

Outdoor Event Bookings Guidance

This guidance document has been written to assist you in planning your event within a Nottingham City Council park or public open space.

The information is a mix of both statutory / regulatory requirements (law that you must comply with), best practice guidance (to assist you in planning and safe and well managed event) as well as providing additional information to help you meet our venue Terms and Conditions.

Information and guidance have been sourced from a variety of both internal Nottingham City Council departments as well as external organisations where relevant. In many cases we have only provided an edited summary to help you briefly understand your obligations as an Event Organiser. Where possible links have been provided to more detailed information.

We will endeavour to keep all links to external sites up to date, however if you notice a broken link please contact us.

Where there is no statutory duty or guidance published, or byelaw / similar requirement of Nottingham City Council our venue terms and conditions in many cases refer the best practice advised published within the Purple Guide to health, safety and welfare at music and other events. The Purple Guide is an online resource written by the Events Industry Forum in association with many organisations and trade bodies within the events industry including the Concert Promoters Association, Local Authority Event Organisers Group and UK Crowd Management Association. The Health and Safety Executive was also consulted in sections that refer to workplace health and safety.

A subscription to access the full content of the Purple Guide website at www.thepurpleguide.co.uk costs £25 plus VAT for the year for a single user.

In instances where the event attracts an audience of over 5,000 at any one time, or where there are particular concerns regarding element of your event, you may be requested to attend the Nottingham Events Safety Advisory and Group for Events, known as SAGe. SAGe meetings are held monthly throughout the year and bring all relevant agencies together (both regulatory and non-statutory) to liaise and discuss your event with you. You can bring your specialist contractors such as your stewarding company or medical provider with you. Whilst SAGe is not a decision-making body, advice will be given, which may then inform decision making by individual agencies.

If you are required to attend a SAGe meeting we will generally give you one-months' notice to attend, which is usually for a timed agenda slot of between 30-45 minutes. As the event organiser, you will be required to have submitted all event documentation at least 7-working days ahead of the meeting.

Nottingham City Council accept no liability for guidance, advice or other information published throughout the venue booking process.

If you are a first-time event organiser or planning a larger event than you have in the past, we have included all the guidance in the attached documents to assist you in understanding what is and may be required before you commence with the application process.

Fees and Charges

All Nottingham City Council parks and public open spaces may be subject to a venue hire fee. The level of fee charged is based upon the type of organisation that wishes to hire the venue, as detailed below.

TYPE	DEFINITION
(1) Community Group	<ul style="list-style-type: none"> • Local resident's association or community group based within the Nottingham City Council boundary • All Nottingham City Council events • Permits event-related trading for up to 4 units – prior approval required. If >5 refer Type 2 Charity / Community Group below • Community group status must be proved on application
(2) National Charity / Community Group	<ul style="list-style-type: none"> • As above, but organisations outside of the Greater Nottingham area • Local sports clubs operating on a not-for-profit basis • Mass participation sports where race entry is charged to participants but all money raised after cost is not-for-profit. N.B. Events operated by commercial companies where individuals may raise money for charity, but the promoting company makes a profit are classed as commercial ticketed • Community event where an admission is charged • Permits event-related trading for up to 4 units – prior approval required. If >5 refer to Market Licence guidance • Charity/Community status must be proved on application
(3) Commercial Trading & Promotion (including Markets & Fairs) & Private events	<ul style="list-style-type: none"> • Events organised by an entity that is selling or promoting a product, service or experience • Permits event-related trading for up to 4 units – prior approval required. If >5 trading units will require a Charter Markets Licence
(4) Commercial Ticketed	<ul style="list-style-type: none"> • Events operating for the commercial gain of a company or individual where admission is charged

Once we have details of your event and the type of organisation that you represent, the Ground Rent fee charged will also be determined both by venue selected, the amount of people attending and the day of the week. The most popular venues (for example Old Market Square and Wollaton Hall) and days of the week (for example Saturdays, Sundays and Bank Holidays) are charged at a premium.

For the majority of community led events organised by local community groups that wish to use neighbourhood parks in Category C, there is no ground rent fee charged so long as the definition of a local community event can be met, although all costs will still need to be covered.

Our parks venues are classed as follows:

Class A	Wollaton Park
Class B	Victoria Embankment, Forest Recreation Ground, Arboretum, Highfields, Colwick Country Park
Class C	All other parks. For example: Bulwell Hall Park, Broxtowe Park

Our City Centre venues are classed as follows:

Class A	Old Market Square
Class B	Smithy Row, St Peter's Square, Robin Hood statue,
Class C	Trinity Square, Brian Clough statue (Speakers Corner)
Class D	Sneinton Market

Ground Rent and Site Services fees plus any charges for damages will be invoiced post-event. Details are contained within our Venue Terms & Conditions, which you will be asked to sign as a part of the application process.

If you are booking one of our city-centre spaces (excluding Old Market Square), a highways license fee will also be payable. This permits you to place infrastructure on the public highway.

If you're bringing a vehicle onto a city centre site as part of your promotion, a vehicle permit will be required. For loading/unloading this may or may not carry a charge, dependent on site.

If you're using our on-site mains power, there will be a charge for connection and disconnection. You will also be recharged post-event based on a per kilowatt hour rate.

Ground Rent and highway license fees are non VATable, however where site services are required these are charged with VAT.

Promoting your event

If you'd like to reach the whole city and beyond, there may be opportunities to advertise your event with What's On Nottingham.

Request a media pack at info@whatsonnottingham.com to find out more.

Initial Enquiry

1.0 Making an Initial Enquiry

An initial enquiry must be undertaken for all events, which are planned for parks and public open spaces managed by Nottingham Events.

1.1 Type of Event

You are required to provide further information on what type of event you are planning.

1.3.3 Protests & Demonstrations

Everyone has the right to demonstrate and protest using the city's public spaces and highways. Whilst your cause is important, to ensure that the venue you wish to use is available and the safety of those protesting, we suggest that you liaise with Nottinghamshire Police and other city agencies to help minimise disruption to others.

Static protest & gatherings

Nottingham has a designated space for small scale protest and debate called Speakers Corner a part of the national Speakers' Corner initiative designed to promote free speech and public speaking. So long as they are lawful, you may use it to express views, ideas or opinions.

