



In partnership with



Events on Council Owned and/or Managed Land

- Hire of Land
- Towpath Permit

APPLICATION GUIDANCE

The Applicant will be required to submit Supplementary Information to support their Application. **The level of Supplementary information required will be dependent on the nature of the Event and activities proposed***. Supplementary information should be submitted at the same time as the Application and **MUST** be received within the specified deadlines. We appreciate that some of the finer details may not be confirmed until closer to the Event, but a comprehensive management plan (rather than the specific detail), should be sufficient to satisfy our requirement in most areas.

A completed ‘Events on Council Owned and/or Managed Land (Hire of Land and Towpath Permit) – [Application Form](#)’ is required for all events. You can respond to the Supplementary information sections by completing the relevant fields on the form or by submitting your supporting documents (via form upload or email) e.g., if the information is in your Event Management Plan (EMP). An EMP can be updated and re-submitted for repeat events, or as your plans develop. If you update your supporting documents and want to send updated versions (after your initial application) you must add a version reference and highlight all changes to clearly mark them for our attention.

***Approval will be granted when we have received and checked your event documentation in line with the Council’s agreed service level criteria. All events will be required to respond to the supplementary sections but large events (attendance of 5000+) or events with high-risk activities may be required to meet additional criteria or supply additional information.**

The Events Service will provide you with a **checklist** to communicate the status of your application. We will comment on any areas of concern and provide guidance/signposting for improvements. The checklist will identify areas where:

- a. **Additional information is required** to meet our approval criteria
- b. **Review is recommended** for ongoing improvement

Please be aware that failure to supply the required information or changes to the application, may result in delays or in your application being terminated; but we will always do our best to work with you to avoid this situation and are here to help should you have any queries along the way.

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the **EVENT
UMBRELLA**

In partnership with



LONDON BOROUGH OF
RICHMOND UPON THAMES

APPLICATION FORM - SUPPLEMENTARY INFORMATION

MAPS AND PLANS

Site Map: For static events taking place in Council owned/managed parks and open spaces, you must provide a comprehensive site map to show the Event location within the Site and the layout of significant infrastructure and activities. It is useful if your plans give an indication of scale (but it is not usually necessary to supply scaled drawings). Unfortunately, we are unable to supply base maps but some web-based maps may be appropriate, or for some sites maps are available via [Find a Park](#).

Checklist:

1. Site layout map and location within Site

- This must be sent as an attached file and not embedded into an email.
- Check you are using the correct site name: [Find a Park](#)
- Does your plan show both the location of the Event within the Site and the event layout?

2. Major infrastructure shown

- Is infrastructure shown (and the same as listed in the 'Event content' section of the application form)?
- Have you marked on the location of significant activities e.g., tug-of-war area?

3. Access/egress/control points, emergency routes/clearways, RVPs

- Have you clearly marked pedestrian and vehicle entrance/exit points? Do you have specific control points i.e., where vehicles have to check-in to gain access?
- Where are the emergency clearways/access routes for use in the event of an emergency?
- Do you have designated RVPs (rendezvous points) for use in the event of an emergency? Do you have different points for the public and organising team? How are these communicated clearly if not included on your site map?

4. Info/medical/production/toilets/services: Have you marked the location of key services/features on your site map e.g., info point, meeting point, medical provision, toilets, water? How are these communicated clearly if not included on your site map?

5. Location of licensable activities clearly defined: The location of any licensable activities should be clearly defined e.g., with a red line to demark the perimeter of the licensed area(s) where a TEN is applicable (this should also be supplied with your licence application).

Route Map: A route map is required for all non-static/moving events taking place on Council owned/managed land, including the Towpath e.g., for running, walking, and cycling events. This should clearly define the route taken and may show the route in a wider context i.e., from entry into, to exit from the borough, including any use of the road network.

NOTE: You may also need to make a separate application/gain the consent of Network Management or other landowners/managers as applicable to your Event.

Checklist:

- Route map:** This must be sent as an attached file and not embedded into an email. The map should be sufficiently detailed to show which path you are using (where there are multiple paths), if the road or footways are being used and where any crossings take place.

2. **Infrastructure on route:** You should include details of any infrastructure/activities on Council owned/managed land, including the Towpath. For example, gazebos and furniture or the locations of water stations, marshalling/medical points.
3. **Distance markers and timings:** It is helpful to include distance markers and expected timings on your route map, especially in busy areas such as the Towpath where there is potential for conflict with other events.
4. **Marshalling/security points:** Show the location of designated security or marshalling points on your map.
5. **Signage plan:** To show your signage locations and specifications. You will need to explain the size and fixing method to assure us that the route is not restricted and that you are not causing damage to the ground, furniture, or trees etc. You will need to confirm the dates/times that signage is put up and taken down. All details must be in accordance with the Terms and Conditions.

