

Event Application Process

Early Information and 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 required 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. This is an on-line form accessible via the website <http://thanet.gov.uk/your-services/events-and-exhibitions/event-organisation-and-land-hire/event-organisation-and-land-hire/> Please refer to Appendix 2.
- 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. (Appendix 3)
- An Event Organiser will be required to submit an Event Notification Form to the Council 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.
- If an event is held on private land, event organisers would be advised to submit an application 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
 - 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.
 - 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

Application

Event Application Pack:

- Once the ENF has been received, the event organiser will then be sent out the Event Application Pack (please refer to Appendix 4) and an information sheet on Fees and Charges for Additional Resources (Appendix 5).
- Kent Safety Advisory Group (SAG) have implemented an 'Event Package' which includes standard templates to help ensure both a consistent approach within districts and enable agencies to assess standard format templates which will be used across the county. TDC have agreed to adopt this

documentation that has been endorsed by the Kent Resilience Forum Executive Group. These will be sent out 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

Templates and guidance for producing event documentation will be made freely available on the website. However, by request they will be made available, in paper format or via email. It is the Council's preference that these templates are used for consistency; however this is not a requirement provided that the submitted documentation contains all the required information in a clear and accessible format.

- 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 the 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

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

Late Submissions:

- 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.
- Any late submissions will be considered by the Council; 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.

Events on Private Land:

- For events on private land, we encourage event organisers to give an event notification and then encourage where necessary that they complete an Event Application Pack. It is not compulsory for an application to be made, but if an Events Organiser has chosen to, 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.
- For private land, the information provided in the Event Application Pack documentation is disseminated in order for the Council and the Event Safety Advisory Group to advise on any risks to public safety.

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

- Professional firework displays must comply with Health and Safety Executive Guide HSG 123
- Take into consideration 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>
- The Events Toolkit is also available to download via <https://thanet.gov.uk/your-services/events-and-exhibitions/event-organisation-and-land-hire/event-organisation-and-land-hire/>
- Filming and Photography:
 - Thanet has a diverse range of locations and therefore is a popular location for filming and photography.
- 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/> Contact Thanet Film Service by e-mail: filming.notice@thanet.gov.uk or phone 01843 577050

Agreement

Memorandum of Agreement and Permission to Occupy:

- Event Organisers will then be sent a Memorandum of Agreement (Appendix 6) with a final quote for the land hire and additional fees and charges.
- There are Standard Charges for holding an event on TDC land. With these documents a Fees and Charges quotation will be sent out and other departments will receive the quote and then raise invoices.
- Once the Memorandum of Agreement has been signed the Event Organiser will receive an invoice for the land hire and additional fees and charges. Once payment of charges received, the Permission to Occupy (Appendix 11) will be granted and sent out. It is only at this point that the event is sanctioned to go ahead.
- The Council can submit 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.

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. The costs of these visits are not

recharged. However, where the council is required to provide staffing, equipment or other resources to the event, the costs for such resources may be charged to the event organiser.

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.