Speakers' Corner is located just off Old Market Square adjacent to the Brian Clough statue. Speakers' Corner is available to individuals without prior booking, however during November and December, the space available for such gatherings is reduced due to Winter Wonderland.

The Code of Conduct set out by the Speakers' Corner Trust specifies that users:

- Are strictly non-adversarial and non-partisan;
- Do not use offensive language;
- Respect alternative opinions;
- Show courtesy to other speakers and members of the public;
- Seek common ground rather than confrontation – you must not use hate speech or support extremist views
- Limit time to a maximum of 10 minutes if others are waiting to speak
- Activity does not include the use of amplification, gazebos or other structures
- Does not include the distribution of printed matter or the solicitation of donations
- The space is used to engage, inform and enrich opinion – and wherever possible, entertain!

[Further information on the Speakers Corner Trust can be found here](#)

For larger static protests and gatherings, in order to ensure that the venue you wish to use is available and for the safety of those protesting, we suggest that you liaise with Nottinghamshire Police and other city agencies to help minimise disruption to others.

This can be done either by completing an initial enquiry using the attached form, which we will then with your consent, forward to Nottinghamshire Police and other city agencies as required. Alternatively, Nottinghamshire Police can be contacted at operational.planning@nottinghamshire.pnn.police.uk

Trading, distribution of printed matter, the solicitation of donations or the staging of regulated entertainment as a part of any static protest or gathering may be permitted in the city centre under the Public Space Protection Order, at the discretion of the PSPO form.

Processional Protests or March

Whereas a demonstration is a static protest (as above), a processional march takes place on the public highway. Legally the organiser must give Nottinghamshire Police 6-days' notice of any processional protest or march. The notice must be given in writing to the Police and must include the proposed date, time and length of protest.

Nottinghamshire Police can be contacted at operational.planning@nottinghamshire.pnn.police.uk

Other than requesting notification highlighted above, you do not need to complete the application process if you intend to stage a demonstration.

1.2 Choosing your venue

Our most popular venues will have further information about size of event space, facilities onsite and parking etc, to help you make an informed choice. Please contact OutdoorEvent.Bookings@nottinghamcity.gov.uk for more information on this.

Each venue may have slightly different terms and conditions, especially in the city centre, where you will need to comply with Clear Zone requirements which help keep the city centre traffic free.

1.3 Event Description

You will be required to include a brief description of your event. This should describe proposed content for example, family fun day, music concert, fundraising, community picnic. Please also highlight any aims and objectives of the event for example:

- Commercial event to make a profit
- Event to raise funds for a particular cause
- Awareness raising of a particular project
- To engage a local community

1.4 Is there an entrance charge?

Please specify how much per person and any concession rates. Please note some sites have restrictions on charging an entrance charge e.g. imposed by an Enclosure Act. We will advise you in your application if any restrictions apply.

1.5 Booking your chosen date(s)

Please ensure that you select a date range that will cover the build of your event, the event and the breakdown of your event. Venues are booked out per day, exact timings are not required at initial enquiry stage, however this information will be requested as part of your application.

Please note: If your chosen date is within 28 days, this may not provide the required time for assessment of your application and appropriate licenses obtained. As a result, your event may not be able to go ahead. When choosing your date, you won't be able to reserve a date more than 6-months in advance.

We recommend that you download the PDF summary of your initial enquiry for your records.

1 Main Application Form

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

1.1 Event Management

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

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

If Nottingham City Council are providing funding for your event, either monetary or in kind (support from employees) then you will need to specify this and include the name of the contact. This does not include the advice and support you have been provided by the Venue, Sales and Booking Officer.

Each event must have an Event Site Manager and Event Site Safety Co-ordinator; these roles cannot be covered by the same person and require a different person to cover each. If you do not have this information at the time of application, please leave these blank. This information will be required to confirm your booking later in the process.

1.2 Event Dates and Timings

The dates of your booking are set at initial enquiry stage where you have been asked to consider all set up and break down time required for your event. If you feel you need further time, you will need to contact the Venue, Sales and Booking Officer to discuss. There is no guarantee that the extra dates required will be available.

In this section, you will be required to include all information on the timings of your event:

- Event build, date and time you expect to access the venue
- Event dates and timings – when will your event be open to the public?
- You can include further timings in the additional information field if you have different start/finish times on different event days.
- Event breakdown – start date and the time you expect to be exiting the venue.

1.3 Event Details and Site Management

Information from your initial enquiry will be transferred into the application where relevant. There are some fields which remain as information and others which you can amend/add to, such as event description.

1.3.1 Event Description

Your brief description should describe proposed content for example; family fun day, music concert, fundraising, community picnic. Include all the attractions and activities proposed including the placement of any sources of noise such as stages, speakers, PAs, machinery or plant. You must send a prepared site layout plan with your application. Please detail all the areas of the site you intend to use. Where available, we will provide you with site maps and information to help with the planning of your event.

Please also highlight any aims and objectives of the event for example:

- Commercial event to make a profit
- Event to raise funds for a particular cause
- Awareness raising of a particular project
- To engage a local community

1.3.2 Have you held this event before?

Please indicate if you have previously held this event in Nottingham. You will need to include information of any fundamental changes to previous events, e.g. inclusion of new elements or structures, expected attendance etc.

1.3.3 Do you consider your event to be high impact / risk?

Events considered high risk include those that present a risk to public order and safety, involve a high-profile performer, an event with a previous record of incident or concern, an event with the likelihood to cause increased community tension.

If you consider your event to be high risk, your event will trigger the SAGE event notification process.

1.3.3.1 Expected attendance

You are asked to provide information on expected attendance.

If attendance is around 5000 or more your event will trigger the SAGE event notification process.

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

Please note you will be expected to provide a stewarding plan for events with large numbers of attendees expected.

2 Event Equipment

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

Event Equipment covers the following:

- A. Staging/grandstand
- B. PA system
- C. Stage lighting
- D. LPG (bottled gas)
- E. Mains Power & Generators
- F. Marquee(s) / Gazebos
- G. Front of stage barriers

- H. Steel Shield/Heras & Temporary Fencing (to enclose and delineate your event site)
- I. Staging or other Temporary Demountable Structures

If you plan to keep your equipment at the venue overnight, you will need to ensure that this is reflected in your dates, e.g. if you plan to drop equipment off the day before you will need to put this as the start date for your booking. Please note you must ensure that you have arranged appropriate security (at your expense) for your equipment. You will be asked for this information as part of the application.

