

Hosting an Event Guidance The Royal Borough of Kingston upon Thames



Timescales, Information, guidance and a step-by-step approach to planning your public event



THE ROYAL BOROUGH OF
KINGSTON
UPON THAMES

Table of Contents

Introduction	4
Before submitting an initial enquiry form	4
Submitting an initial enquiry form	5
Initial enquiry form and supplementary information timescales	5
Large and major events	7
Information and Guidance	8
Event Management Contact Information	8
Event Description	9
Location	9
Site Plan	9
Dates and Duration	9
Event Programme	9
Event Schedule	10
Health and Safety	11
Risk Assessment	11
Risk Assessments for Contractors, Stallholders and Exhibitors	12
Site / Event Capacity	12
Stewarding and Security	12
Safety Measures	12
Emergency Procedures	13
Fire Safety	13
Electricity	13
Inflatable Play Equipment	14
Fun Fairs	14
Temporary Structures	14
Toilets	15
Communications Plan	13
Event Communication - Residents and Businesses	16
Event Communication - Internal prior to the event and on the day	16
Event Communications - Audience on the Day	16
Media	16
Lost and Missing Children/Vulnerable Person	17
Lost and Found Property	17
Licensing	17
Alcohol and Entertainment	18
Street Trading	18
Animal Welfare	18
Massage and Special Treatments	18
Gambling and Gaming	18
Food	19

Insurance	19
Onsite Vehicles	19
Traffic, Transport and Parking	20
Do You Require a Road Closure for Your Event?	
Waste Management and Recycling	21
Litter	
Noise	21
Severe Weather and Event Cancellation	22
Post Event Feedback	22
Checklist for Submission	22

Introduction

This document will help you develop a detailed plan for the smooth running of your event and the safety and enjoyment of the people attending and working at your event.

Before submitting an initial event enquiry form, you will need to take into consideration the following information:

- Public liability insurance covers the cost of claims made by members of the public for incidents and accidents that occur in connection with your event activities. Public liability insurance covers the cost of compensation for: personal injuries, loss of or damage to property, death.
- The Royal Borough of Kingston upon Thames will not be held responsible for: personal injuries, loss of or damage to property, death, in connection with an event organisers activities.
- [A risk assessment](#) is an essential feature of planning any event. It helps you; identify the hazards in relation to the event that could cause injury or illness, assess the potential risks that may arise and who might be harmed, and details the steps you will take to reduce or mitigate identified risks. Your risk assessment should show the identified risk with current mitigation measures and scored against likelihood and impacts. Anything that remains as a high or medium risk should have additional mitigations put in place to reduce the risk. Anything that still remains a high risk at this point should be considered as unsafe activities and stopped.
- [Fire safety risk assessment guide](#) tells you what you have to do to comply with fire safety law, helps you to carry out a fire risk assessment and identify the general fire precautions you need to have in place.
- [An event management plan](#) is a document which provides a range of key information about an event. This document is developed to provide event organisers with a guide of the type of information which is required when planning and hosting an event.
- A traffic management plan may be required for some events.
- [London Ambulance Service pre-event guidance](#) to be considered by all event organisers, and completed for events over 500 capacity or those going through the Safety Advisory Group (SAG) process.
- A detailed site location plan of the space you plan to use within the event area.
- The purpose of a crowd management plan is to ensure that a large gathering of people is controlled in an orderly and problem free manner. Without a crowd management plan in place events can be put at high risk that may result in general public disorder, personal injury and lead to fatalities. Depending on the anticipated number of attendees a crowd management plan could be covered within the event management plan or a stand alone crowd management plan may be required.
- [Sustainable Event Commitment for Outdoor Events](#) - Events are a vital part of our borough's economy; making it a vibrant place to live and visit. To minimise the negative impacts and maximise benefits to the environment, people and the local economy, event organisers will be encouraged to sign up to our Sustainable Event Commitment, as a condition for the use of public space and land. By making a commitment, you can show

publicly your commitment to reduction of the negative impact of your activities on the environment.

