 3.3 At the next meeting of the working party, Members would consider a sensitive matter on 'Sexual offence support available locally – rape crisis centres in Thanet/reasons for the low proportion of rape allegations that result in conviction in the Thanet area.'
- 3.4 They also identified further topics for consideration at the conclusion of the one mentioned above. These include the following:
1. Rough Sleeping – issues around homelessness and antisocial behaviour;
  2. Neighbourhood engagement meetings;
  3. Changes to antisocial behaviour legislation – public space protection orders;
  4. Littering and dog fouling – enforcement and proportionality of enforcement.

### **4.0 Corporate Performance Review Working Party**

- 4.1 The working party met on 18 July 2016 and agreed amendments to their terms of reference as reflected in Annex 2 to the report. Members agreed that they would continue to consider quarterly performance reports for TDC, EK Services and EK Housing. They also asked for an officer report on the criteria that is used to define the Council's major projects.
- 4.2 Members agreed future meeting dates as follows:
- 23 August 2016;  
22 November 2016;  
16 February 2017;  
May 2017 (to be confirmed).

### **5.0 Electoral Registration Process Review Working Party**

- 5.1 The working party met on 07 July 2016 and agreed the terms of reference. They agreed to consider officer reports on the 'current process for increasing voter awareness, registration and participation in the electoral process' and 'an update on current voter registration statistics for the district by ward' at their next meeting.

## **6.0 Key Agenda Items for Future Overview & Scrutiny Panel Meetings**

- 6.1 Table 1 highlights some of the key agenda items for future Overview & Scrutiny Panel meetings for 2016/17. The items are sourced from the Forward Plan, whilst others are standing items or would have been requested by Panel or non-Panel Members. Table 2 reports on progress to date on the activities of all the sub groups set up by the Panel in 2016/17.
- 6.2 Terms of reference of each of the current sub groups are set out at the end of the report for ease of reference by Members during Panel discussions.

## **7.0 The Sub Group Activities and Watching Briefs Report Updates Table 2**

- 7.1 The table is sub-divided in order to illustrate the suggested nature of the work involved:
- a) **Standing Working Party** – a formal sub-committee which will report its findings back to the Panel for recommendation onto the executive.
  - b) **Presentations** – these are presentations to the Panel that will allow the Panel to consider whether any further work should be undertaken and a specific item included in the Panel's work programme.
  - c) **Watching briefs** – possible additions to the work programme dependent upon any changes in the status of these items.

<b>Table 1 – Current OSP Work Programme for 2016/17</b>		
<b>Overview &amp; Scrutiny Panel Meeting Date</b>	<b>Indicative Agenda Items</b>	<b>Issue Source</b>
16 August 2016	Cabinet Member Presentation - Cllr Stummer-Schmertzing, Regeneration and Enterprise Services Portfolio Holder	OSP requested presentation on the 'key objectives for the Regeneration and Enterprise Services Portfolio regarding Regeneration in Thanet District.
	Review of Overview & Scrutiny Panel Work Programme	Standing Agenda Item
	Agreement of Events Policy	Community Services item on the Forward Plan
	Forward Plan & Exempt Cabinet Report List	Standing Agenda Item
<b>25 October 2016</b>		
	Cabinet Member Presentation	
	Review OSP Work Programme for 2016/17	Standing Agenda Item
	Economic Development Strategy	Community Services item on Forward Plan
	Publication of pre-submission draft Local Plan	Community Services item on the Forward Plan
	Fees & Charges 2017/18	Financial Services item on the Forward Plan
	Asset Management Plan	Financial Services item on the Forward Plan
	Forward Plan & Exempt Cabinet Report List	Standing Agenda Item
<b>13 December 2016</b>		
	Cabinet Member Presentation	
	Review OSP Work Programme for 2016/17	Standing Agenda Item
	Forward Plan & Exempt Cabinet Report List	Standing Agenda Item
<b>26 January 2017</b>		
	Budget and Medium Financial Plan 2017-2021	Financial Services item on the Forward Plan
	Review OSP Work Programme for 2016/17	Standing Agenda Item
	Forward Plan & Exempt Cabinet Report List	Standing Agenda Item
<b>14 February 2017</b>		
	Cabinet Member Presentation	
	Review OSP Work Programme for 2016/17	Standing Agenda Item
	Forward Plan & Exempt Cabinet Report List	Standing Agenda Item
<b>25 April 2017</b>		
	Cabinet Member Presentation	
	Review OSP Work Programme for 2016/17	Standing Agenda Item
	Forward Plan & Exempt Cabinet Report List	Standing Agenda Item
<b>23 May 2017</b>		
	Review OSP Work Programme for 2016/17	Standing Agenda Item
	Forward Plan & Exempt Cabinet Report List	Standing Agenda Item