2.1 CDM Requirements

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

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

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

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

2.2 PA System

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

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

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

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

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

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

For example these may be stated as:

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

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

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

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

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

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

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

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

Stage lighting TBC

2.3 LPG (Bottled Gas)

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

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

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

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

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

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

2.4 Mains power and generators

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

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

In addition to the Electricity at Work Regulations there are at least 15 British Standards and HSE guidance notes that apply to the use of electrical installations in the entertainment and events industry. As such you should always use a competent person, ideally with experience of the use of electrical installations outdoors to take the overall responsibility for the safe installation, testing, operation and deconstruction of temporary electrical installations.

Electrical equipment that is not specifically designed to be used outdoors and is not sited in a permanent weatherproof structure should be protected by means of suitable and sufficient covers, enclosures or shelters.

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

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

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

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

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

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

Venue	Supply available
Smithy Row	<p>West: 400A 3-phase supply comprising of 1 x 125A, 2 x 63A, 4 x 32A (3-phase) and 3 x 63A, 4x32A, 4 x 16A (single-phase)</p> <p>Centre: 400A 3-phase comprising of 1 x 125A, 2 x 63A, 2x 32A (3-phase) and 2 x 32A, 2x 16A (single-phase)</p> <p>East: 100A 3-phase supply comprising of 1 x 63A (3-phase) and 2 x 32A, 2 x 16A (single phase)</p>
Old Market Square	400A 3-phase supply comprising of

	63A 3-phase sockets distributed in 5 rows of a maximum 80A per phase
Brian Clough statue	100A 3-phase supply comprising of 1 x 63A, 2 x 32A (3-phase) and 2 x 32A, 2 x 16A (single-phase)
Trinity Square	100A 3-phase supply comprising of 2 x 63A (3-phase)
St Peter's Square	125A single phase comprising of 2x32A, 2x16A (single phase)
Sneinton Market Square	4 x 63A (3-phase)
Station Street	32A (single phase)

A limited number of venues in parks can also provide a mains power supply, however this may not be in the correct location for your event, and also may not provide enough power a stage for example, however the supplies can be useful to supply back of house areas such as Site Offices to help minimise generator usage.

Venue	Supply available
Forest Recreation Ground	Gate 3&4: 100A single phase comprising of 3 x 32A, 1x16A, 2 x 13A (single phase) Pavilion: 20A single phase supply comprising of 4 x 13A sockets (single phase) Central: 2x13A single sockets
Arboretum	Bandstand: Limited number of 13A sockets
Wollaton Park	Limited number of 32A and 16A located across the venue
Victoria Embankment	Bandstand: 63A (3-phase) comprising of 6x32A (single-phase) Pavilion: Limited number of 13A sockets

When requesting a mains power supply, the connection will be undertaken by a Nottingham City Council contractor. The cost of which is £180 +VAT (2020/21). This covers the cost of accessing the power supply, connection, distribution to a single point* and disconnection post event.

*The distribution of power is normally from an in-ground connection. We will provide a power cable from this point to a distribution box. Any cabling (known as distribution from this point) is the

responsibility of the event organiser, although can be provided by our contractor for an additional fee.

The connection fee does not include power usage. This will be recharged post-event based on a per kilowatt hour rate.

2.5 Marquee(s) / Gazebos

Structures smaller than 3mx3m or 9m² are classed as gazebos. Please be aware that such structures, although widely available, require either ballast weights or on green field sites, pinning into the ground.

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

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

2.5.1 Clearspan marquees

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

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

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

2.5.2 Traditional marquees

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

2.5.3 Circus tents

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

2.5.4 Stretch Tents

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

2.5.5 Saddlespan tents

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

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

2.6 Stage Barriers, Steel Shield, Heras and Temporary Fencing

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

2.6.1 Crowd Control or Pedestrian (Ped) barrier:

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

2.6.2 Tensa barrier / Rope & Post:

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

2.6.3 Police (Met) barrier:

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

2.6.4 Front of stage (Mojo) barrier:

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

2.6.5 Heras fencing:

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

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

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

2.6.6 High Hoard fencing:

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

2.6.7 Steel Shield fencing:

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

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

2.7 Staging and other Temporary Demountable Structures

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

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

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

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

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

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

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

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

2.7.1 Weather protection

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

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

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

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

In most cases, local authorities will enforce on all matters to do with the use of completed Temporary Demountable Structures via their Building Control section.

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

Please also refer to specific guidance on Marquees and Gazebos and CDM Regulations.

3 Site Services

In order to efficiently run your event, you will need to book other services to support the running of your event, we have summarised some of the key services below that can be booked directly via the Venue Sales & Booking Officer.

3.1 Waste Management

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

In all our bookable venues, bin hire and refuse collection for your event should be provided by Nottingham City Council. Please click below if you would like a quotation as part of your application. You will need to consider how many bins you will require for your event, there are 2 sizes available Domestic 240L bins and Commercial 1100L bins. How many collections you require during each day the event is running. What time you would like the bins to be delivered. What time(s) you would like them to be collected at the end of the event and if you want litter pickers as part of your waste management arrangements.

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

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

3.2 Water Supply

Some of our venues have a connection to mains water supplies, although not all. Site information for our most popular venues are included within the booking section of the initial enquiry. If you require water connection information about other sites not included, please contact the Venue, Sales and Booking Officer who will check this for you.

Your event may require water this could be for catering use, for hygiene reasons, as a condition of your Premises Licence (as drinking water when selling alcohol) or even to use as a means of ballast for temporary structures. Many of our venues include water provision on site, however you will need to apply to us to use the supply.

Please note that we can only guarantee the water to the tap, and cannot guarantee that it is safe to drink. It is your responsibility to test for Legionella; we can put you in touch with a local contractor if required.

3.2.1 Water Supply (Private Network)

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

If a private water supply is to be used for events, it is essential for event organisers to provide Nottingham City Council's environmental health department with evidence that the supply is compliant with the Private Water Supplies Regulations 2009/10 to protect against legionella, bio film development or taste and odour issues and similar. Do not assume that this testing has been undertaken by the venue.

If you require temporary water distribution or a standpipe from our private network you will need to use an approved contractor to undertake these works. There is a charge for any temporary standpipe use, and depending on volumes we may also charge for usage.