All the above listed documents are requirements for all events held in parks, open spaces, on public land and on the highway.

For an annual event, it is good practice for the risk assessment, fire risk assessment and event management plan to be reviewed on a periodic basis and to make sure any learning is documented.

Submitting an initial enquiry form

You must notify us of your proposed event via our online initial event enquiry form. Please complete every section of this form, this will help us assess the size, impact, scale of your event and enable us to support your application with information on the required statutory requirements such as licences, permissions and demonstrate public safety.

All events will be assessed on the details given in the initial enquiry form, so it is important that this contains as much relevant information as possible. We will help guide you through this process and may ask for additional information if required.

Initial enquiry form and supplementary information must be submitted in accordance with the timescales below.

Due to the number of stakeholders who may need to be engaged with the planning of an event it is important to ensure enough lead time is put in place in order to effectively consult with key stakeholders.

The below timescales are minimum notification requirements for events taking place:

Type of Application	Timescale	Supplementary Information
Small Scale Events (up to 499 daily attendance and where no road closure is required).	A minimum of 3 months prior to the Event Period start date.	In addition to an initial enquiry form evidence of the following will be required: <ul style="list-style-type: none"> • Appointment of your waste licensed contractor. • Application for a Premises Licence (if required). • First Aid arrangements for the event. • Seek event staff and volunteers.

<p>Medium Scale Events (500-1,499 daily attendance or smaller events involving road closures) .</p>	<p>A minimum of 4 months prior to the Event Period start date.</p>	<p>In addition to an initial enquiry form evidence of the following will be required:</p> <ul style="list-style-type: none"> • Traffic Management Orders application. • Confirmation of event security arrangements. • Appointment of your waste contractor. • Application for a Premises Licence (if required). • First Aid arrangements for the event. • Seek event staff and volunteers.
<p>Large Scale Events (1,500-4,999 daily attendance).</p>	<p>A minimum of 8 months prior to the Event Period start date.</p>	<p>An Events management plan and a risk assessment will need to be submitted with the initial inquiry form; and</p>
<p>Major Scale Events (5,000+ daily attendance)</p>	<p>A minimum of 10 months prior to the Event Period start date.</p>	<p>evidence of the following will be required:</p> <ul style="list-style-type: none"> • Traffic Management Orders application. • Confirmation of event security arrangements. • Appointment of your waste licensed contractor. • Application for a Premises Licences (if required). • First Aid arrangements for the event. • Seek event staff and volunteers.
<p>Applications for temporary permissions where required:</p> <ul style="list-style-type: none"> • Premises Licences • Request a road closure • Temporary Traffic Management Orders (to close a road or 	<p>There is a minimum statutory requirement of 28 days for such a licence</p> <p>There is a minimum of 3 months notice is required to process the legal documents</p> <p>Applications for TTMOs - a minimum of 3 months notice</p>	

<p>pavement for your activity).</p> <ul style="list-style-type: none"> • Temporary Event Notice (TEN to allow licensable activities such as selling alcohol, providing regulated entertainment or serving hot food or drink (known as late night refreshment). • Street Trading licence (to allow sale of 'licensable activity' on or within 7 metres of the public highway). • Parking suspensions and dispensations (this allows for the temporary suspension of parking controls, waiting, parking and loading, for a specific purpose). • Noise control plan. 	<p>is required to process the legal documents At least 10 working days prior to the Event Period start date.</p> <p>At least 10 working days prior to the Event Period start date. Please note that you will not be able to make an online application for suspensions to start within five working days</p>	<p>Consultation will be required with transport providers and highways teams / utility providers to consider the impact of the request on the provision of transport and planned utility works.</p>
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Large and major events

For major and large scale events, the event organiser's proposed event details along with their mandatory documentation will be shared with relevant Council service areas (who may be required to be involved with your event for consideration) and with members of the Safety Advisory Group (SAG), a multi-agency forum. SAGs are co-ordinated by a Local Authority (LA) and made up of representatives from the emergency services (Police, Fire and Rescue Service and the Ambulance Service) and Council services (Neighbourhood Managers, Community Safety, Licensing, Resilience Planning, Highways, Green Spaces / Parks Contractor, Environmental Health, Waste Services and Food Safety) working across the Royal Borough of Kingston, as well as an Independent Member: Non CAT 1 representation.