<b>Table 2 – Current Sub-Group Progress and Watching Briefs Updates for 2016/17</b>				
<b>Sub Group/Issue</b>	<b>Composition/ Members</b>	<b>Lead Officer</b>	<b>Comment on Progress</b>	<b>Status</b>
<b>Date of Establishment</b> <b>01.10.09</b> Community Safety Partnership Working Party	Cllr Curran (Chairman) Cllr Campbell Cllr Dixon Cllr Falcon Cllr Hayton Cllr Martin Cllr M. Saunders	Penny Button;  Jessica Bailey	The group met on 30 June 2016 and recommended changes to the terms of reference for the Panel to consider.	On going
<b>Date of Establishment:</b> <b>28.05.08</b> Corporate Performance Review Working Party	Cllr Campbell (Chairman) Cllr Connor Cllr Curran Cllr Dennis Cllr Dexter Cllr Jaye-Jones Vacant (Independent Group)*	Tim Willis	The working party met on 18 July 2016 and suggested amendments to the terms of reference as reported elsewhere in the report.	On going
<b>Date of Establishment:</b> <b>29.05.12</b> Electoral Registration Process Review Working Party	Cllr K. Gregory (Chairman) Cllr Campbell Cllr Connor Cllr Dawson Cllr Falcon Cllr Grove Cllr Jaye-Jones	Claire Hawken	The sub-group met on 07 July 2016 and agreed terms of reference and an initial work programme as reported elsewhere in the agenda.	On going
<b>Presentations</b>				
2015/16 Presentations by Portfolio Holders and Directors of Services	N/A	All Portfolio Holders and Directors		
<b>Watching Brief Items</b>				
05 December 2013: Full Council Referral of a Petition to OSP - QEQM Hospital A&E	OSP	Penny Button	OSP forwarded the response from the Chairman of the KCC Health Overview & Scrutiny Committee to Full Council on 15 October 2015 and Members noted the report.  The Panel also agreed to keep a watchful brief to monitor the progress by EKHUFT towards developing the new clinical strategy for the region	OSP keeping a watching brief on the issue

Table 2 – Current Sub-Group Progress and Watching Briefs Updates for 2016/17				
Sub Group/Issue	Composition/ Members	Lead Officer	Comment on Progress	Status
			<p>whilst maintaining a special interest on its implications for Thanet District.</p> <p>The cross-party QEQM Hospital Cabinet Advisory Group met for their first meeting on 21 April 2016 and agreed their terms of reference. They agreed to keep a watching brief until there were some developments at EKHUFT.</p>	
Proposed review of the Winter Gardens as a major events venue	OSP	Head of Economic Development & Asset Management	<p>On 18 August 2015, Panel Members agreed to maintain a watching brief on the issue and to await the completion of the current tenancy agreements review being conducted by the Executive. Members may wish to note that an item on 'Asset Management Plan' is due to come to the Panel on 25 October and thereafter will be taken to Cabinet on 17 November 2016. A decision to adopt an Asset Management Plan will be taken at Cabinet.</p>	OSP keeping a watching brief on the issue

**\*NB:** The Independent Group has been unable to assign a member from their Group to the Corporate Performance Review Working Party.

Contact Officer:	Charles Hungwe, Senior Democratic Services Officer, Ext 7186
Reporting to:	Nick Hughes, Committee Services Manager, Ext: 7208

## Annex List

Annex 1	Amended Community Safety Partnership WP Terms of Reference 2016/17
Annex 2	Amended Corporate Performance Review WP Terms of Reference 2016/17

## Background Papers

Title	Details of where to access copy
None	N/A

## Corporate Consultation

<b>Finance</b>	Matt Sanham, Financial Services Manager
<b>Legal</b>	Ciara Feeney, Head of Legal Services & Deputy Monitoring Officer

**Community Safety Partnership Working Party Terms of Reference** (*amendments to be confirmed by OSP*)

1. Reducing Re-offending;
2. Safeguarding our most vulnerable people;
3. Community Confidence and Agency Collaboration.

**Corporate Performance Review Working Party Terms of Reference** (*amendments to be confirmed by OSP*)

1. To monitor half-yearly, the performance of the shared services or outsourced arrangements against set targets and conduct annual review of agreements for these arrangements to ensure value for money and savings; and propose action points for improvement;
2. To monitor the performance of the Medium Term Financial Plan;
3. To maintain an overview of the major projects Council is involved in, using the project management tool kit;
4. To review the 2015-19 Corporate Plan to determine progress;
5. To review the strategies of Council to overcome the impact of lack of income and other revenue shortfalls in forward budget, debt management strategies and provision of services to residents;
6. To review the Council's progress against the Corporate Improvement Plan produced and monitored by the Strategic Development Group.

**Electoral Registration Process Review Working Party Terms of Reference**

1. To review the annual Canvass for 2015/16 in order to inform the electoral registration process for 2016/17;
2. Receive the findings of any internal post-election review of the arrangements and administration of the May 2016 Police & Crime Commissioner Elections and the EU Referendum;
3. To contribute ideas for consideration by the Council's Electoral Registration Officer (through the Overview & Scrutiny Panel) on options for increasing public awareness of, and participation in, voter registration.

