
Bath & North East Somerset Council

Improving People's Lives

Parish Council Events Toolkit 2024

Introduction

This toolkit has been designed to provide parish and town councils across Bath and North East Somerset with essential information to assist them in planning and organising their own events or to help signpost residents and community groups within their area.

The toolkit has been produced with assistance from a range of Council Teams who have provided their expertise and local knowledge. In this guide you will find information relating to council services as well as other useful contacts. Please use the headings below to search the information:



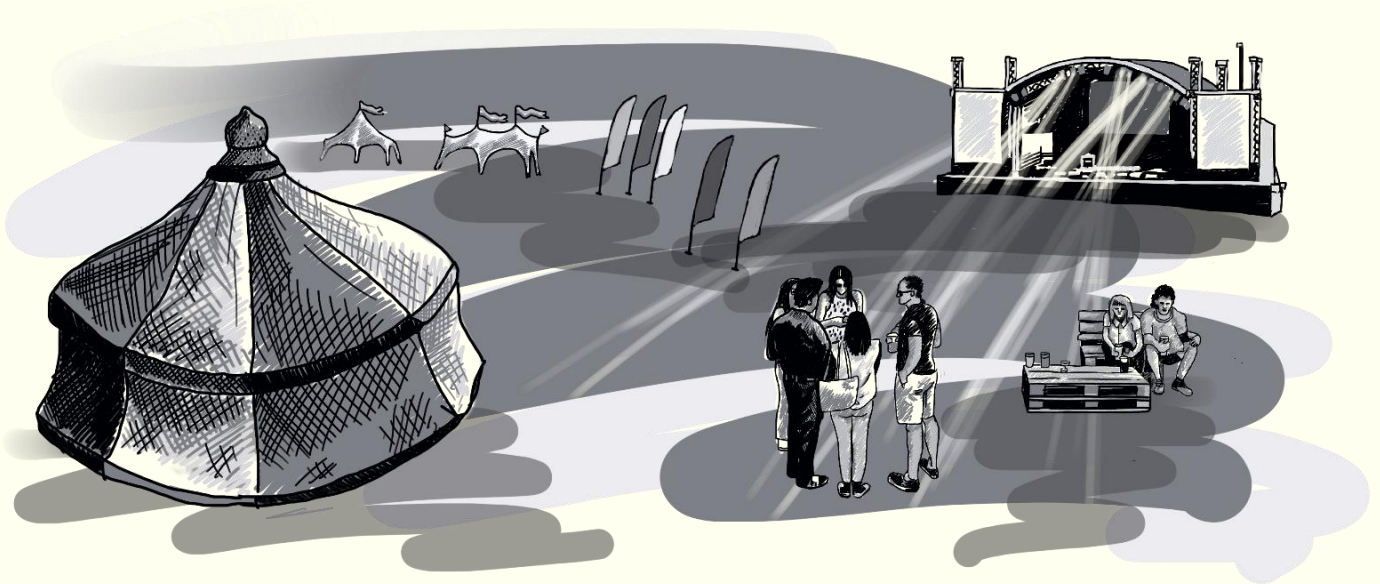
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Event Classifications

Street Parties

- Are for residents and neighbours only.
- Have publicity aimed at these residents only.
- Are self-organised.
- Involve closing a residential road only.



Public Liability insurance is optional but recommended. The organiser must accept responsibility for possible claims if they don't have it.

Small Community Events

Likely to involve less than 500 attendees, staff, and volunteers from different parts of a community. Public Liability Insurance must be obtained with a minimum of £5Million and in date.

Large Community Events

Are likely to involve more than 500 attendees, staff, and volunteers from different parts of a community. Public Liability Insurance must be obtained with a minimum of £5-10Million and in dates.

All events will be considered by the Safety Advisory Group for Events (SAGE). Large events may also require a video conference SAGE meeting. SAGE includes representatives from the Emergency Services as well as Council Teams. They are there to offer advice and suggestions, as well as to be aware of larger events for their own resource planning around the B&NES area.

Get in touch! Please let the B&NES Events Team know what activities you are considering or planning as soon as you can, so they can give guidance. You can contact them by [email](#).

Legal Framework

Health & Safety at Work Act

The Health & Safety at Work Act applies to any organisation that has at least one employee. The majority of parishes in Bath and North East Somerset will therefore have duties under this act to protect both their staff and members of the public, volunteers, clients and customers from risks to their health and safety arising out of, or in connection with, their work activities. [See the Health and Safety Executive \(HSE\) guidelines on Civil Law and Health & Safety](#)



Village Halls

In addition, anyone with control of non-domestic premises (such as a village hall) has legal responsibilities under health and safety law to take reasonable measures to ensure the hall, access to it and any equipment or substances provided are safe for people using it, so far as is 'reasonably practicable' [See the Health and Safety Executive \(HSE\) guidelines on Village and Community Halls.](#)

Deadlines

The B&NES Event Office receive a large volume of enquiries and applications for events within the year, so we do recommend you adhere to the deadlines below for us to be able to process your application and send your permit in time for your event.