HEALTH AND SAFETY

The Applicant is responsible for ensuring the safe delivery of the Event. The Event should be compliant with safety legislation to include, but not limited to; the [Health and Safety at Work etc. Act 1974](#) and the [Management of Health and Safety at work Regulations 1999](#). The Applicant must certify that they understand their responsibilities in this respect. The Applicant can also describe roles and responsibilities of principle staff/suppliers who will be operating under their direction (the Applicant will remain responsible for all suppliers). See [HSE Guidance on Running Events Safely](#).

Checklist:

1. Roles and responsibilities

- a. Where staff/volunteers/suppliers are involved in event delivery, have you clearly defined **roles and responsibilities** e.g., who manages the traders, who manages the stage area and artists, who manages security provider and stewarding team? Who reports to who?
- b. Where **suppliers or contractors** are appointed to deliver specific aspects of the Event, are their roles and responsibilities defined? If you have employed the services an event management company to build the stages and marques, you should describe their role and clarify points of handover e.g., responsibility is handed back to the Applicant upon completion of the build for the period that the event is open to the public. If you have appointed a 3rd party Event Safety Advisor, their exact role should be defined in writing e.g., are they checking supplier paperwork in advance for all suppliers, are they carrying out checks on site - which checks?
- c. Where others are given specific responsibilities, are they **competent** to carry out those roles and have you demonstrated their competency (skills, knowledge, experience, training, qualifications)?
- d. Will you be providing training, briefing materials or onsite meetings for your team pre/during the Event, and follow up with a debrief meeting post Event?
- e. Have you considered how roles may differ onsite vs. during the event planning stages / have you considered all stages of the Event (build/open/break)??

NOTE: Organisers of large or high-risk events may be required to nominate a competent health and safety advisor who is at least IOSH trained in event safety, to be onsite at agreed stages of the Event for example:

- *Planning e.g., document review and advice as appropriate to risk level – Recommended*
- *Build and breakdown e.g., when major infrastructure is erected/dismantled or highest risk periods – Essential*
- *Pre-event opening site check e.g., infrastructure completion, trader set-up, vehicle management – Essential*
- *Event open e.g., periodically during the event as appropriate to risk level and event duration – Recommended*
- *Specific event feedback (event safety report) to be shared directly with the Events Service – Essential*

2. **Health and Safety policy/statement:** this should describe your intent and approach towards safety, with respect to the Event (a general organisational policy may not be appropriate).

- a. Does your policy offer commitments regarding **compliance to relevant safety legislation**? Consider all aspects of the Event – specialist activities may require compliance to more specific legislation e.g., LOLER for lifting equipment.
- b. Does your policy offer commitments regarding meeting **industry standards** e.g., the Purple Guide?
- c. Can you define any **safe working systems** you will have in place at the Event?

SUPPLIER MANAGEMENT

Applicants are responsible for all suppliers they bring to Site. This includes contractors, sub-contractors, infrastructure suppliers, service-based suppliers (e.g., security, medical or event management services), traders, caterers, or performers (see Terms and Conditions). Most events have several suppliers, and it is rare that there would be no suppliers at an event. The Applicant should provide a supplier management plan to provide details such as **how suppliers are selected**, what **checks are carried out** and **how they are managed onsite**. Please refer to the example responses if required.

Checklist

Your **supplier management plan** should consider all 3rd party supplier suppliers, especially those working in higher risk areas. Points 1-5 are essential for all events where relevant.

1. **Infrastructure/Temporary Demountable Structures (TDS)** e.g., marquees, gazebos, stages [Temporary demountable structures \(TDS\)](#)
2. **Specialist structures and equipment**, e.g., funfairs/rides, inflatables, cinema screens, machinery/plant. See A-Z below e.g., 'Funfairs and Circuses' or 'Inflatables'.
3. Electrical installations **and other utilities if present**
4. Traders (food/non-food), bars and concessions (see 'Food Trader' below).
5. Specialist providers e.g., fireworks, special effects, pyrotechnics, animals. See A-Z below e.g., 'Animals' or 'Fireworks'.
6. Service providers e.g., medical, security, traffic, waste, event management services
7. Content providers, such as performers or activity providers

Your **supplier management plan** should consider the following:

- **How do you select your suppliers** – how do you know they are reputable and suitably competent for the role you are appointing them for, e.g., do you take references, have you inspected their work elsewhere, have you worked with them previously, will you be checking for evidence of qualifications or competencies?
- **Have you defined their specific role and responsibilities** – How have you communicated this (e.g., contract, written agreement)?
- **What supplier documents will you be checking** and when will you check this (prior to arrival or onsite)? As a minimum you should be checking insurance documentation and site-specific risk assessments. You will also need to check other documentation relevant to the activity, e.g.
 - **Food trader** – The Applicant is responsible for checking that traders are registered with their local authority and hold all relevant compliance documentation such as trading licences, hygiene certification, waste management certification, gas safe or electrical compliance certification. You may find it useful to cross reference with local authority trader registration requirements e.g. [Food Safety](#), [Health and Safety](#), or see national guidance [CIEH National Guidance for Outdoor and Mobile Catering](#).
 - **Specialist funfair supplier** – method statement for erection/dismantling, assurances that the operator's manual will be adhered to and will be available onsite, proof of equipment certification (e.g., ADIPS), wind loadings, adverse weather plan, emergency arrangements. See A-Z below e.g., 'Funfairs and Circuses'.
 - **Major infrastructure supplier** – site-specific method statement, technical specifications and weight loadings, wind loadings and adverse weather plan, CDM plan, requirement to sign a completion certificate or handover document.