When extending a private network approved double check valves should be installed, together with isolation valves, when making connections as they are subject to inspection to establish the Water Supply (Water Fittings) Regulations are complied with.

When abstracting water from a private water network, it is not a legal requirement to consult with the water utility company, except where large volumes (e.g. in excess of 20,000ltr per day) are likely to be abstracted.

3.2.2 Using a hydrant for water supply

Where there is no water supply on site you may need to apply to Seven Trent Water for a licence to draw water from a fire hydrant assuming that there is one close by. It is illegal to abstract water from a water utility network without a valid abstraction licence. This is the responsibility of the event organiser. For further guidance [click here](#).

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

It is also possible to bring in a temporary supply, which could involve tankers, bowsers or bottled water.

3.2.3 Water safety

Hiring a competent plumber is the best option, whether for a mains hydrant connection or a private water supply. This will limit problems at any inspections by the Council's Environmental Health team.

Failure to provide a safe source of drinking water in the appropriate volumes for an event can have significant consequences, with organisers facing possible notice or prosecution by the local water undertaker for non-compliance with the Water Supply (Water Fittings) Regulations 1999, Water Supply (Water Quality) Regulations 2001 or Private Water Supplies Regulations 2009. The British Standard Codes of Practice BS 8551:2011 also applies for the provision and management of temporary water supplies and distribution networks.

A temporary network laid for use during events is an extension of the public supply network if derived from a connection to the mains (either a private supply or hydrant) it is therefore subject to the Water Supply (Water Quality) regulations, as such the installation of a temporary network and provision of water should be handled with the same care. All technicians working on the water supply should be competent and hold the relevant qualifications in accordance with BS8551:2011.

Event organisers must ensure that water-supply contractors hold certification for the chlorination logs and a satisfactory sample certificate from such procedures for all equipment in any temporary water network.

3.3 Drainage

There are two types of drains.

Surface water & Highways drains:

These are drains that collect rainwater, they generally run into rivers, streams and the sea, these are only for rainwater.

Mains sewers (Foul and waste water):

Connecting to the mains sewers, the disposal of other waste water materials must be disposed of directly into the mains sewers. To access a mains sewer (if available) you will need the permission of Seven Trent Water to request a temporary connection to their network. Access is via manhole covers.

There are also some combined drains that collect foul and surface water flows.

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

3.4 Welfare & Sanitation

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

3.4.1 Toilets

If your event is in a city centre venue, then unless your event includes the sale of alcohol in most cases you will not need to provide extra toilet provision for your event, as it is expected that audiences and staff can make use of other city centre toilet facilities. However, if your event is staged after 8:00pm you may need to provide toilet facilities or request that existing city centre

public facilities extend their hours (cost applies). You will also need to consider the needs of any overnight security staff.

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

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

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

If your event contains Licensable activity, in most cases one of the Licence conditions you will need to comply with will be the provision of toilet facilities.

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

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

The majority of events will therefore need to provide some form of temporary toilet provision.

There are several types of toilet that can be used at events.

Portaloo / Polyjohn:

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

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

Urinal:

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

Toilet Trailer units:

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

Trailer units are not normally wheelchair accessible due to being on a vehicle chassis, therefore they will need to be supplemented with a Disabled Polyjohn and possibly a Changing Places high dependency unit.

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

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

High dependency units:

With more people – other than the disabled and wheelchair users - unable to use standard accessible toilets (including people with profound and multiple learning disabilities, motor neurone disease, multiple sclerosis and cerebral palsy, as well as older people) consideration should be given to providing 'changing-places' units which are becoming more widely available in the event hire market. For more information please see <http://www.changing-places.org/>

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

Baby change provision:

In addition to toilets, larger capacity events or those with an expected high proportion of families may also need to consider providing a baby change facility, which can also be suitable for breastfeeding. This would normally be an enclosed covered area with a suitable changing mat and bin at. Whilst it is possible to provide other items such as wipes and nappies, experience has shown that most families will bring this type of item with them.

3.4.2 Welfare & Event Information

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

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

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

Welfare at an event should be able to fill in gaps not provided by other specialist services, such as medical, police and stewards, as such welfare workers should be competent and have received adequate training and briefing. Welfare staff must have suitable experience and follow a procedure

agreed by the event organiser, where required, such as having policies in place for lost property and missing persons amongst others.

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

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

4 Stewarding / Security

All information on your provision for stewarding and security will need to be included in your application.

Include information on whether you have a company contracted, whether the stewards are volunteers or paid and their responsibilities whilst on site and during the event. Please note, that for Access control, they should be registered under the SIA Approved Contractor Scheme (ACS) for door supervision and for traffic management they should be Chapter 8 Trained. This refers to the Traffic Signs Manual, Chapter 8, Traffic Safety Measures and signs for Road Works and Temporary Situations.

It is important to note that Police Officers and PCSO's should never feature as part of a security or stewarding plan. Primacy for crime, disorder, traffic management and public safety sits with the Event Organiser. Any pre event discussions regarding attendance will be on the basis of Officers attending for community engagement and reassurance purposes only. Be aware that any attendance is subject to operational demands and cannot be guaranteed. In some circumstances, there may need to be a charge for Police attendance with Special Police Services.

4.1 Plan for overnight security

Some of our venues are not secured overnight, and therefore equipment left overnight may be at risk from theft or vandalism. Nottingham City Council are not liable for any loss or damage to your equipment or for un-authorized access to your event site. If leaving equipment un-guarded overnight, you may also want to discuss with your equipment supplier and/or insurance company with regards to understanding your liability in the event of theft or damage to equipment.

If you require overnight security services at one of our venues Nottingham City Council will be able to provide an overnight and build and break security service which links to our CCTV control room. A fee applies for the service, please contact us for more information.

5 Traffic Management

Please note that a large number of visitors will impact roads surrounding the site and will need to be classed as creating an impact. Should you select yes please, ensure details are provided in your Event Management Plan. Please consider the following during planning as you will need to confirm whether any are required during your event:

- Road Closure or Diversion
- Public Footpath Closure
- Signs, Cones or Traffic Management on the Highway
- Traffic Diversion
- Car Park Closure
- Additional on Site Care Parking Facilities

5.1 Traffic Management Plan

To ensure minimum disruption to local residents, the emergency services and through traffic, a good traffic plan is essential for events attracting significant vehicle numbers.