B&NES Events Office Deadlines

The team would like to know of your plans **six months or a year in advance if possible**. They can then give you further advice and guidance in time for you to apply for any associated permissions, road closures, licences etc if required. Contact them by email (Event@bathnes.gov.uk) with an outline of your plans or with any questions.

If your event is deemed large enough to need an [application via the Council's Event App](#) with full documentation; Including risk assessments and event management plans to be uploaded **8 weeks before your event start date** at the latest. The application Administration Fee is payable once your application is received. Once we have received it, we will begin processing your application.

[B&NES rate cards for fees can be found here.](#)

If you are hiring BANES land for your event, we would usually expect to have your application 6 months to a year before your event date. 50% of the payment to be made at the **point of booking** of the event and then full payment is due **6 months** before the event.

Full and final documentation for your Event App application is due at least **8 weeks** before the event, ready for the Safety Advisory Group for Events (SAGE) team to review. If you are staging a new or major event, you may need to attend a Teams Meeting with SAGE, approximately **6 weeks** prior to your event date.

The Council has some [helpful information for Event Organisers](#) on its website. Including B&NES Policies, Event Management Plan and Risk Assessment templates to use.

Licencing Deadlines

Premises Licence applications need to be submitted 12 weeks before your event date or earlier, if possible, in case any objections are received.

Temporary Event Notices (TEN) can usually be obtained ten working days before an event. However, it is helpful for both the Council and the Police if TENs are submitted as soon as possible.

Road Closure Deadlines

See the boxes below for more information.

Licences

You need a licence if you intend to:

- Sell alcohol (or sell a ticket where alcohol is then offered 'free').
- Supply hot food or hot drink after 11pm or before 5am on any day.
- Provide regulated entertainment such as live or recorded music.



At a private party, sharing drinks with your neighbours does not require a licence.

Temporary Event Notices (TEN)

If there will be fewer than 500 people at your event (including staff and volunteers), you may only need a Temporary Event Notice. [Find out more about applying for a TEN](#)

Temporary Event Notices can usually be obtained ten working days before an event. However, it is helpful for both the Council and the Police if TENs are submitted as soon as possible.

Premises Licence

If your event is likely to have more than 500 people, you may need a [Premises Licence](#).

We suggest that any applications for a Premises Licence (including variations of an existing licence) are submitted at least 12 weeks before the date of your event (or sooner if possible). This is to allow for dealing with any objections that may be received.

If you are holding your event in a venue, such as a village hall, or at an outdoor space that already has a Premises Licence, do check that it is up to date and valid

Other Licences

Charity Collections may require a [Street Collection permit](#).

Selling goods on the street may require [Street Trading Consent](#)

[There is helpful Licensing information on the Council's website.](#)

If you have any questions, you can contact Licensing by email licensing@bathnes.gov.uk

Road Closures and Parking

All applications for road closures whether for a street party or a community event must be received **as soon as possible**.

[Visit the website for further information and for the application forms.](#)

Access for Residents

If you are closing a road, please do consult with residents and businesses that may be affected. Some people rely on visiting healthcare workers for example and may be anxious about any changes.

Bus Services

If the road you want to close is a bus route, you will need to contact the Council so that they can liaise with relevant bus companies on whether it is possible to re-route their services. Please [get in touch by email](#).

Refuse and Recycling Collections

If you are planning to close the road on the day of a regular refuse/recycling collection, you will need to liaise with Waste Services on arrangements. Contact them via [Council Connect](#)



All Road Closures

When requesting a temporary prohibition or restriction on a road, such as a road closure, approval from Traffic_ManagementTeam@BATHNES.GOV.UK is necessary. [For more information on road closures please click here.](#)

As part of the application process, a comprehensive traffic management plan must be provided. Where applicable, the plan should include specifics like diversion signage, precise closure locations, marshal points and the placement of advanced warning signs at least 2 weeks before the event. Depending on the scale of the closure, organisers may need to outline strategies for raising awareness prior to the event to ensure effective communication and encourage cooperation among those affected. This could involve, for instance, distributing detailed letters with contact information to allow residents and businesses to discuss any concerns they may have.

The responsible party for developing and executing the traffic management plan should be a reputable company and possess relevant qualifications and experience. It is important to ensure that qualified personnel are assigned to design and oversee the event on the day.

Alternatively, for some lower impact activities, organisations may propose plans with limited or no involvement from a reputable third-party company, instead opting to manage most or all aspects of the closure with their own personnel. Proposals of this nature will still need to demonstrate that the personnel involved possess the relevant training/qualifications. For example, this may be achieved by illustrating personnel have obtained a traffic management qualification tailored for a certain type of event.

Each proposal will be evaluated on its own merits, and for approval, must meet the reasonable satisfaction of both the Council and the Police. While the traffic management team is responsible for processing and authorising applications and can offer suggestions and amendments, they do not provide comprehensive design assistance or resources for traffic management planning. Moreover, they are not available to assist in executing plans on the day of the event.