- **DO NOT routinely submit copies of your supplier paperwork to the Events Service.** It is the Applicant's responsibility to check their supplier paperwork and ensure everything is in order. The Events Service may make a specific request for information where required e.g., for large or unusual infrastructure, or where the infrastructure or equipment is the Applicant's own.
- **How will you communicate the site rules to your suppliers:** how will you ensure they are adhering to the Terms and Conditions whilst onsite?
- **Will you be carrying out any onsite checks** on your suppliers?
- **How will you manage your suppliers onsite** – do you have a production schedule? Do you know when they will be coming and going from Site (do you have sign in or check-in procedures)? Will the Applicant be always onsite to oversee the management of suppliers?

VEHICLE MANAGEMENT (ONSITE)

Risks associated with pedestrian/vehicle interaction should be considered for all events where vehicles can enter the site. As far as is reasonably practicable, the risks should be eliminated or minimised, and vehicle access should be restricted and actively managed. Where vehicles are permitted onsite the risks should be considered in your risk assessment. Careful planning is essential, knowing and understanding what vehicles will need access and when, implementing vehicle management policies and plans, ensuring those directing vehicles are trained, and protecting the ground and trees from damage.

***NOTE:** Information provided in this section should only refer to the Event Site i.e., Parks and Open Spaces land. You may also need to liaise with Network Management if there is a traffic planning element to your Event (i.e., on the roads/pavements), including road closures or parking suspensions.*

Checklist

1. Your '**Vehicle management plan/policy**' should provide an overview of your arrangements and approach and should consider all aspects of vehicle management onsite:
 - a. **Only essential vehicles should be permitted**/vehicle numbers should be restricted. Consider the rationale for why vehicles are permitted access e.g., refrigerated vehicle integral to stand, heavy load to be delivered, medical response vehicle.
 - b. **Access points, designated vehicle routes/clearways:** where applicable, have you included these on your site map? Do you have designated control points where vehicles need to check-in when they arrive onsite, how are they managed? How do you ensure that emergency clearways are maintained? Can members of the public be isolated from areas where vehicles might be moving; how?
 - c. **Who is responsible for managing access and/or directing vehicles?** Will there be marshals/banksmen/stewards? Are they trained/competent to carry out the role? Will they be clearly identifiable? Will vehicles be escorted across the Site/will you use banksmen? Will the staff be trained/qualified? Who will manage/oversee them onsite? Will there be a pass or registration number system in place? Will unattended/abandoned vehicles be traceable?
 - d. **Arrangements for certain groups e.g., traders'** – have they been clearly communicated in advance? Are they permitted to bring a vehicle to the Site/how many? Do they need a vehicle pass? Are there time restrictions?
 - e. **Will there be site rules** and how will they be implemented e.g., speed restriction 5mph, no vehicle movement 1hr prior to event opening and until the site manager gives the go ahead post event closure to the public, indicators used to show direction of travel (in preference to hazard lights).
 - f. **Vehicle movement or parking under the canopy of the trees is NOT permitted** to help avoid soil compaction and damage to tree roots. How will you ensure this?
2. **Specific arrangements** – Max vehicle numbers should be provided in the 'Event content' section of the form, but here you might provide specific information or breakdowns for different areas. Consider the various stages of the Event (build/open/break) e.g.:
 - a. **Times/dates** that access is permitted
 - b. **Staff schedules** for vehicle management

- c. **Accreditation** i.e., vehicle ticket/pass systems
 - d. **Breakdown of vehicle numbers for different areas** e.g., traders, contractor/staff parking, exhibition
 - e. **Special considerations** such as heavy or long loads or specialist lifting equipment
 - f. **Parking arrangements** – who is permitted to park, is there a ticket/pass system, how is it managed?
 - g. **Vehicle exhibitions** – how may vehicles will be exhibited, how are they managed, are there special rules or conditions such as draining of fuel tanks?
3. **How will you protect the ground from vehicle damage?** Will you use trackway; when/where? What checks will you carry out leading up to the Event date? Do you have wet weather contingency plans? What will you do if it is very muddy underfoot when you arrive at the Site? Event organisers may be asked to install temporary track roadways to protect the ground from damage; where this be set as a condition of the agreement, it will be communicated clearly in writing during the pre-approval stages (e.g., if ground conditions are poor, if inclement weather is forecast or where there is a higher risk of ground damage due to the number or type of expected vehicles). What Measure will be in place to protect trees from vehicles (no driving or parking under trees is permitted).