Each plan should maximise the use of public transport and ensure free flow of traffic surrounding the event site. No waiting restrictions in residential areas, at key entrances and key routes should be considered.

- A traffic management plan should consider the following aspects:
- A Temporary Traffic Regulation Order (TTRO) if your event will require traffic signs, road closures etc.
- You will need to liaise with the Council's Highway Network Management Team and in some cases the
- Highways Agency if the event impacts on a major road
- Traffic marshalling on the event site
- Communication between off site and onsite marshalling
- Public transport communication with providers and additional arrangements
- Vehicle parking and management
- Vehicle access on the event site and use of other vehicles e.g. golf buggies forklift trucks
- Pedestrian and vehicle conflicting traffic routes
- Emergency vehicle access

5.2 Disruption to the public highway

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

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

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

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

5.3 Temporary Traffic Regulation Orders (TTRO)

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

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

A regular TTRO can be sought at any other time with six weeks notice, but will be charged at the full rate for the first street and restriction. Each additional street and restriction is a further cost. In addition, you will also need to pay the advertising cost to advertise the TTRO, which is a legal requirement.

Once a TTRO is in place, you will then need to engage a traffic management supplier to ensure that the road closure infrastructure and signage is correctly installed and applied. Nottingham City Council Highways Services can provide this service, although there is a charge.

5.4 Other Highways regulations

Other examples where you may need to seek a licence from Highways, unless covered by an existing TTRO include the suspension or temporary creation of a parking, loading bay or taxi rank, use of the highway for events (outside of designated event spaces), the creation of a 'No Stopping Zone' or similar. Any lane or footway closures, footpath closures and structures on the highway.

Detailed advice, information and to obtain a quote for road closures, highway licences or traffic management services is available from highway.events@nottinghamcity.gov.uk or call 0115 876 5766.

5.5 Parking Arrangements

Where relevant please include your parking arrangements on your site layout plan for visitor and contractor vehicles and access to the site. You will need to include information on how many visitor vehicles you anticipate arriving at your event and how many staff/contractor vehicles you anticipate requiring access to the site. You will also need to provide detail on parking arrangements on the site, including provision for disabled parking.

5.5.1 City Centre Vehicle Access

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

Old Market Square

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

R5 – Unloading/loading virtual permit

Vehicles must have left site by 10:00am and cannot return to site until after 4:30pm. Unloading or loading is defined as constant movement from the vehicle.

R6 – Parking Permit

Vehicles must be on-site by 10:00am and can leave at any time. You will be issued a physical permit which must be clearly displayed at all times. A drip tray or matting must be placed under the vehicle engine to prevent oil spills.

R1 – Restricted Access Permit

Only issued in very specific circumstances where vehicles are required to enter site during Clear-zone hours (10:00am and 4:30pm. The cost of a R1 permit is £25 per permit per day or £100 per permit for the duration of the event.

Smithy Row

Unloading/loading – No permit is required but vehicles must be offsite by 10:00am and cannot return until after 4:30pm.

Parking – A permit is needed for a vehicle to remain onsite at a cost of £25 per permit, per day or £100 per permit for the duration of the event. Vehicle information must be submitted and vehicle must be onsite by 10:00am and cannot leave until 4:30pm. You will be issued a physical permit that must be clearly displayed at all times. A drip tray or matting must be placed under the vehicle engine to prevent oil spills to site.

R1 – Restricted Access Permit

Only issued in very specific circumstances where vehicles are required to enter site during Clear-zone hours (10:00am and 4:30pm. The cost of a R1 permit is £25 per permit per day or £100 per permit for the duration of the event.

Trinity Square

Trinity Square access is via one-way system with access via Burton Street and exit via Foreman Street. Bollards at Burton Street control access for deliveries between 6:00am – 10:00am. There are No Waiting at Any Time/No Loading restrictions enforced at all other times, without a permit. Access via intercom at the bollards.

A permit will be required for unloading or loading outside of the hours of 6:00am – 10:00am at a cost of £25 per permit per day or £100 per permit for the duration of the event.

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

All vehicles may exit via Foreman Street.

Sneinton Market Square

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

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

We recommend that you discuss your vehicle access requirements with us at least 7-working days in advance so that permits can be issued and CPOs and Traffic Wardens advised. We cannot refund parking tickets / penalty charge notices issued.

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

6 Medical Provision

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

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

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

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

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

- How many people are expected (staff, audience, artist, participants etc)
- Who may need assistance (your event audience demographics)
- What may cause their injury/illness (from severe weather to participation in extreme activities)
- How likely is the problem to occur (unlikely through to certain)
- How serious their injury/illness may be (minor through to death)
- What control measures may be used (by referring to your event risk assessment)
- What is the past history of the event (assuming it has been staged previously)

For larger events a medical plan will be required, this will need to be approved by East Midlands Ambulance Service (EMAS). This will include a medical, ambulance and first-aid resource assessment that may specify doctors, nurses, paramedics, ambulance and numbers of first-aid staff. It is a requirement of your venue booking and Premises Licence conditions that you meet any medical requirements recommended by EMAS.

If you are commissioning a provider for first aid, you will need their contact details. If paramedics are being used, include their HCPC registration number and confirm if they are registered with the Care Quality Commission.

7 Licensable Activities & Documentation

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

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

Licensable activities include:

Playing of live or Recorded Music (incl. facilities for making music)

Facilities for Dancing / Performance of Dance

Late Night Refreshments (11pm - 5am)

Sale of Alcohol

Showing of a Film

Performance of a Play

Raffle / Lottery

Boxing / Wrestling

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

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

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

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

7.1 Live and Recorded Music

The Music Licence (previously known separately as PRS and PPL) licences the use of both recorded music and live music performance at your event.

Licence fees are then distributed by PPL for the use of recorded music on behalf of record companies and performers, while PRS for Music distributes music licence fees for the use of musical compositions and lyrics on behalf of songwriters, composers and publishers. This ensures that the people who create music are fairly rewarded for their talent and work.

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

Some of the most relevant tariffs for outdoor events are:

- Use of recorded (but not live) music at events, [click here](#) for further information
- The staging of live music where an admission is charged, [click here](#) for further information
- The staging of live music where no admission is charged, [click here](#) for further information
- However, given that there are numerous tariff types, we recommend that you check which tariff might be applicable to you, [click here](#) for further information or by calling 0800 086 8820.