The SAG forum provides specialist independent advice to event organisers to promote high levels of safety and welfare at events. If you're planning to run a large or major scale event or are considering activities that are higher risk, then you may be requested to attend a SAG meeting to discuss your event application in more detail. This is to ensure we are fully aware of what is planned and can provide you with advice and support to ensure your event takes place safely.

Information and Guidance

Under each heading you will find information to help prompt you to provide the appropriate details in the event management plan.

Event Management Contact Information

It is important to know who is responsible for different aspects of your event. Below is an example of the contact information you will need to prepare. You can create your own list with the relevant roles, responsibilities and contact information.

Name	Role	Responsibility	Contact information
	Event Organiser	Overall responsibility	
	Event Coordinator (supporting Event Organiser)	All event infrastructure, ordering, delivery timings etc	
	Steward Coordinator (if you are using stewards at your event)	Recruitment, training and event day management	
	Crowd Management Contact (could also be the Steward Coordinator pending the size of the event)	Responsible for defining the emergency plan for evacuation; and ensuring that employees properly understand their roles in crowd management and assisting in directing the crowd in an orderly manner for evacuation	
	Security Officer	Ensure the safety of a person or group of people. They work with crowds in public places and help keep them calm	

	Health and Safety Officer	Risk assessments, legal compliance, fire points, site inspections, first aid provision	
	Waste Management	Organisation of waste clearance and recycling	
	Communications (phone numbers, radio channels, public address systems)	Media spokesperson, communication to staff, attendees, contractors etc	
	Add in extra lines as needed		

Event Description

Provide a brief summary (2-3 paragraphs) of what your event will involve.

Location

All event sites must be left in a clean and tidy condition. Event organisers are responsible for the full cost of the repair to any damage to the site.

Site Plan

Provide a site plan with as much detail as possible about your event - You can use [google maps](https://www.google.com/maps) to create this.

Include details of the location and placement of:

- entrance/exit points
- steward/marshalling points
- any fencing and barriers
- vendor sites
- direction of vehicle movements
- pedestrian flows and movements
- evacuation routes
- lost and missing children/vulnerable people points
- access routes
- parking points for emergency vehicles
- toilets
- temporary structures include, but are not limited to, marquees, seating, stalls, stages, and lighting columns
- position of attractions e.g. fairground rides
- power supply runs (cables) and generators/power sources
- information point
- car parks and position of site in context to nearby roads
- first aid points
- location of waste / recycling provision

Dates and Duration

List the date(s) the event will take place on and start and end time of your event, as well as site set up and derig start and finish times.

Event Programme

An event programme helps you to identify everything that needs to be done before, during and after your event. We recommend you do this to help make sure you complete tasks on time and that things aren't forgotten.

An example of an Event Programme below:

Prior to Event Day							
Date	Task	Start	Finish	Resources/Who	Notes	In Hand	Complete

Event Day							
Task	Start	Finish	Resources/ Who	Notes	In Hand	Complete	

Post Event							
Date	Task	Start	Finish	Resources/ Who	Notes	In Hand	Complete

Event Schedule

If you have multiple activities taking place at different times and locations you will need an event schedule to programme your activities.

For example, you may have a stage, parade, arena area, and walkabout entertainment. You could programme an arena act to start shortly after a stage act has finished, to provide entertainment during the stage act changeover.

If your event includes on stage entertainment, you may need a separate stage run sheet broken down into periods of one minute. For smaller outdoor events breaking your timetable into periods of between 5 and 15 minutes usually works well.

An example of an Event Schedule below.