SECURITY AND CROWD MANAGEMENT

The type and level of security and stewarding provision required will be dependent on the size and nature of the Event and should be determined by risk assessment. Please also follow the advice and guidance of regulatory authorities such as [The Security Industry Authority \(SIA\)](#). Your security management plan should provide an overview and you will also need to supply some specific details such as the numbers/type of security/stewarding personnel you will have onsite during the different periods of the Event. You will also need to consider any 'special considerations' as determined by the nature/style of the Event, event content, expected audience profile or event history for example.

Checklist

1. **Security management plan/policy:**
 - a. **Describe your general plan and approach** - How did you decide on the levels of security provided? e.g., advice from specialist, risk assessment, knowledge of the Event?
 - b. **What is the event capacity** – you should show how the capacity has been calculated (based on available space), for the entire site and any enclosed areas within it. How will you be managing/monitoring this onsite – counting/estimates?
NOTE: Organisers of large-scale events may be required to provide proof of a bona fide attendance count i.e., through a third-party specialist or other suitable means of verification (ticket sales, wristbands etc.).*
**SIA Approved Contractor Scheme*
 - c. **Does the site layout facilitate suitable access/visitor flow** – consider the location of significant activities (e.g., stages, bar, popular features), venue capacity, audience profile, emergency access/egress. How would you deal with issues such as overcrowding?
 - d. **Is access controlled or restricted** – is it a ticketed event? Will the Site be enclosed/fenced? How will access be managed (e.g., tickets/passes)? What are the site rules or terms of entry?
 - e. **Will any of the roles require SIA accredited personnel?** e.g., if they are carrying out manned guarding activity or bag searches. What is your rationale for the provision of SIA security (or the decision not to provide this)?
 - f. **Will the security/stewards receive training or briefing** in relation to the Event?
 - g. **Will security/stewards be easily identifiable** i.e., wearing tabards/high visibility jackets?
 - h. **Is there a clear communications structure in place** – who will the security personnel /stewards report to, how is information fed back to the Applicant, who will co-ordinate an emergency response? Do you have a security control point onsite?
 - i. You are encouraged to **inform the local police** about your Event taking place ([Notify Police Events](#)) BUT police presence is not guaranteed (unless you are paying for a specific service), and as such should not be relied on or presented as part of your event security plan.

2. **Security/steward numbers and competencies:**
 - a. **What types and numbers of security/stewards will you have** – volunteer or paid stewards/marshals, SIA registered security personnel?
 - b. **Have you considered all stages of the Event** – build/open/break periods and overnight. The Site should not be left unattended during the Event Period if there is infrastructure onsite.
 - c. **Have you identified high-risk locations** such as bag searches, overnight provision, or areas of potential conflict e.g., bars/sale of alcohol, restricted entry points (including any ticketed areas), cash collections, stage areas? Will you be using SIA registered security in these areas?
 - d. Can you provide copies of security schedules and key locations/control points? Will the security/stewards be at fixed points/areas or roaming etc?
3. **Programme of activities/line-up:** Have you provided a programme for your Event including artist details and timings/running order for any stages or activity areas?
4. **Access arrangements:** Clarify any access restrictions, ticketing details, terms of entry, site rules.
5. Do you have a **cash handling policy** or carry out cash collections? How do you to minimise risk? Do you carry out charity collections onsite and have you sought the required permissions to do this? See [Charity Collection Licensing](#).

INFORMATION AND WELFARE

Event organisers must ensure the safety and welfare of those attending the Event. The Applicant (or nominated representative) should be readily contactable by the attendees and the local community i.e., to report an issue or provide feedback. There should be procedures in place to identify and provide for any vulnerable groups including minors. We will also consider your approach towards inclusivity and accessibility, and how you plan to record and respond to any issues or complaints.

Checklist

1. **Information/organiser contact point** – It is in the Applicant’s interest to make themselves readily available and provide clear contact details pre/during/post Event. This gives the Applicant the opportunity to be aware of and respond to issues at an early stage, and as such can reduce incidents and complaints.
 - a. How do members of the public contact the event organiser with queries/issues?
 - b. Do you have an information point, organisers office or production office onsite?
 - c. Will the information point or organisers contact point be clearly identifiable onsite, so that attendees know where to go or who to contact?
 - d. Will you be writing a local resident's letter or publicise organisers contact details locally in advance of the Event? Will it be a formal letter? Is there a copy in your EMP?
2. **Safe-guarding minors and vulnerable persons policy/statement** – Have you submitted an event-specific policy or statement which considers any children or vulnerable adults who may be attending your Event? Are your staff trained to the appropriate level (dependant on their role)?
 - a. Do any event activities specifically engage minors under the age of 18? Will minors be attending in the absence of their parents/guardians or be left in the care of event representatives (including lost children which is a consideration for all events)? If so, you will need to provide specific details and procedures surrounding those activities.
 - b. Policies/procedures should be in line with current legislation e.g., for child protection; The Children Act 1989/2004, The Child Protection Act 1999/2004, Keeping Children Safe in Education, The London Child Protection Procedures. For further guidance on suitable policies and procedures, the Kingston and Richmond Safeguarding Children Partnership (KRSCP) provide the free, downloadable [KRSP Green Book](#) which outlines legislation, contacts, and good practice. They also offer access to free face to face and online training [KRSCP Training](#).