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### COMMUNITY SAFETY PARTNERSHIP WORKING PARTY TERMS OF REFERENCE FOR 2016/17

#### A. TERMS OF REFERENCE

##### General

The purpose of the working party was to scrutinise key community safety issues in Thanet and make recommendations to the Community Safety Partnership through the Overview & Scrutiny Panel.

##### Membership, Chairmanship and Quorum

Number of Members	Eight
Political Composition	3 UKIP 2 Conservative 1 Labour 1 Independent Group 1 Democratic Independent Group
Substitute Members Permitted	Yes
Political Balance Rules apply*	Yes*
Appointments/Removals from Office	By the Overview and Scrutiny Panel
Restrictions on Membership	Non-Executive Members only
Restrictions on Chairmanship	None
Quorum	Four
Number of ordinary meetings per Council Year	Meetings will be called as required and as reflected in the work programme

##### Terms of reference

The full terms of reference for the working party are given below under the Crime and Disorder (Overview & Scrutiny) Regulations 2009, hereby attached.

The scope of the group for 2016/17 will be specifically to review the performance of the Community Safety Partnership with regards to implementing the following key *themes*:

1. *Reducing Offending and Reoffending;*
2. *Safeguarding our most vulnerable people;*
3. *Community Confidence and Agency Collaboration.*

##### Delegations

None

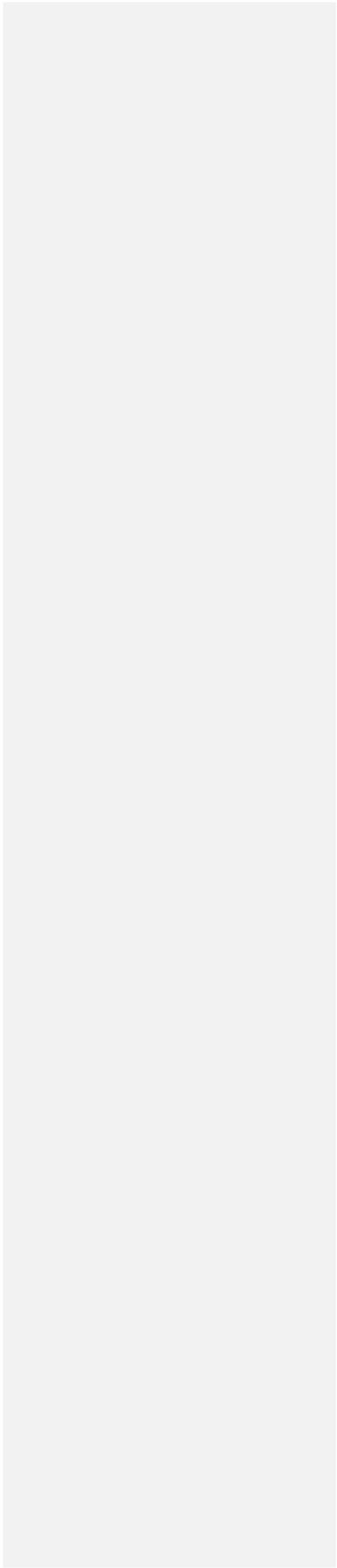
##### Notes

This working party was established in principle by the decision of the Overview & Scrutiny Panel on 01 October 2009. These terms of reference were agreed by the Overview & Scrutiny Panel on 24 May 2016.

**Deleted:** priorities;¶

- ¶ 1. . Safeguarding people vulnerable to committing or being a victim of crime;¶
- ¶ 2. . Reducing Re-offending;¶
- ¶ 3. . Tackling the drivers of crime and Anti-Social Behaviour;¶
- ¶ 4. . Engaging with partners and the community.¶

\*NB: The Overview & Scrutiny Panel unanimously agreed to disregard political proportionality in establishing membership to this sub group.



### CORPORATE PERFORMANCE REVIEW WORKING PARTY TERMS OF REFERENCE FOR 2016/17

#### General

A Sub-Committee of the Overview & Scrutiny Panel was established to review and scrutinise issues related to Corporate Performance and the Council Budget

#### Membership, Chairmanship and Quorum

Number of Members	Eight
Political Composition	3 UKIP 2 Conservative 1 Labour 1 Independent Group 1 Democratic Independent Group
Substitute Members Permitted	Yes
Political Balance Rules apply*	No
Appointments/Removals from Office	By the Overview and Scrutiny Panel
Restrictions on Membership	Non-Executive Members only
Restrictions on Chairmanship	None
Quorum	Four
Number of ordinary meetings per Council Year	Meetings will be called as required and as reflected in the work programme below

#### Terms of Reference

1. To monitor half-yearly, the performance of the shared services or outsourced arrangements against set targets and conduct annual review of agreements for these arrangements to ensure value for money and savings; and propose action points for improvement;
2. To monitor the performance of the Medium Term Financial Plan;
3. *To maintain an overview of the major projects Council is involved in, using the project management tool kit;*
4. To review the 2015-19 Corporate Plan to determine progress;
5. To review the strategies of Council to overcome the impact of lack of income and other revenue shortfalls in forward budget, debt management strategies and provision of services to residents;
6. *To review the Council's progress against the Corporate Improvement Plan produced and monitored by the Strategic Development Group;*

**Deleted:** To evaluate major projects Council is involved in

**Deleted:** To review the Council's progress against the Corporate Improvement Plan

## **Delegations**

Delegate authority by the Overview & Scrutiny Panel (on 13 January 2015) to make recommendations on the corporate performance report directly to Cabinet.