Event activities and timings							
Time	Stage programme	Arena programme	Face painter	Dog show	Street parade	Music stage	other
12:00	Opening performance		Face painter				
12:10							
12:20							

12:30	<i>Changeover</i>	<i>Cooking demo</i>			<i>Street parade</i>		
12:40				<i>Dog show</i>			
12:50			<i>Face painter</i>				
13:00	<i>Dance performance</i>					<i>Band XX performs</i>	
13:10							

If your event has one activity (for example, market stalls open from 9am until 1pm) then you do not need an event schedule.

Health and Safety

Health and Safety is the event organiser's responsibility and they must complete a risk assessment.

As the event organiser you are legally responsible for the health, safety and welfare of people at and attending your event including; public, employees, volunteers, contractors and subcontractors, under the [Health and Safety at Work Act 1974](#). You must take reasonable steps to meet health and safety laws and guidelines. Depending on the risk level of your event you may need to consider appointing a Health and Safety Officer.

We may have recommendations for your event if your health and safety measures do not seem appropriate. The following headings will encourage you to outline and plan the steps you will need to take to make sure your event is safe.

Risk Assessment

A risk assessment is the process used to consider the potential risks and hazards that could cause harm to people. It considers the factors that make the risk more likely and those that make it less likely. Your risk assessment will help you to decide whether you have taken enough precautions, or need to do more to make your event safe.

The first step is to develop a risk register, which identifies the risks at/or from your event. Each risk is listed in the register and needs to be included in the risk assessment;

- identifying the hazard and possible hazardous consequences that could take place;
- the likelihood and impact from the hazard (and the overall risk);
- what measures can be put in place to reduce or remove the risk;
- consider any weather conditions which may lead to your event being cancelled and how you will manage this; and
- include your security requirements which will depend on date, operating times, location, target audience, planned attendance numbers, closed (restricted access) or open access to your site.

It is essential that you provide your risk assessment to us when you submit your event management plan.

Risk Assessments for Contractors, Stallholders and Exhibitors

You are responsible for making sure you have risk assessments for anything you contract to external organisations, or partners for your event. Please retain copies of the risk assessments from the other parties involved in your event.

Site / Event Capacity

Please provide information about the estimated number of attendees that will attend throughout the duration of your event; and the anticipated peak level of attendance at any one time during the event. What the capacity of the event site is, and how you will manage the number of attendees. Consideration will need to be given to the flow of attendees at entry and exit points.

More information relating to the capacity of event sites and premises can be found on the [Health and Safety Executive website](#).

Stewarding and Security

Volunteers are limited in their capacity for some stewarding duties, so you may need to consider Security Industry Authority (SIA) trained marshalls or stewards for specific functions which will incur a cost.

Stewards are responsible for crowd management and need to be identifiable (e.g. wearing tabards or uniforms). The number of stewards needed depends on your risk assessment, event date, operating times, location, target audience, planned attendance numbers, closed (restricted access) or open access to your site.

Security officers are responsible for crowd control.

Establish the ratio of stewards (and/or security personnel) to visitors early in the planning process. Outdoor events may require a higher ratio of stewards depending on the size of the event space, activities taking place and audience (e.g. children and vulnerable persons).

Remember your stewards and security will require training and briefing so that they are fully aware of their duties and responsibilities. Add them to your communication plan for staff and other helpers (volunteers) so all event personnel understand how to share information, or report and manage incidents or accidents during the event.

For the rest of this document the reference to staff includes directly employed, hired security, stewards and volunteers (either paid or unpaid).

Safety Measures

Please consider the following for all events:

- What first aid / medical cover will be provided and who will provide it?

- St Johns Ambulance Service or health providers can provide first aid services at a cost.
- Are there any professional safety standards that have to be observed? (For example, in relation to fireworks, fairground rides, electrical safety).

Emergency Procedures

You must make sure you have documented procedures for fire, site evacuation, communication with all people (visitors and staff) at the event, contacting the emergency services, and who are the designated person(s) who will make decisions in the case of an emergency.