- c. Do you have a Designated Safeguarding Lead (DSL), and have you clearly defined their role at the Event e.g., overseeing lost persons' procedures? Have you considered and defined all roles where there may be involvement with minors (e.g., activities, toileting agreements, medical)?
 - d. Have all staff/suppliers involved undertaken the appropriate training relevant to their role? See [KRSCP Training 'Who should do what training'](#). For example, the DSL at an event should be trained to L3 'Child Protection Process Level 3 Training', all those with a direct involvement with minors should be trained to at least L1. How do you manage and check this?
 - e. When recruiting staff/appointing contractors what checks will you carry out: Do you apply a Safer Recruitment process? Do you carry out DBS checks/enhanced DBS checks, if so, how often (e.g., DBS certificate checks are recommended on a 3-yearly basis)?
 - f. Have you considered how you would report to higher authorities such as Children's Social Care, Local Authority Designated Officer (LADO) or Police, should it be required?
 - g. Have you considered how you communicate with staff/volunteers/contractors onsite, and how you make them aware of your policy and procedures?
3. **Are you selling alcohol/do you have a bar?** – If so, you will be bound by the conditions of your licence, but you should demonstrate your management procedures such as age verification policy e.g., Challenge 21, staff training, right to refuse and security arrangements. Please also consider any giveaways, free drinks, or alcohol as prizes at your Event. Will you have free drinking water available for those attending your Event?
 4. **Drugs, search, and eviction policy/statement** – This will only be requested where a requirement has been identified (e.g., through police intelligence) or where there is a known history of drug issues associated with the Event or event activities/audience profile.
 5. **Equal opportunities policy/statement incl. accessibility** – Have you supplied a policy or statement which demonstrates your approach and compliance to current legislation? Have you considered access arrangements at the Event – is it accessible to all, have you made adequate provision for those who are less mobile?
 6. **Complaints procedure** – It is likely that most events will experience some issues or complaints, so it important that the correct mechanisms are in place to help the Applicant respond effectively. We encourage Applicants to be open about and learn from mistakes in the interest of making improvements. We are looking to understand what your procedures are for recording complaints and how will you deal with/respond to any issue which may arise.

ENVIRONMENTAL CONSIDERATIONS

You will need to consider and make commitments to minimise potential **disruption to the local community** (noise/waste/traffic/visitors/other). Your management procedures and arrangements should be sufficient to demonstrate this e.g., a noise management plan is required for all events where there is amplified music or other significant sound source. The Events Service may request that further steps are taken (or 'Further Consultation' carried out) to inform residents or affected parties e.g., via notification signage, residents letter drops. Additionally, in this section we will review sanitary provision, waste management arrangements, approach towards sustainability and other environmental considerations which may be applicable depending on your event content.

1. **Noise Management:** Music and amplified sound require special consideration along with other event-associated noise such as the use of generators or crowd noise. A noise management plan should be supplied to include details e.g., PA/amplification equipment and layout, noise limits, monitoring locations, music times/durations including sound checks, control mechanisms and monitoring procedures, organisational responsibility, details of community liaison (e.g., a local letter drop), complaints procedures, compliance reporting. Music Noise Limits should reflect those detailed in the Code of Practice for Environmental Noise Control from Concerts 1995 and should adhere to any licencing or planning conditions that have been set. Organisers must also consider the [Control of Noise at Work Regulations 2005](#). Applicants who require further information should refer to industry guidance such as [The Purple Guide](#), or contact [Commercial Environmental Health](#).