Parking

Event Organisers can apply for suspended parking bays in advance of an event to help clear the road of parked cars.

There is a fee for this service and charges for any loss of parking income. In rural areas with free parking, the fees will cover staff time. Please note that the Council cannot tow any vehicles left within a road closure unless towaways have been applied for which will be an additional cost. [Visit the Parking Services website for further information](#)

Risk Assessments

Preparing a risk assessment can appear daunting but it isn't about creating huge amounts of paperwork - rather it's about considering the activities you want to hold and identifying sensible and proportionate measures to control the risks.

For example, if you are planning to have a hot water urn for tea and coffee, how will it be powered, are there any trip hazards, is it on a sturdy surface, how will you refill it safely?

Think about how many people you need to run the event safely and allocate responsibility for particular tasks. Make sure there is a consistent chain of command so there is always someone available to make decisions and answer questions. Events constantly change and evolve, even on the day.

If your event is outdoors, have a backup plan in case of adverse weather conditions. Find a covered venue to resort to if needs be or have some umbrellas or tarpaulins handy. Remember, if you do put up any structures, make sure they are safe and secure and include them in your risk assessment.

[Advice can be found on the Council's website](#)

[A sample risk assessment template is also available.](#)



Food Safety

Food supplied, sold, or provided at a community, or charity event must comply with food law and be safe to eat.

If you are catering for a small or local event such as, a fete, fundraiser, street party, then please follow these [guidelines for safe food practice.](#)



Food Registration

For single, one-off events the event organiser would not be required to register themselves as a food business with the Local Authority but should still ensure safe

food is provided and still let us know of your event, so we can advise you on food safety requirements.

However, if any food businesses are present, the business must be registered with the Local Authority.

If you provide food on a regular and organised basis, then you would need to register with your Local Authority. [Please click here for the Register A Food Business service.](#)

Event organisers who wish to use food businesses at events in Bath and North East Somerset should check they are registered and have a minimum food hygiene rating of 3. For community events held on private land, we would still advise the same is applied.

Food Hygiene Training

Those handling or preparing food, should have sufficient food safety knowledge to ensure they handle food safely. It is not a legal requirement to have a food hygiene certificate, however this can assist where handling open, high risk foods.

[Level 2 food hygiene courses can be found at this link.](#)

Allergen Information

Although Food Allergen regulations and the new labelling requirements for Pre-packed for Direct Sale (PPDS) only apply to registered activities, you are still advised to apply these principles as good practice.

Information about the 14 declared allergens can be provided orally or in writing, but the more information you provide will help consumers make an informed and safe choice.

[You can use food labels, charts, and lists.](#)

[Allergen signs may also be used to display, at the point where food is offered for consumption.](#)

Cleaning Up

When organising an event, you must ensure that litter and waste is removed from the site at the end. Where possible, get people to take their waste home with them. You could arrange for a member of the organising team to take separated bags to recycle at one of our [recycling centres](#).



Other Considerations

The Council has some [helpful information for Event Organisers](#) on its website. Including B&NES Policies, Event Management Plan and Risk Assessment templates to use.

First Aid

For small events and street parties, consider having a basic first aid kit handy and nominating someone to oversee it. The B&NES Events Team will advise if they think you need something more.



For larger events we would expect to see a medical plan with details of what provision will be in place for the event, how they will be deployed and contact details of medical staff.

You will also need to fill in a South West Ambulance Service Trust form (SWAST) which can be obtained from the B&NES Event Office. This is for the local ambulance service to review and use the information if there is an emergency at your event.

Hiring Equipment

There may be a shortage of items such as barriers, Portaloos, security, etc in the peak seasons. If you need these, make sure you hire them in good time.

Funfair Rides and Inflatables

If you are planning to include amusements such as fairground rides, bouncy castles etc. you need to ensure they are approved for commercial use; that operators have the appropriate level of public liability insurance in place and the activities are supervised at all times. Please contact the B&NES Event Office for more information on this.

Noise

Consider the location of your event, music, and speakers carefully. Some locations such as hillsides, open areas and residential areas are not ideally suited to events where amplified music, bands or microphones are required. Keep the music volume to within the boundary of your site if you are in a residential area and minimise the duration of the event. In general, noise beyond 11pm must not be audible beyond the site boundary. Consult with all affected neighbours if noise cannot be contained and agree times and measures to mitigate sound. Make sure they know who to speak with during the event if there are any concerns. For larger events [contact the B&NES Events Team](#) for advice.



Contacts



Events Team

Email: event@bathnes.gov.uk

Tel: 01225 396 056

Licensing

Email: licensing@bathnes.gov.uk

Tel: 01225 477 531 or 01225 477 556

Traffic Management

Email: traffic_managementteam@bathnes.gov.uk

Tel: 01225 394 041

Community Engagement Team

Email: connecting_communities@bathnes.gov.uk

Tel: 01225 396 539

Council Connect

Email council_connect@bathnes.gov.uk

Tel: 01225 394 041

Useful Links

Council Emergency Out of Hours

Tel: 01225 477 477

[Fix My Street BANES](#)

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