Your emergency procedures will need to be included in the event management plan, to include details on how incidents will be logged and responded to at the event.

[Health and Safety Executive](#) provides information on planning for incidents and emergencies to respond effectively to health and safety incidents and other emergencies that might occur at an event.

Fire Safety

Please include a fire risk safety risk assessment and show that you have:

- identified fire hazards (including the sources of ignition, fuel and oxygen)
- identified people at risk within and surrounding your site, and those at highest risk
- evaluated the risk of a fire occurring and the risk to people if a fire occurs
- removed or reduced fire hazards, and removed or reduced the risks to people
- considered detection and warning, fire fighting, escape routes, signs and notices, lighting and maintenance
- recorded significant findings and action taken
- prepared an emergency plan
- informed and instructed all event staff, contractors, stall holder, exhibitors etc and provided training
- reviewed and revised your assessment, where necessary.

For an annual event, it is good practice for the risk assessment, fire risk assessment and event management plan to be reviewed on a periodic basis and to make sure any learning is documented.

Information to support you with the fire safety risk assessment includes:

- [Fire Safety Risk Assessment - open air events and venues](#)
- [Fire Safety Risk Assessment - small and medium places of assembly](#)

Electricity

- All electrical installations (electricity supplies), even temporary ones, must comply with the [Electricity at Work Regulations 1989](#).
- Any event that has electrical supply included, must have a competent electrician signoff the installation before the event starts.
- All electrical equipment is required to have valid electrical safety certification (Portable Appliance Test (PAT)).

Inflatable Play Equipment

You need approval for any rides, fun fairs or bouncy castles at your event. Before approval is granted for inflatable play equipment you need to make sure:

- the operator has public liability insurance of at least £10 million (lower levels can be considered for small events, subject to an analysis of the risks);
- the operator carries out daily checks;
- you know when the equipment was fully inspected last;
- you get full instructions on its safe operation;
- the equipment is clearly marked with limitations of use (maximum user height, etc.); and
- that your contractor is a member of a relevant association - National Association of Inflatable Hirers (NAIH), or British Inflatable Hirers Alliance (BIHA).

It is recommended that the operator has a copy of the current Professional Inflatable Play Association (PIPA) test certificate for the equipment. Guidance is available from PIPA's [website](#).

Fun Fairs

If you intend to have rides and fun fairs at your event, you need to make sure that your contractor/operator:

- has public liability insurance of at least £10 million (lower levels can be considered for small events, subject to an analysis of the risks) and
- gives you a copy of their 'In Service Annual Inspection' papers to submit to us with your event management plan.

It is recommended that the operator is part of the [Amusement Device Inspection Procedures Scheme \(ADIPS\)](#); confirms in writing that they operate under the [Fairgrounds and Amusement Parks - Guidance on Safe Practice](#)

Temporary Structures

Temporary structures include, but are not limited to, marquees, seating, stalls, stages, and lighting columns.

Our approval process to include temporary structures depends on their type and scale. Long term structures may need planning permission. Please be aware that larger temporary structures need an independent engineer to sign-off on their safety before they can be used. As a minimum, suppliers must provide you with:

- public liability insurance of at least £10 million (lower levels can be considered for small events, subject to an analysis of the risks);
- risk assessments;
- method statements (a logical sequence exactly how a job is to be carried out in a way that secures health and safety and includes all the control measures. This will allow the job to be properly planned with the appropriate health and safety resources needed for it); and
- a signed hand over inspection once the structure is completed to say it is safe and ready for use.

Use competent/certified contractors; and consider all other health and safety aspects relating to any temporary structure. For more information visit the [HSE website - Temporary demountable structures \(TDS\)](#); and our [website](#) for things to consider.

Toilets

Adequate toilet facilities must be provided at your event for all participants including attendees, staff and contractors. This includes facilities for disabled people and separate sanitary facilities for caterers. Please detail your planned toilet provisions for your event. For example, are there public toilets available or temporary toilets being brought to site?