## **Notes**

This working party was established in principle by the decision of the Overview & Scrutiny Panel on 28 May 2008. These terms of reference were agreed by the Overview & Scrutiny Panel on 24 May 2016.

**\*NB:** The Overview & Scrutiny Panel unanimously agreed to disregard political proportionality in establishing membership to this sub group.

**FORWARD PLAN AND EXEMPT CABINET REPORTS LIST**

Overview and Scrutiny Panel **16 August 2016**

Report Author	<b>Senior Democratic Services Officer</b>
Portfolio Holder	<b>Councillor Crow-Brown, Cabinet Member for Corporate Governance</b>
Status	<b>For Information</b>
Classification:	<b>Unrestricted</b>
Key Decision	<b>No</b>
Reasons for Key	<b>N/A</b>
<i>Previously Considered by</i>	<b>None</b>
Ward:	<b>Thanet Wide</b>

**Executive Summary:**

To update Panel Members on the revised Forward Plan and Exempt Cabinet Reports List (hereby referred to as the Forward Plan) of key decisions and allow the Panel to consider whether it wishes to be consulted upon any of the items.

**Recommendation(s):**

Members' instructions are invited.

**CORPORATE IMPLICATIONS**

<b>Financial and Value for Money</b>	There are no financial implications arising directly from this report.
<b>Legal</b>	There are no legal implications arising directly from this report.
<b>Corporate</b>	The Forward Plan is a publication of key decisions, policy framework.
<b>Equalities Act 2010 &amp; Public Sector Equality Duty</b>	Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people who share a protected characteristic and people who do not share it, and (iii) foster good relations between people who share a protected characteristic and people who do not share it.  Protected characteristics: age, gender, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy & maternity. Only aim (i) of the Duty applies to Marriage & civil partnership.

	Please indicate which aim is relevant to the report.	
	Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,	
	Advance equality of opportunity between people who share a protected characteristic and people who do not share it	
	Foster good relations between people who share a protected characteristic and people who do not share it.	✓
There no equity and equalities issues arising directly from this report but the Council needs to retain a strong focus and understanding on issues of diversity amongst the local community and ensure that policy decisions being made and service delivery to residents match these.		

<b>CORPORATE PRIORITIES (tick those relevant)✓</b>	
A clean and welcoming Environment	
Promoting inward investment and job creation	
Supporting neighbourhoods	✓

<b>CORPORATE VALUES (tick those relevant)✓</b>	
Delivering value for money	✓
Supporting the Workforce	
Promoting open communications	✓

## 1.0 Introduction and Background

- 1.1 The law requires that the Council regularly publish a Forward Plan of Key Decisions. Thanet's Forward Plan and Exempt Cabinet Report List is updated monthly and published on the Council's internet site [www.thanet.gov.uk](http://www.thanet.gov.uk)
- 1.2 The aim of the Forward Plan is to allow the general public and Council Members to see what decisions are coming up over the next few months and how they will be handled i.e. whether a decision will be taken by Cabinet or Council, and whether there will be input from Overview & Scrutiny during the process.
- 1.3 Overview & Scrutiny receives an updated copy of the Forward Plan at each Panel meeting. The Panel can identify any item on the Forward Plan to be added to the Overview and Scrutiny work programme in order to be scrutinised further. A copy of the latest version of the Forward Plan is attached at Annex 1 to the report.
- 1.4 Members may wish to note that the new The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 requires that the Council gives 28 clear days' notice of any key decision or of any reports which the Cabinet intends to consider in private session.

Contact Officer:	Charles Hungwe, Senior Democratic Services Officer, Ext 7186
Reporting to:	Nick Hughes, Committee Services Manager, Ext 7208

### Annex List

Annex 1	Forward Plan & Exempt Cabinet Reports List 13 July 2016 - 28 February 2017
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### Background Papers

<b>Title</b>	<b>Details of where to access copy</b>
None	N/A

**Corporate Consultation**

<b>Finance</b>	Matt Sanham, Financial Services Manager
<b>Legal</b>	Ciara Feeney, Head of Legal Services & Deputy Monitoring Officer

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**FORWARD PLAN AND EXEMPT CABINET REPORT LIST**

**13 JULY 2016 TO 28 FEBRUARY 2017**

The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 requires the Council to give 28 clear days' notice of any key decision or of any reports which the Cabinet intends to consider in private session.