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

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

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

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

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

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

A discount will not be granted to Local Authorities.

7.2 Noise

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

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

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

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

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

For example, these may be stated as:

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

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

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

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

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

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

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

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

7.3 Trading at your event

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

Many of our parks venues already have some form of catering concession, this could be a café, kiosk or mobile ice cream concession. Where such trading has been licensed, we reserve the right to restrict trading of certain items. When stating that you require trading at your event, you will need to let us

know the type of goods to be sold, to ensure that any existing contract terms for our existing concessions are honoured.

In the city centre we will only permit trading in certain instances. Generally, if the retail, food or beverage, is linked to an event in some way, such as through the sale of culturally specific food and goods at a community led event or where neighbouring businesses are either not available or suitable to meet the needs of audiences attending the event.

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

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

Regardless of event venue, if you plan to have more than 4 trading units (retail, food and beverage) at your event a separate Markets Licence will be required. A Charter Markets Licence was granted to the City of Nottingham by Royal Charter, this means that the Council is entitled to seek legal protection any 'rival markets' within a distance of 6 $\frac{2}{3}$ miles from any City Council run market. This could be interpreted as either Victoria Centre indoor market, one of our 8 street markets or even the Colwick Car Boot sale, and means that the requirements for a Markets Licence covers all of the city boundary and beyond.

Even if you do not consider your event trading activity as a market, where there are more than 5 trading units on a defined events site, this is still technically described as a market and therefore a licence is required.

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

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

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

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

7.4 Charity Collections

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

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

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

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

Please note:

- A street collection permit only authorises the collection of monies (either in cash or by card).
- A charity collection permit does not allow you to stage an event, performance or erect any form of structure within the space that you have booked. It only permits the collection of monies for charitable causes. If you do wish to stage an event in a designated event space, whilst also collecting for charity, you will still need to complete this event application as well as applying for a charity collection permit.
- If your charity collection application form is not returned within the 14-days the date reserved will be cancelled and allocated to another organisation.
- If you do not work for the organisation/charity you are required to provide a letter authorising you to collect on their behalf on their headed notepaper.
- A financial statement is required to be submitted within one month after the collection. The statement must be signed by a fully qualified accountant that belongs to a recognised body. If this statement is not provided, no further collections will be authorised for the organisation/charity in question until this documentation has been satisfactorily received. (If you do not return the documentation it means that Nottingham City Council is unable to permit any other promotor to collect on behalf of the charity/fund that you have collected for).
- Your Street Collection is required to be advertised in a local newspaper. Your advert needs to detail:

The Chief Promotor

The area to which the permit related

The name of the charity/fund

The date of the collection

The amount collected

The amount distributed to each charity

The amount of expenses and payments incurred

- The complete newspaper must be forwarded to the Local Authority no later than 7 days after the advertisement was published.
- Only one collection per organisation is allowed at any one time and no further collections can be booked until a satisfactory financial statement and a copy of the newspaper advertising details of the collection that took place have been received by the Local Authority.
- If you do not utilise the permit you must notify us immediately, so as not to prevent future collections by the organisation that you are collecting for.

7.5 Other Requests for Money or Collections

If you intend to stop or approach people with the intention of asking them for money, personal items or other donations, or with the intention of asking them to enter into any arrangements, which involve them making any future payment or providing information to assist in them being contacted at

another time with the view to their making a future payment, we will define this as trading, and an additional fee may be payable.

7.6 Charity Registration Number

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

7.7 Product Giveaways & Sampling

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

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

7.8 Printed Matter

If you wish to distribute printed matter in the city centre (and at Forest Recreation Ground, Hyson Green, Bulwell Market and Clifton Market within designated areas as detailed [here](#). You will need a Free Printed Matter permit under the Environmental Protection Act 1990.

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

For bookings in designated event spaces received via this online process, if you have highlighted distribution of free printed matter under event activities, your booking will include permission and the required permit for the distribution of free printed matter. Licence fees have been incorporated within the ground rent charge for two distributors. If you require more than two distributors you will need to apply for a Free Printed Matter permit at an additional cost of £400 (No VAT).

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

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

Please note that a Free Printed Matter permit does not permit any temporary structures or other infrastructure such as trestle tables, advertising or promotional materials or similar.

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

7.9 Mobile Advertisement

An advertisement comprising of or included on a placard borne by a sandwich board or costume worn by a person or an animal. A licence is required, please include a description of the proposed mobile advertisement, stating the intended display.

8 Other activities and attractions

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

- Aircraft/Flying Displays/Drones
- Animals
- Balloon Launch (e.g. helium balloons)
- Hot Air Balloons
- Bonfire
- Barbecue
- Fairground Rides/Attractions
- Catering – Food and Drink Businesses/Concessions
- Inflatables/Bouncy Castles
- Motorcycles/Motor Vehicles
- Carnival or Procession/Parade
- Fireworks/Pyrotechnics
- Laser Lighting/Special Effects
- Parachute Display
- Re-enactment Groups

8.1 Aircraft/Flying Displays/Drones

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

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

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

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

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

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

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

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

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

Further guidance is available here www.caa.co.uk/Commercial-industry/Aircraft/Unmanned-aircraft/Small-drones/Regulations-relating-to-the-commercial-use-of-small-drones/

8.2 Animals

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

Guidance notes have been issued by the Department of Food & Rural Affairs (DEFRA) and Nottingham City Council. The application form is available [here](#)

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

8.3 Balloon Launches

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

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

8.4 Bonfires

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

Even during one of these permitted periods when bonfires may be staged, it remains illegal to burn many types of waste as setting fire to treated wood, plastics, tyres, rubber and oil can both pollute the environment and harm human health.

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

[Further guidance from the Environment Agency is available here](#)

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

8.5 Barbecues

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

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

8.6 Fairground rides, attractions

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

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

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

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

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

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

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

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

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

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

Fairground attractions where the public do not ride on anything but participate in a game of skill or chance (Hook the duck or Side Stalls air rifles etc.), usually housed in round and side stalls which may not require ride test certificates. However, they should have an operational risk assessment available that will include fire and electrical safety control measures.

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

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

More detailed, in-depth advice on the management of fairgrounds and rides is provided in the Health and Safety Executives (HSE) Fairgrounds and amusement parks: Guidance on safe practice (HSG17) [Click here](#) for further information.