Please note that you cannot rely on the use of commercial or business toilets unless you have agreed written permission beforehand.

The [Health and Safety Executive guidelines for toilet numbers](#) are below (this information is accurate at the time of publication, however, please check the link for updates):

For events with a gate opening time of six hours or more		For events with a gate opening time of less than six hours duration	
Female	Male	Female	Male
1 toilet per 100 females.	1 toilet per 500 males and 1 urinal per 150 males.	1 toilet per 120 females.	1 toilet per 600 males and 1 urinal per 175 males.

Communications Plan

A communications plan in preparation for your event, and during its operation, is crucial for making sure things run smoothly.

You need to consider:

- notifying residents and businesses in the surrounding area about your event plans before the event takes place - the earlier the better;
- internal communication prior to the event and on the day of the event with all participants including staff and contractors etc; and
- communicating with your audience on the day.

Event Communication - Residents and Businesses

We would encourage you to contact all residents and businesses in writing within the surrounding area that may be affected by your event. For example, they may be affected by noise generated, road closures and parking suspensions.

You need to notify us of any objections to your event taking place. This will form part of the assessment to make sure all stakeholders are aware of the event and all positive and negative impacts have been considered.

Event Communication - Internal prior to the event and on the day

You need a clear communication plan in place and to make sure that all staff know the plan. You must have suitable communication equipment prepared for the day and tested beforehand. Equipment could include mobile phones, radios and public address systems.

Make sure:

- you list phone contact details and radio channel details (if appropriate) in your event contact list;
- everyone working at your event is aware of who to contact if they need to report an incident or accident, or pass information on; and
- your communication plan links to your emergency procedures.

Remember to include your plans for communication with all staff, contractors, emergency services both on-site and off-site, for the duration of your event.

Event Communications - Audience on the Day

Please detail your plans for communicating with your audience prior to the event and during the event, for example has there been any publicity of the event already? Will you use banners, posters, flyers, social media or a website? On the day your communications could include signage, a public address system and information points.

Media

Provide contact details for your media spokesperson and for those who will decide whether to grant permission such as taking photographs at your event. Include them in the event management contact information.

Lost and Missing Child/Vulnerable Person

You must have a 'Lost and Missing Child/Vulnerable Person Policy' if your event is to be attended by children/vulnerable persons and there is the potential for them to be separated from their parent(s) or guardian(s). All staff must be familiar with the policy.

Your policy must include:

- arrangements for the safe care of children/vulnerable person until they can be reunited with their parent or guardian;
- provision of a clearly advertised point for information on lost and missing children/vulnerable person;
- having at least two adults, with a current Disclosure and Barring Certificate in place, looking after any lost or missing child/vulnerable person (child/vulnerable person cannot be left with just one adult);
- how all incidents will be logged and all details recorded;
- instructions that parents and guardians must provide identification (ID) and a description of the lost or missing child/vulnerable person before they are allowed to collect the child/vulnerable person; and
- contacting the police if the child/vulnerable person is reluctant to go with the parent(s) or guardian(s).

Lost and Found Property

You will need a "Lost and Found Property Policy" in the event of items being lost or found during your event. All staff must be familiar with the policy.

Your policy must:

- detail the procedures that are in place to ensure the secure handling, storage and processing of lost and found property, as well as a log of who reported it; and
- aim to ensure that lost property is held safely and reunited with the owner wherever possible and when not possible that the property is disposed of in a fair manner.

Licensing

You may require a licence if you want to carry out any of the following activities at your event:

- selling or supplying alcohol
- providing entertainment such as; music, film exhibition or stage performance

- serving hot food or drink between 11pm and 5am
- selling, or offering to sell, any items or services in the street
- offering tattooing, piercing, massage, manicure and pedicure and other special treatments
- providing a raffle/tombola or other gambling activity
- providing entertainment involving animals.