Key decisions

A key decision is an executive decision (taken by Cabinet or by officers on Cabinet's behalf) that is likely:

- a) To result in the Council spending or saving significantly against the Council's budget; or
- b) To be significant in terms of the effect on communities living or working in the district, in an area comprising two or more wards. However, decisions that impact on communities living or working in one ward will be treated as "key" if the impact is likely to be very significant

To help clarify what should be included as a key decision in this document, Thanet District Council has set the following thresholds:

Type of Decision	Threshold	Key Decision?
(a) Decisions involving expenditure within relevant budget approved by Council.	None.	No, unless significant effect on communities (i.e. it affects two or more wards or has a major impact within one ward)
(b) Decisions involving expenditure in excess of relevant budget approved by Council.	Any excess which exceeds the FPR virement rules.	Yes, if above threshold. If at or below threshold, a key decision if significant effect on communities (as above).
(c) Decisions on cash flow, investments and borrowings.	None.	No, unless significant effect on communities (as above).
(d) Decisions to make savings.	None.	No, unless significant effect on communities (as above).

If an executive decision does not fall into any of the above categories, it is included as non-key. Thanet District Council also includes in its published Forward Plan decisions affecting Policy Framework and Budget Setting. Other Council decisions may also be included if they have a significant impact on communities. In such cases, the decision type will be denoted as "other".

### Reports to be considered in private session

The second last column of the Plan indicates where a report is likely to contain exempt information and result in the public and press being asked to leave the meeting for the consideration of the whole or part of the item.

If you wish to make any representations relating to a proposal to hold part of a meeting in private due to the potential disclosure of exempt information, please contact Nicholas Hughes, Democratic Services Manager, PO Box 9, Cecil Street, Margate, Kent CT9 1XZ, [Nicholas.hughes@thanet.gov.uk](mailto:Nicholas.hughes@thanet.gov.uk), telephone number 01843 577208, at least 14 calendar days before the date of that meeting.

At least 5 clear (working) days before the meeting, the Council will publish on its website a notice giving details of representations received about why the meeting should be open to the public and a statement of its response.

The Plan represents a snapshot of decisions in the system as at the date of publication. It is updated 28 clear days before each meeting of Cabinet. The Plan is available for inspection at all reasonable hours free of charge at Thanet Gateway Plus, Cecil Street, Margate, Kent CT9 1RE.

### Availability of documents

Subject to any prohibition or restriction on their disclosure, copies of, or extracts from, any document listed in the Plan will be available from Thanet Gateway Plus, Cecil Street, Margate, Kent CT 9 1RE. Other documents relevant to those matters may be submitted to the decision makers; if that is the case, details of the documents as they become available can be requested by telephoning Democratic Services on 01843 577500 or by emailing [committee@thanet.gov.uk](mailto:committee@thanet.gov.uk).

The documents listed in the Plan will be published on the Council's website at least five clear (working) days before the decision date. Other documents will be published at the same time or as soon as they become available.



The Cabinet comprises the following Members who have responsibility for the portfolio areas shown:

Councillor Chris Wells	Leader of the Council
Councillor Lin Fairbrass	Deputy Leader of the Council and Cabinet Member for Community Services
Councillor Derek Crow-Brown	Cabinet Member for Corporate Governance
Councillor John Townend	Cabinet Member for Financial Services and Estates
Councillor Suzanne Brimm	Cabinet Member for Operational Services
Councillor Hunter Stummer-Schmertzing	Cabinet Member for Regeneration and Enterprise Services

### 13 July 2016 to 28 February 2017

Decision to be Considered	What the Decision will mean	1. Decision Path/ 2. Lead Officer	Lead Cabinet Member	For Decision by (in case of O & S, consultation date)	Decision Type	Details of any information likely to be considered in private under Schedule 12A of the Local Government Act 1972	Documents submitted to the Decision Maker

Decision to be Considered	What the Decision will mean	1. Decision Path/ 2. Lead Officer	Lead Cabinet Member	For Decision by (in case of O & S, consultation date)	Decision Type	Details of any information likely to be considered in private under Schedule 12A of the Local Government Act 1972	Documents submitted to the Decision Maker
Updated Air Quality Technical & Planning Guidance 2016	<p>The principle aim of the AQ Technical &amp; Planning Guidance is to coordinate an emission mitigation approach to the improvement of air quality across Thanet.</p> <p>This will enable key issues, including road traffic, transportation and development, to be addressed in an integrated manner and will assist in the promotion of effective Air Quality monitoring, management and education across a broader geographic area. The report seeks Cabinet approval to amend the Air Quality Action Plan to include updated Technical Planning Guidance.</p>	<p>1.Cabinet 2.Amanda Berry</p>	<p>Councillor Lin Fairbrass, Deputy Leader of the Council and Cabinet Member for Community Services</p>	<p>28 Jul 16</p>	<p>Non-Key</p>		<p>Cabinet report</p>
Annual review of corporate risk	<p>Update of strategic risks</p>	<p>1.Governance and Audit Committee  Cabinet 2.Tim Willis, Director of Corporate Resources and S151 Officer</p>	<p>Councillor Derek Crow-Brown, Cabinet Member for Corporate Governance Services</p>	<p>22 Jun 16  28 Jul 16</p>	<p>Non-Key</p>		<p>G&amp;A report  Cabinet report</p>