2. **Sanitary provision** should meet or exceed minimum requirement (see industry guidance such as [The Purple Guide](#)).
 - a. Where using offsite facilities, the Applicant should offer confirmation/assurances that they have the appropriate permissions in place to use those facilities.
 - b. The Applicant should be able to demonstrate that the provision is sufficient e.g. “The event capacity is 499, male: female 1:1, event duration is 2 hours, there is no bar = four unisex toilets will be provided during the event open period, which exceeds minimum recommended provision. There will be one toilet onsite for the build/break periods.”
3. **Waste Management:**
 - a. The Applicant is responsible for waste management and removal of litter from the Site. The Council will not be responsible for removing any litter beyond that which is considered usual (on a non-event day) for the Site. Applicants must demonstrate that adequate arrangements have been made and the Site will be left clear post Event (Site left as it is on arrival). Recycling should be prioritised over landfill (see sustainability). You should provide an overview of the arrangements in place i.e., will there be litter picking, additional bins etc. and details of your commitments as the Applicant.
 - b. Supporting information may be relevant such as supplier details/competencies (e.g., waste carrier registration certificate), service levels agreed, cleaning schedules and timings for litter/rubbish clearance, supplier management procedures and details of any supplier checks.
 - c. There may be special considerations e.g., if you are generating waste close to a river you will need to consider the possibility of rubbish being blown by the wind and ensure this scenario is adequately addressed in your plans i.e., provide appropriate time frames for litter removal.
4. **Sustainability:** Applicants should act responsibly; the environmental impact of events should be identified and minimised with demonstrable efforts to improve event sustainability year on year. Please read the guidance links provided and talk to your waste collectors and traders to gain a good understanding of the type and amount of waste your Event generates and the options available to you. Please provide details of your arrangements and approach to include:
 - a. A sustainably policy or statement which sets out your approach/objectives.
 - b. A management plan to clarify procedures and arrangements to identify and minimise environmental impact e.g., use of recyclable products/materials, recycling targets, minimising waste, responsible power/water consumption, considerate vehicle/transportation arrangements (including promoting cycling/public transport).
 - c. Details of ‘single use plastics’ (SUP) usage at your Event - where is it used, is it restricted, do you know how much is generated by weight? Do you have any current plans to reduce SUP usage? How might this be achieved?
 - d. A commitment to conserve the wildlife, flora, and fauna of the Site(s). Maintaining biodiversity and protecting the natural habitats of Richmond’s wildlife is a priority. Environmental impact assessments may be requested dependent on the nature of the Event.

We encourage you to sign up to [Festival Vision 2025](#). The following websites may be useful:

- [Julies Bicycle Resource Hub, in particular: Waste Management at Outdoor Event Guide](#)
- [Raw Foundation Plastic Free Events.](#)

EMERGENCY PLANNING

The Applicant must demonstrate that arrangements have been made to respond to minor emergencies (e.g., medical), and that procedures and communications structures are in place to initiate a first response to more significant emergencies (i.e., how is an incident reported and what are the procedures to be followed before the arrival of specialist services). The checklist below should take you through some of the areas you would need to consider but please be aware that the requirement will vary dependant on your event content. You should also refer to general guidance such as [HSE Planning for incidents and emergencies](#).

Checklist

1. **Communication: structure, specific arrangements, and emergency contacts** – Please consider how messages are relayed at the Event i.e., how do you ensure the right message gets to the right person? Would the protocol be robust in the event of an emergency? Consider different scenarios e.g. How would a trader report an issue with an LPG canister? How would a member of the public know who to tell if there was an aggressive person onsite? A communications diagram may help to clarify the reporting structure onsite. Consider who would be responsible for co-ordinating a response? What is the method of communications (e.g., mobile, radios)? Where the agreed access/egress points? How do you ensure the organising team (e.g., staff/suppliers/traders) are aware of what to do? Have you included emergency contact details for the organising team, key suppliers/traders, and concessions as well as details of the closest hospital with A&E services (open at the time of the Event), details for other emergency or specialist services (999 calls and others e.g., PLA for riverside events)?
2. **Medical plan** – The event medical provision (including first aid cover) should be risk-assessed and dependent on the nature of the Event/activities taking place, audience numbers and profile and the layout of the Site. The level of provision should meet or exceed the requirements of [The Health and Safety, First-Aid Regulations 1981](#). The visiting public and workers should be included in your first-aid, medical and ambulance needs assessment. Even very small events will require at least one person trained in Emergency First Aid at Work to be onsite when the Site is active (i.e., throughout the Event Period from first arrival to last departure, not just the Event open period). In this section the Applicant should explain and provide details regarding their onsite medical provision (e.g., staff numbers/qualifications/schedules, onsite facilities), including first aid arrangements.

Where specialist medical providers are appointed as suppliers the Applicant is responsible for managing the supplier and carrying out the required checks on that supplier. As a minimum we would expect the Applicant to demonstrate that they will be requesting and checking any 3rd party event medical plan, risk assessment and proof of insurance. The Events Service may ask to see a copy of the Event Medical Plan.