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

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

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

8.7 Catering

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

Before planning the food at your event, remember:

8.7.1 If your event is in a park:

- We will usually permit up to 4 trading units.
- Many of our parks have existing catering concession contracts. For example, the Forest Recreation Ground has a Café in the pavilion. They mainly selling sandwiches, cakes, tea and coffee. As such where there is a clear duplication in food offer, we may decline a particular concession from trading. Even if a park does not have a permanent concession, they may have an ice cream sales

contract, in which case we would not normally permit ice cream sales at your event, unless you can prove that there is sufficient demand.

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

8.7.2 If your event is in the city centre:

- The city centre has many fantastic food and drink businesses in close proximity to our event venues. We therefore do not generally approve any food and drink at events using a city centre space unless the food is culturally specific or linked directly to the activity being staged.
- By culturally specific we mean that it links to the activity being staged. For example, on St Patrick's Day we would permit the sale of Irish food specialities such as Irish Stew or Colcannon, but may restrict burgers and other fast food as they are widely available in the city centre and have no link to the cultural activity being staged.
- Remember, any more than 4 trading units (this includes not just food, but any trading stall or attraction) and you will also need a Markets Licence.
- Depending on the event location you may also be charged a street trading fee, this is in addition to the ground rent fee.
- If trading from a vehicle we will need to know vehicle registration details so that vehicle permits may be issued for those event sites in the city centre clear zone.

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

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

8.7.3 Bake sales and similar

Many community events include bake sales or using other types of home prepared food to raise money. If you are planning such activities, advice is available from Nottingham City Council Safe Business - Food Safety and Standards who can be contacted on +44 (0)115 876 1488 or food.enforcement@nottinghamcity.gov.uk.

8.7.4 What to request from your food concessions?

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

8.7.5 Food hygiene ratings are as follows:

5 hygiene standards are very good

4 hygiene standards are good

3 hygiene standards are generally satisfactory

2 some improvement is necessary (no trading permitted at Nottingham City Council event venues)

1 major improvement is necessary (no trading permitted at Nottingham City Council event venues)

0 urgent improvement is required (no trading permitted at Nottingham City Council event venues)

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

In order to obtain a food hygiene rating all food businesses will need to be registered with a local authority. Events caterers, whilst going from site to site to trade should be registered with their 'home base' of the operation. We also recommend that all event caterers are members of the Nationwide Caterers Association [click here](#) to access this information. Please also check that all traders have public liability insurance.

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

All food business operators must have an appropriate written Food Safety Management System (FSMS) in place, based on Hazard Analysis Critical Control Point (HACCP) principles and should be trained in its use, including:

8.7.6 Temperature control of high-risk foods

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

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

8.7.7 Cooking of food

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

8.7.8 Allergens and Intolerances

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

8.7.9 Cleaning & Hygiene

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

- All work areas, including all surfaces and structures, must be maintained in a good condition, kept clean and free from accumulations of waste
- All equipment must be kept clean and maintained in good working order
- Adequate facilities must be provided for the cleaning and disinfecting of work tools and equipment that come into contact with food. This means a hot and cold-water supply, detergents and disinfectants complying with BS EN 1276:1997 or BS EN 13697:2001.
- Separate sinks (or similar) for food and cleaning, plus a dedicated hand wash facility.
- Care must be taken to prevent contamination. Cover food on display as much as possible and consider the use of sneeze guards. Ensure that raw and ready to eat foods are kept separate and

use separate equipment for raw and ready to eat foods. Colour-coded cloths or disposable cloths, and chopping boards correctly used, will assist in reducing the risk of contamination. Hands must be washed thoroughly after handling raw food. If your overclothing could become contaminated whilst handling raw products then it must be changed before handling ready to eat foods.

- Each area should have a cleaning plan that is systematic and detailed. The plan should describe the method and frequency for each cleaning task

More detailed guidance can be obtained from Nottingham City Council Safe Business - Food Safety and Standards who can be contacted on +44 (0)115 876 1488 or food.enforcement@nottinghamcity.gov.uk and/or from Safer Food Better Business for Caterers available [click here](#).

8.7.10 Food waste & used cooking oil

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

8.7.11 Flooring

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

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

8.8 Inflatables

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

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

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

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

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

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

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

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

8.9 Parade/Carnival Procession

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

Many events have traditionally included a parade. Examples of annual parades in Nottingham include:

- Nottinghamshire Pride: Albert Street to Broad Street
- Remembrance Sunday (South Notts Husars): Middle Pavement to Old Market Square
- St Patrick's Day: Pelham Street to Old Market Square

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

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

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

Where the parade is staged outside city centre pedestrianised streets, you will need to meet the costs in full of the TTRO as well as traffic management, hostile vehicle mitigation and any parking bays that need to be suspended. The last time a parade was staged outside of the city centre pedestrianised streets between the Forest Recreation Ground and Old Market Square the cost was in excess of £20,000.

Detailed advice and information is available from highway.management@nottinghamcity.gov.uk

8.10 Fireworks

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

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

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

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

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

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

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

- Consider whether the site is suitable and large enough for your display, including a fall out zone to ensure that fireworks to land well away from spectators.
- Have you checked (in daylight) for overhead power lines and other potential obstructions.
- Consider what is the direction of the prevailing wind? What would happen if it changed?
- Have you obtained the fireworks from a reputable supplier?
- Do you have a suitable place to store the fireworks and dispose of any un-spent fireworks safely?

The 4 categories of fireworks are as follows:

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

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

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

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

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

Further information is available at:

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

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

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

8.11 Special effects

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

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

8.11.1 Stage pyrotechnics, smoke and flame effects:

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

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

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

8.11.2 Smoke & vapour effects:

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

8.11.3 Flame effects:

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

8.11.4 Display lasers:

Lasers that are used in entertainment can have outputs high enough to cause a significant risk of eye injury and sometimes skin burns if used in-correctly. PLASA, the Professional Lighting & Sound

Association (PLASA) have published guidance www.plasa.org/guidance-for-display-lasers/. The HSE also provide guidance, [click here](#) to access it. If you wish to use Lasers at your event we will require compliance with PLASA best practice guidance as outlines above.