Decision to be Considered	What the Decision will mean	1. Decision Path/ 2. Lead Officer	Lead Cabinet Member	For Decision by (in case of O & S, consultation date)	Decision Type	Details of any information likely to be considered in private under Schedule 12A of the Local Government Act 1972	Documents submitted to the Decision Maker
Performance Report Qtr 1	Update on Qtr 1 Performance Report	1. Corporate Performance Review Working Party  Cabinet 2. Tim Willis, Director of Corporate Resources and S151 Officer	Councillor Derek Crow-Brown, Cabinet Member for Corporate Governance Services	23 Aug 16  8 Sep 16	Non-Key		Corporate Performance Review WP report  Cabinet report
Budget Monitoring Qtr1	Update on Qtr 1 Budget Monitoring	1. Cabinet 2.	Councillor John Townend, Cabinet Member for Financial Services and Estates	8 Sep 16	Non-Key		Cabinet report
Outturn 2015/16	Cabinet to review the financial performance of the Council for the year 201/16 and agree movements to reserves.	1. Cabinet 2. Tim Willis, Director of Corporate Resources and S151 Officer	Councillor John Townend, Cabinet Member for Financial Services and Estates	8 Sep 16	Key		Cabinet report

Decision to be Considered	What the Decision will mean	1. Decision Path/ 2. Lead Officer	Lead Cabinet Member	For Decision by (in case of O & S, consultation date)	Decision Type	Details of any information likely to be considered in private under Schedule 12A of the Local Government Act 1972	Documents submitted to the Decision Maker
Dickens House Museum	Identify future for museum	1.Cabinet 2.Abigail Raymond, Head of Built Environment	Councillor Hunter Stummer-Schmertzing, Cabinet Member for Regeneration and Enterprise Services	8 Sep 16	Non-Key		Cabinet report
Agreement of Events Policy	This ensures that the Council has a clear decision making process and charging policy.	1.Overview & Scrutiny Panel  Cabinet 2.Robert Kenyon, Director of Community Services	Councillor Lin Fairbrass, Deputy Leader of the Council and Cabinet Member for Community Services	16 Aug 16  20 Oct 16	Non-Key		OSP report  Cabinet report
Annual Treasury Management Review 2015/16	Approval of the review of treasury management indicators and activity during 2015/16.	1.Cabinet  Council 2.Tim Willis, Director of Corporate Resources and S151 Officer	Cabinet Member for Financial Services and Estates	28 Jul 16  13 Oct 16	Non-Key		Cabinet report  Council report

Decision to be Considered	What the Decision will mean	1. Decision Path/ 2. Lead Officer	Lead Cabinet Member	For Decision by (in case of O & S, consultation date)	Decision Type	Details of any information likely to be considered in private under Schedule 12A of the Local Government Act 1972	Documents submitted to the Decision Maker
Designation of the proposed conservation areas at Northdown Road, Edgar Road/Sweyn Road, Clifftop, Norfolk Road/Warwick Road/Surrey Road and Clifton Place/Grotto Gardens	To implement the Council's aim to initiate the process of designating the areas of Cliftonville as conservation areas to ensure that the architecture and quality of housing in these areas is protected for generations to come.	1.Cabinet 2.Jacob Amuli, Conservation Area Officer	Deputy Leader and Cabinet Member for Community Services	8 Sep 16	Key		Cabinet report, with results of public consultations and final appraisal documents
Agreement of Council Safeguarding Children and Vulnerable Adults Policy	This ensures that the Council meets its statutory obligations around safeguarding.	1.Cabinet 2.Penny Button, Head of Safer Neighbourhoods	Councillor Lin Fairbrass, Deputy Leader of the Council and Cabinet Member for Community Services	20 Oct 16	Non-Key		Cabinet report
Economic Development Strategy	Creation of jobs and economic growth	1.Overview & Scrutiny Panel  Cabinet  Council 2.Abigail Raymond, Head of Built Environment	Councillor Hunter Stummer-Schmertzling, Cabinet Member for Regeneration and Enterprise Services	25 Oct 16  17 Nov 16  1 Dec 16	Non-Key		OSP report  Cabinet report  Council report