3. **Fire protection plan** – The Applicant should demonstrate that site-wide fire protection has been considered and that adequate provision will be made onsite. Who is responsible for developing and implementing the fire protection plan and do they have adequate training/qualifications to do so? We are seeking assurances that the Applicant will ensure the right level of fire protection equipment is present and in working order onsite at the Event e.g., the Applicant may request that traders bring their own firefighting equipment, but who will be checking that the equipment is present and working on the day of the Event and what will happen if it is not provided/working? Consider high risk areas as a priority e.g., cooking facilities, LPG storage, electrical equipment/generators, enclosed areas (emergency lighting, seating layout and capacities) and anything else specific to your Event.
4. **Procedures** – Applicants are required to set out the basic procedures that will be taken should the following scenarios occur onsite e.g., a step-by-step to explain what actions would be taken and by whom. As mentioned in the section introduction, we are looking at the initial response leading up to the arrival of emergency/specialist services (if required). Various scenarios may ultimately lead to ‘evacuation’.
 - a. **Lost persons procedures** – You are required to submit a lost person procedure to explain the steps that would be followed in the event of a lost person being reported OR found at the Event. You may wish to consider a separate procedure or additional steps for more vulnerable groups such as lost children.
 - i. Have you detailed a comprehensive procedure (step-by-step), including timings of when the steps would be taken? Ensure that both lost and found scenarios are addressed.
 - ii. Would you make public announcements regarding lost persons?
NOTE: personal details relating to the missing person should not be relayed to the public.
 - iii. Is there a dedicated team member/supplier available onsite to deal with any incidents? Are they competent and would they operate alone (not generally recommended)?
 - iv. Is there a dedicated area to take lost persons to? Would this be out of sight from the public area?
 - v. Have you considered re-uniting procedures or how and when to escalate to higher authorities?

- vi. Do you have any additional measures in place to aid with re-uniting lost persons e.g., event wristbands for children?
- b. Fire** – Who would you expect to carry out an initial response and what will they do? Have they been adequately trained/briefed? Will there be firefighting equipment available? Will they know where it is? How will they raise the alarm/will they use code words? Who will they contact? Who will call/liaise with the emergency services if required (and who will make that decision)? Is there a designated emergency access point for emergency vehicles? At what point would an evacuation/partial evacuation be carried out and who would make that decision?
- c. Evacuation** – Who would make the decision to carry out a full or partial evacuation of the Site? How would this be communicated to the organising team, suppliers (inc. traders, artists, contractors) and visiting public? Do you have announcement templates that would be followed? Who else would you inform? Where would people be directed to - do you have established RV points that are a safe distance from the main Event Site? Do you have alternative RV points to use dependant on the location/scale of the incident? Would you expect the public to go to the RV point or just the organising team and suppliers? How would you make the Site secure/stop people returning to the Site if required? Who would decide about re-opening the Site once the incident had passed? If it is a ticketed event, how would you manage re-entry?
- d. Suspect package and terrorism** – Who would you expect to carry out an initial response and what would they do? Have they been adequately trained/briefed? How will they raise the alarm? If using radios, are they aware of safe distances for radio use/will they use code words? Who will they contact? Who will call/liaise with the emergency services if required (and who will make that decision)? Is there a designated emergency access point for emergency vehicles? At what point would an evacuation/partial evacuation be carried out and who would make that decision? Are you aware of the recommended exclusion zones for suspect packages/how would you maintain an exclusion zone if required? **Terrorism** – Be aware of the risk levels and basic principles/guidance available. [National Counter Terrorism Security Office 'Crowded Places Guidelines'](#).
- e. Public disorder** – Who would you expect to carry out an initial response and what would they do? Have they been adequately trained/briefed? How will they raise the alarm/will they use code words? Who will they contact? Who will call/liaise with the emergency services if required (and who will make that decision)? Is there a designated emergency access point for emergency vehicles? At what point would an evacuation/partial evacuation be carried out and who would make that decision?
- f. Event Cancellation** – Applicants should consider possible causes and what they would do should their Event need to be cancelled. The most common scenario here is event cancellation due extreme weather (cold, wind, excessive heat) but there are many other possible reasons. Particular attention should be paid to any high-risk activities or structures e.g., inflatable rides will have specific limits regarding safe wind speeds. The Applicant will need to consider risks specific to their Event and set out the timescales and procedures to be followed should their Event need to be cancelled – i.e., when would the decision be made, who would be involved in making the final decision, how would this be communicated to the public, how would the Event Site be made secure?
- g. Major Incident** – Applicants should act responsibly and ensure that local emergency services are aware of their Event taking place and establish contacts. Large scale events will need to consider major incident planning to include possible handover of the Site to the emergency services and how they would support the emergency services (resources available) in the event of an incident. Applicants should liaise with the Council and emergency services regarding what is required specific to their Event. Applicants may be required to attend a Safety Advisory Group meeting upon request.

- h. **Accident/incident reporting** – Applicants must demonstrate that they have reporting procedures in place to record any accidents and incidents which may occur onsite. Incidents should be reported through the correct channels including informing the Events Service and the relevant authorities. The Applicant must also demonstrate an awareness of RIDDOR reporting where required: [RIDDOR Reporting](#).