Alcohol and Entertainment

Provide details of any alcohol or entertainment (if different from mentioned previously) that you plan to provide at your event.

Are you planning any of the following activities for example:

- selling alcohol
- providing entertainment such as:
 - stage performance
 - film exhibition
 - indoor sporting events
 - boxing or wrestling entertainment
 - live music
 - recorded music
 - dance performance

Street Trading

Licences are required if you want to sell, or offer to sell, any items or services in the street. This can include games and rides.

Are you planning to have stalls and attractions on or near the highway? If the answer is **yes** you may require a single day Street Trading Licence or Speciality Market Licence.

Animal Welfare

Are you planning to exhibit or use animals at the event such as having a petting zoo, reindeer or pony rides? If so, you may require a licence or other authorisation.

Please provide details of all animals you plan to bring onto your event site, with appropriate copies of relevant licences and registration documents (to be submitted with your event management plan). Please also note whether the public will be allowed to enter the event site with their pets.

You will need consent from us in writing before bringing animals on site for exhibition, performance, or entertainment purposes. Please be aware that you are responsible for the welfare of the animals under the [Animal Welfare Act 2006](#).

Massage and Special Treatments

Please let us know if you are planning to offer treatments like massages or beauty treatments for payment at your event? If so, then you may need to apply for a temporary special treatment licence.

Gambling and Gaming

Please detail if you are planning on providing a raffle/tombola or other gambling activity at your event. Please be aware that you may need to apply for a permit.

Food

Provide details of any catering and/or food (if not already mentioned) that you plan to provide at your event. Please list any catering contractors in your Key Event Contacts list.

All food business operators must:

- be registered with the relevant local authority
- ensure food handlers are trained as appropriate (for example, food handlers who handle and/or prepare open high risk foods, have a minimum of Level 2 Food Safety in Catering)
- have evidence of a written Food Safety Management System, for example Safer Food Better Business or an alternative
- display food hygiene rating and allergy information.

If any of the above are relevant to your event, the information you provide in your event management plan will be reviewed by our Licensing Team.

For more information on licensing please see our [website](#) or contact our licensing team - licensing@kingston.gov.uk

Insurance

If operating the event on council land or within council property, all event organisers must hold public liability insurance of at least £10 million (lower levels can be considered for small events, subject to an analysis of the risks). Include a copy of the policy with your event management plan. We cannot directly advise you on this insurance, so you will need to approach insurance companies for quotes and once purchased provide us with proof of purchase.

Please be aware that you must make sure your contractors and partners hold public liability insurance and any other insurance policies as necessary. You will need to obtain and retain copies of your contractors' insurance policies. Please include details in your risk assessment.

On-site Vehicles

Please detail your vehicle policy for your event site. You will need a clearly marked emergency vehicle entrance and exit routes on your site plan and as part of your emergency planning. If

these entrances and exits are shared with other traffic, you will need a procedure for the safe entry and exit of emergency vehicles.

You need to consider:

- Discourage engine idling
- Which vehicles need access to the event site?
- Which vehicles will need to remain on-site throughout your event and where will they park?
- Are there any vehicles that need to move on or off the event site during the event?

Traffic, Transport and Parking

Smaller community events will have limited impact on traffic and parking; however, you need to consider this when planning your event.

Please confirm the following:

- Approximately how many vehicles will be attending the event?
- Where will they park?
- How will parking of vehicles be managed?
- Will you have directional signage or parking attendants?

Larger events (with over 1,500 expected to attend) can have a big impact on local traffic and transport, and will require detailed traffic management plans to deal specifically with the traffic and transport.

Consideration needs to be given to:

- Understanding how your visitors will travel to your event.
- Understanding what transport links that are around your event site (train stations, bus stops, etc) and how these can be promoted to your visitors.
- Are you proposing any road closures? If you want a road to be closed or another temporary restriction on vehicles or traffic, you need to apply for our permission and you will need to provide at least 3 months notice to allow sufficient time for the request to be processed. If so, please visit our website: [road closures](#).
- Are you proposing any parking suspensions (request permission to stop parking in a particular location like on a street, parking bay or car park) or dispensations (request permission to park on a normally suspended, or restricted location)? If so, please visit our website: [parking suspensions and dispensations](#).