Decision to be Considered	What the Decision will mean	1. Decision Path/ 2. Lead Officer	Lead Cabinet Member	For Decision by (in case of O & S, consultation date)	Decision Type	Details of any information likely to be considered in private under Schedule 12A of the Local Government Act 1972	Documents submitted to the Decision Maker
Publication of pre-Submission draft Local Plan	Formal publication of Council's proposals for the future development plan for the district	1. Overview & Scrutiny Panel  Cabinet  Council 2. Adrian Verrall, Strategic Planning Manager	Councillor Lin Fairbrass, Deputy Leader of the Council and Cabinet Member for Community Services	25 Oct 16  17 Nov 16  1 Dec 16	Policy Framework		OSP report  Cabinet report  Council report
Budget Strategy 2017/18	Cabinet to agree the budget strategy for 2017/18 budget	1. Overview & Scrutiny Panel  Cabinet 2. Tim Willis, Director of Corporate Resources and S151 Officer	Councillor John Townend, Cabinet Member for Financial Services and Estates	25 Oct 16  17 Nov 16	Budget setting		OSP report  Cabinet report
Performance Report Qtr 2	Update on Qtr 2 Performance Report	1. Corporate Performance Review Working Party  Cabinet 2. Tim Willis, Director of Corporate Resources and S151 Officer	Councillor Derek Crow-Brown, Cabinet Member for Corporate Governance Services	Before 28 Oct 16  17 Nov 16	Non-Key		CPRWP report  Cabinet report

Decision to be Considered	What the Decision will mean	1. Decision Path/ 2. Lead Officer	Lead Cabinet Member	For Decision by (in case of O & S, consultation date)	Decision Type	Details of any information likely to be considered in private under Schedule 12A of the Local Government Act 1972	Documents submitted to the Decision Maker
Fees and Charges 2017/18	Council to agree the fees and charge 2017/18	1. Overview & Scrutiny Panel  Cabinet  Council 2. Tim Willis, Director of Corporate Resources and S151 Officer	Councillor John Townend, Cabinet Member for Financial Services and Estates	25 Oct 16  17 Nov 16  1 Dec 16	Budget setting		OSP report  Cabinet report  Council report
Budget Monitoring Qtr2	Update on Qtr2 Budget Monitoring	1. Cabinet 2. Tim Willis, Director of Corporate Resources and S151 Officer	Councillor John Townend, Cabinet Member for Financial Services and Estates	17 Nov 16	Non-Key		Cabinet report
Asset Management Plan	Adoption of the Asset Management Plan	1. Overview & Scrutiny Panel  Cabinet 2. Tim Willis, Director of Corporate Resources and S151 Officer	Councillor John Townend, Cabinet Member for Financial Services and Estates	25 Oct 16  17 Nov 16	Non-Key		Overview & Scrutiny Panel report  Cabinet report

Decision to be Considered	What the Decision will mean	1. Decision Path/ 2. Lead Officer	Lead Cabinet Member	For Decision by (in case of O & S, consultation date)	Decision Type	Details of any information likely to be considered in private under Schedule 12A of the Local Government Act 1972	Documents submitted to the Decision Maker
Treasury Management Strategy 2017/18	To agree the Councils Treasury Management Strategy	1. Governance and Audit Committee  Cabinet  Council 2. Tim Willis, Director of Corporate Resources and S151 Officer	Councillor John Townend, Cabinet Member for Financial Services and Estates	7 Dec 16  17 Jan 17  9 Feb 17	Budget setting		G&A Committee report  Cabinet report  Council report
Budget and Medium financial Plan 2017-2021	To agree the draft budget 2017-2021	1. Cabinet  Overview & Scrutiny Panel  Cabinet  Council 2. Tim Willis, Director of Corporate Resources and S151 Officer	Councillor John Townend, Cabinet Member for Financial Services and Estates	17 Jan 17  26 Jan 17  31 Jan 17  9 Feb 17	Budget setting		Cabinet report  OSP report  Cabinet No.2 report  Council report
Westcliffe Hall	The decision would be to proceed to market the site.	1. Cabinet 2. Mike Humber, Engineering and Technical Services Manager	Councillor John Townend, Cabinet Member for Financial Services and Estates	17 Jan 17	Non-Key	Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Cabinet report

Decision to be Considered	What the Decision will mean	1. Decision Path/ 2. Lead Officer	Lead Cabinet Member	For Decision by (in case of O & S, consultation date)	Decision Type	Details of any information likely to be considered in private under Schedule 12A of the Local Government Act 1972	Documents submitted to the Decision Maker
Mid Year Treasury Report 2016-17	Update on Treasury Performance for Mid year	1. Governance and Audit Committee  Cabinet  Council 2. Tim Willis, Director of Corporate Resources and S151 Officer	Councillor John Townend, Cabinet Member for Financial Services and Estates	7 Dec 16  17 Jan 17  9 Feb 17	Non-Key		G&A Committee report  Cabinet report  Council report
Budget Monitoring Qtr3	Update on Qtr 3 monitoring	1. Cabinet 2. Tim Willis, Director of Corporate Resources and S151 Officer	Councillor John Townend, Cabinet Member for Financial Services and Estates	31 Jan 17	Non-Key		Cabinet report
Performance Report Qtr3	Update on Qtr3 monitoring	1. Corporate Performance Review Working Party  Cabinet 2. Tim Willis, Director of Corporate Resources and S151 Officer	Councillor Derek Crow-Brown, Cabinet Member for Corporate Governance Services	Before 13 Jan 17  31 Jan 17	Non-Key		CPRWP report  Cabinet report