8.11.5 High-power scenic projectors:

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

8.11.6 Strobe lighting:

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

8.11.7 Confetti & Streamer canons:

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

9 Submitting Event Documentation

For your application to be considered, you may be required to submit the following documentation (some of which is mandatory and some, which is dependent on size, venue and activities, planned).

- Proof of public liability insurance - Mandatory
- Site plan - Mandatory
- Risk Assessment - Mandatory
- Event Management Plan - Mandatory
- Stewarding Document (dependent on size of event and activities)
- Noise Pollution Plan (dependent on activities)
- Inflatables risk assessment – required for each installation
- Pictures of mobile advertisements

When uploading your documents, please enter the document name in the following format:

Document Name - Event Name - Event Year

Do not use any special characters in the naming of your document e.g. &\$£

9.1 Insurance

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

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

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

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

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

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

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

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

The relevant types of insurance are as follows:

9.1.1 Public Liability Insurance (PLI)

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

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

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

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

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

9.1.2 Employer Liability Insurance

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

9.1.3 Product Insurance

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

9.1.4 Cancellation and Weather Insurance

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

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

9.2 **Site Plan**

Please ensure you have created a suitable site layout plan, which indicates how your activity will be laid out at the venue and where each element of the activity will be located.

A site plan should show the boundary of the event, location of structures, facilities and access/egress points. It also identifies rendezvous points (RVP) Identified for emergency services should they be called. It should also include the following where relevant:

- Event control
- Entry/exit points
- First aid
- Lost/found/welfare services
- Venues/attractions
- Bars

9.3 **Event Risk Assessment**

All events conducted on Nottingham City Council land are required to have a suitable and sufficient risk assessment in place before the event goes ahead, this is a condition of your booking. It is a stipulated requirement that all risk assessments contain the following information; name, date, site of event; fire and first aid; assessor name; authorisation manager/counter signatory's name (please note this must be two different people) and are completed and signed by a competent person.

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

A risk assessment will need to identify any hazards, assess the risks and propose control measures, which will either eliminate or control any identified issues.

The risk assessment should consider all aspects including setting up, of the event, during the event and clear up.

Depending on the scale and type of event, the following areas may need to be considered within a risk assessment (NOTE: This list is indicative only and you will need to adapt it to suit the specific nature of your event)

- Venue and site design
- Fire
- Crowd
- Transport and vehicle movement
- Medical ambulance and first aid
- Children
- Structures including temporary demountable structures
- Electrical / gas / solid fuel installations
- Lighting and emergency lighting
- Food, drink, water and sanitary facilities
- Contractors
- Amusements, attractions and promotional displays
- Music/noise issues and impact
- Waste
- Special effects, fireworks and pyrotechnics
- Facilities for people with special needs

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

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

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

For Nottingham City Council to provide permission for an event to take place, each risk assessment must be suitable and sufficient. In order to ensure statutory compliance and meet Nottingham City Council standards, each risk assessment must:

- Be signed by the assessor who must be a competent individual to conduct the risk assessment
- Be counter-signed by the Event Manager with responsibility for the issue/project being assessed
- Be dated with a review date period considered where applicable
- Contain information that it is still valid and up to date at the time of the event

- Ensure that the information within the assessment has been disseminated to all colleagues and contractors that would be exposed to the risks identified

9.3.1 Fire Risk Assessment

As an event organiser you will need to confirm that you have carried out a Fire Risk Assessment for your event/ venue. This is a condition of your booking agreement.

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

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

9.4 Event Management Plan

Where relevant you will be asked to provide documents relating to your Event Management Plan to help assess your application. Information we will need to see in your event management plan including (but not limited to):

- Roles and responsibilities
- Safety policy and management arrangements
- Crowd Management (stewards and security) include the contact details for the Chief steward/Security officer
- Search Policy
- Major incident plan including evacuation procedure
- Crowd management monitoring details
- Designated premises supervisor contact details (where appropriate)
- Personal licence holder contact details
- Lost children + welfare services plan
- Contingency plans
- Fire safety
- Medical, ambulance and first aid
- Contractors
- Communication systems
- Structures
- Electrical installations and lighting
- Food, drink and water
- Sanitary facilities and waste management
- Music and noise arrangements and monitoring
- Traffic Management Plan

If your event meets with SAGe criteria, you will be required to submit an Event Management Plan as part of the SAGe notification process. Further guidance and an event management plan template can be downloaded here – [Event Safety Management Plan](#)

9.5 Other Documents

When uploading other documents, please ensure that you follow the naming convention as outlined above. You will then need to select the type of document from the drop down list prior to uploading. Multiple documents can be uploaded.

To review any files these are available by clicking Find Document.

9.6 Application Summary and Documentation

You will be able to download a PDF summary of your application,

Before you submit your application you will need to agree to the statements shown below

- I understand that the submission of my application does not mean that I have the permission to hold the event and that I may be required to provide more information before the application is processed through the events protocols and permission is finally granted.
- I warrant and represent that I have the full authority of my organisation/company to make this application. I certify that the information supplied is accurate. I will accept the undertakings requested by this application and guidance notes provided.
- I confirm I have read,* understood and will comply with the Terms and Conditions of Hire and Standard Requirements for Outdoor Event Bookings. (Links to be included to these)

Click here to download a copy of our terms and conditions of booking and standard requirements for events.

10 Cancelling an event

You are able to request to cancel your event at any point during the process. You can do this by emailing our Venue Sales and Booking Team at: OutdoorEvent.Bookings@nottinghamcity.gov.uk who will close the case on your behalf.

Please check the Terms and Conditions of booking to ensure for any fees and charges due as this depends on how close to the event date you are. The Venue Sales and Booking Officer will also advise you of any fees or cancellation costs.

Last updated: 2nd June 2020

/ends

If we are hosting a non-Council event, my understanding is that in the event of an accident it is the event organisers responsibility to record this.

Correct. (however we would record for splendour as I think we seem to be the people doing that side of the activity

The Council's accident reporting process is for use where either a) the accident occurs to a member of staff or b) It is reported to the Council and is on Council owned land?

Correct but again not for non-ncc events that happen to public but for any incidents against our staff, they would always be reported on our system.

Therefore is the accident involves infrastructure or activity provided by the event organiser, then it is the event organisers responsibility to record and action?

Correct, again the event organiser

May be something for the new T&C's we need to draft.

Technically it isn't a term and a condition as it is a legal requirement to record incidents and we do note that they must comply with relevant statutory provisions.