The following will be required in your event management plan:

- the name(s) of the road(s) to be closed
- road length to be closed (use house numbers, or junction name/number to define the closed section)

- a brief list of properties affected (this means any property, residential or commercial, which is located on, or accessed only by the road/s you wish to close)
- Confirmation of consultation with bus services (if applicable).

Is the road going to be closed for through traffic?

If **yes**, you will also need to send a traffic management plan to us showing the exact extent of the closure and a suggested alternative route for traffic.

Please detail what arrangements will be in place for road signage. There is a minimum requirement to have a 'ROAD CLOSED' sign at each point of closure. It should also have a detour sign and a traffic steward who can alert the event organiser of any vehicles breaching the sign and putting the participants in danger. Please note we cannot provide road signs for this.

Please provide details on the consultation with people living, and businesses operating on the road you propose to close (which must be done at least two weeks before applying to us for a road to be closed, almost 4 months prior to the event).

Include:

- date of consultation
- confirmation that properties in the affected street are in support of the proposal
- provide details of any objections raised to the proposal

Will the event affect traffic in the wider community?

If **yes**, please provide details of any traffic management plans/consultations that have been held with local communities to minimise disruption.

For more information please contact our street works team: streetworks.ttro@kingston.gov.uk

Waste Management and Recycling

As the event organiser, you have a Duty of Care to ensure that all waste and recycling from the event is properly disposed of.

It is essential your event has waste management and recycling arrangements.

Litter

All routes/sites and/or through the borough (e.g. running and cycling events) must be left in a clean and tidy condition.

When providing us with your plans please answer the following questions:

- How will you keep the route/site clear of litter?
- How will you manage waste during and after your event? (Please include details of bins, recycling, skips, litter picking, and disposal).

Noise

If your event has the potential to cause noise nuisance to nearby residents and businesses, your plans will require approval through our Environmental Health team:

environmental.services@rbk.kingston.gov.uk.

Noise nuisance can stem from live music, fun fairs or public address systems.

Things to consider:

- your event location
- if operating a music stage, you will need a professional sound engineer on-site and must agree sound levels with our environmental.services@rbk.kingston.gov.uk
- providing nearby residents and businesses with an event day contact in case they need to make a noise complaint.

Severe Weather Conditions and Event Cancellation

You need to consider any weather conditions which may affect or lead to your event being cancelled and how you will manage this.

Things to consider:

- plan for all weathers, heavy rain and storms (high winds) as well as hot weather, and impact on attendees and staff
- how will you notify attendees if the event is cancelled
- adverse weather insurance
- whether the site is at flood risk
- how you and the event management team will decide whether conditions are too risky for your event to go ahead (include this in your risk assessment).

Post Event Feedback

If your event is an annual event, or you would like to consider having another event in the future in Kingston borough, we will require a post event summary of how your event went and details of lessons learned. This will help us determine how safe and successful your event is.

Therefore, we recommend you ask for feedback immediately from as many of those involved in your event as you can, immediately after the event, while the experience is still fresh in their minds e.g. staff, attendees, contactors, partners, community and businesses. You can use a variety of ways. For example, hot/cold debriefs, a short on-the-ground survey or a written feedback form. This will help you understand what went well and where things could be improved e.g. lessons learned, improvements for next event. Example [post-event feedback survey template](#).

Checklist for submission

Documents to be completed and sent to events@kingston.gov.uk	
	Online Initial Enquiry Form
	Completed Event Management Plan to include contact details
	Completed event risk assessment
	Completed Fire Safety Risk Assessment
	London Ambulance Service pre-event form (if applicable)
	Detailed site location plan
	Copy of your public liability insurance
	Sustainable pledge and self assessment
	Crowd Management Plan (if applicable)