Decision to be Considered	What the Decision will mean	1. Decision Path/ 2. Lead Officer	Lead Cabinet Member	For Decision by (in case of O & S, consultation date)	Decision Type	Details of any information likely to be considered in private under Schedule 12A of the Local Government Act 1972	Documents submitted to the Decision Maker
Council Tax Base 2017/18	To agree the Council Tax Base	1. Cabinet 2. Tim Willis, Director of Corporate Resources and S151 Officer	Councillor John Townend, Cabinet Member for Financial Services and Estates	17 Jan 17	Budget setting		Cabinet report
Council Tax - Statutory Resolution	To agree the Statutory Resolution	1. Council 2. Tim Willis, Director of Corporate Resources and S151 Officer	Councillor John Townend, Cabinet Member for Financial Services and Estates	23 Feb 17	Budget setting		Council report

## THANET DISTRICT COUNCIL DECLARATION OF INTEREST FORM

### Do I have a Disclosable Pecuniary Interest and if so what action should I take?

Your Disclosable Pecuniary Interests (DPI) are those interests that are, or should be, listed on your Register of Interest Form.

If you are at a meeting and the subject relating to one of your DPIs is to be discussed, in so far as you are aware of the DPI, you **must** declare the existence **and** explain the nature of the DPI during the declarations of interest agenda item, at the commencement of the item under discussion, or when the interest has become apparent

Once you have declared that you have a DPI (unless you have been granted a dispensation by the Standards Committee or the Monitoring Officer, for which you will have applied to the Monitoring Officer prior to the meeting) you **must:-**

1. Not speak or vote on the matter;
2. Withdraw from the meeting room during the consideration of the matter;
3. Not seek to improperly influence the decision on the matter.

### Do I have a significant interest and if so what action should I take?

A significant interest is an interest (other than a DPI or an interest in an Authority Function) which:

1. Affects the financial position of yourself and/or an associated person; or  
Relates to the determination of your application for any approval, consent, licence, permission or registration made by, or on your behalf of, you and/or an associated person;
2. And which, in either case, a member of the public with knowledge of the relevant facts would reasonably regard as being so significant that it is likely to prejudice your judgment of the public interest.

An associated person is defined as:

- A family member or any other person with whom you have a close association, including your spouse, civil partner, or somebody with whom you are living as a husband or wife, or as if you are civil partners; or
- Any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors; or
- Any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000;
- Any body of which you are in a position of general control or management and to which you are appointed or nominated by the Authority; or
- any body in respect of which you are in a position of general control or management and which:
  - exercises functions of a public nature; or
  - is directed to charitable purposes; or
  - has as its principal purpose or one of its principal purposes the influence of public opinion or policy (including any political party or trade union)

An Authority Function is defined as: -

- Housing - where you are a tenant of the Council provided that those functions do not relate particularly to your tenancy or lease; or
- Any allowance, payment or indemnity given to members of the Council;
- Any ceremonial honour given to members of the Council
- Setting the Council Tax or a precept under the Local Government Finance Act 1992

If you are at a meeting and you think that you have a significant interest then you **must** declare the existence **and** nature of the significant interest at the commencement of the

matter, or when the interest has become apparent, or the declarations of interest agenda item.

Once you have declared that you have a significant interest (unless you have been granted a dispensation by the Standards Committee or the Monitoring Officer, for which you will have applied to the Monitoring Officer prior to the meeting) you **must:-**

1. Not speak or vote (unless the public have speaking rights, or you are present to make representations, answer questions or to give evidence relating to the business being discussed in which case you can speak only)
2. Withdraw from the meeting during consideration of the matter or immediately after speaking.
3. Not seek to improperly influence the decision.

### **Gifts, Benefits and Hospitality**

Councillors must declare at meetings any gift, benefit or hospitality with an estimated value (or cumulative value if a series of gifts etc.) of £25 or more. You **must**, at the commencement of the meeting or when the interest becomes apparent, disclose the existence and nature of the gift, benefit or hospitality, the identity of the donor and how the business under consideration relates to that person or body. However you can stay in the meeting unless it constitutes a significant interest, in which case it should be declared as outlined above.

### **What if I am unsure?**

If you are in any doubt, Members are strongly advised to seek advice from the Monitoring Officer or the Committee Services Manager well in advance of the meeting.

## **DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS, SIGNIFICANT INTERESTS AND GIFTS, BENEFITS AND HOSPITALITY**

**MEETING** .....

**DATE**..... **AGENDA ITEM** .....

**DISCRETIONARY PECUNIARY INTEREST**

**SIGNIFICANT INTEREST**

**GIFTS, BENEFITS AND HOSPITALITY**

**THE NATURE OF THE INTEREST, GIFT, BENEFITS OR HOSPITALITY:**

.....  
.....  
.....

**NAME (PRINT):** .....

**SIGNATURE:** .....

Please detach and hand this form to the Democratic Services Officer when you are asked to declare any interests.