RISK ASSESSMENT

Your event risk assessment is your principal tool for identifying risks associated with your Event and to ensure you are putting appropriate measures in place to minimise those risks. Your event-specific risk assessment should be updated throughout your event planning and delivery (we would expect you to submit a pre-event version) and should address potential risks at all stages of the Event. Consider general risks such as slips/trips/falls, manual handling, supplier management, environmental noise, crowd control etc. Pay particular attention to higher risk areas associated with your Event e.g., the erection/dismantling of temporary demountable structures (e.g., marquees, stages, inflatables, rides), vehicle/pedestrian interaction, provision of food (inc. food hygiene risks) and onsite cooking, effect of adverse weather and any specialist activities such as the presence animals or fireworks. [Managing Risks and Risk Assessment at Work](#). See our '[Risk assessment checklist](#)' on [Hold an event in a park or open space](#) which includes example areas to consider.

Checklist

1. **All stages of event considered** - Does your risk assessment consider all periods of the Event (build/open/break and any non-operational periods e.g., closed/night times)?
2. **Site/event specific** - Is your risk assessment event and site specific (i.e., not generic). Does it identify possible risks associated with your Event? e.g., proximity to the river and risk of drowning, tidal impact on the towpath, event activities taking place after dark or in low light conditions, presence of Oak Processionary Moth in affected areas.
3. **Applicants' own infrastructure or activities** – Where infrastructure/activities are applicant owned/directly managed more detail is required and associated risks must be addressed in the event organiser's RA. Even if the infrastructure you are providing is relatively minimal e.g., gazebos, you will need to consider the associated risks such as what will you do in the event high winds, how will you ensure they are adequately weighted/secured, how will you ensure they are erected correctly, will you have a site manager checking onsite? In comparison, where a supplier is used your event RA should still identify the risk and describe the measures you have in place to manage the supplier, but it may be appropriate to refer to a supplier risk assessment for specific detail.
4. **High risk areas considered** – High Risk areas associated with your Event should be identified and addressed in your risk assessment, for example.
 - a. **Fire risk assessment** – Required by all events where infrastructure is present. You will need to demonstrate that you have considered: Level/type of fire-fighting equipment will be onsite? Who will be checking this? What are the areas of highest risk (LPG storage, cooking onsite, electrical equipment) and what steps have you taken to minimise this risk? How will you monitor any 3rd party (supplier) fire safety provision? Have you informed London Fire Brigade about your Event e.g., any outdoor cooking using LPG? Have you adhered to the electrical safety regulations? Have stewards/staff been trained in fire safety and initial response? [Fire safety risk assessment: open-air events and venues](#).
 - b. **Temporary demountable structures (TDS) and specialist structures** e.g., marquees, gazebos, stages, inflatables, funfairs, rides, fencing, machinery, and plant. Dependant on the scale/type of infrastructure, you may be asked to supply further documentation such as design specifications, structural drawings/calculations, operating limits/weight loadings (and evidence of monitoring procedures), evidence of checks carried out by a chartered structural engineer, fire retardancy/flame resistance, planning consents. For funfair rides and inflatables see 'Funfairs and circuses' AND 'Inflatables' sections in A-Z below.
 - c. **Power/Electrics** – You will need to demonstrate that you have considered site-wide power supply, to include anything provided by other suppliers (e.g., trader's own, or funfair's own). See Electrical Installation section in A-Z below.

- d. **Traders and Concessions** – Consider the associated risks such as LPG and onsite cooking including barbeques, food hygiene and bar management. What pre-event checks are in place e.g., food hygiene certification, risk assessments, public liability insurance, gas testing certification (Gas Safe Registered)? What safety checks/monitoring will be taking place onsite at the Event? Are you aware of and adhering to relevant legislation e.g., Food and Safety (General Food Hygiene) Regulations 1995 and the Food Safety (Temperature Control) Regulations 1995, the Food Standards Act 1999? Will your bar operate a Challenge 21 procedure?
 - e. **Vehicles** – Risks associated with vehicles, particularly vehicle/pedestrian interactions should be considered. You may refer to your vehicle management plan, but this should also be suitably addressed through risk assessment.
 - f. **Specialist content/activities** e.g., animals, fireworks, special effects, pyrotechnics, or any other specialist activities which may present a higher than usual risk (horse riding, zorbing etc). Specialist information will be required including copies of supplier documentation supplied to the Events Service in most cases. See specific sections on A-Z below e.g., Animals or Fireworks.
 - g. **Infectious diseases** - Consider the possible impact and associated risks e.g., COVID19 -It remains a requirement to consider the risks of COVID (or other infectious diseases) in your risk assessment and to nominate the responsible person for managing this onsite. Sensible practical measures should be put in place in line with current guidance. Consider; capacity, visitor Management, social distancing, hygiene and sanitation, performance, personal protective equipment (PPE), communications, vehicles and transport, medical arrangements, vulnerable and high-risk persons, testing/tracking/reporting, cancellation.
5. **Risk Assessment Format** - Does your RA format follow HSE guidelines and consider:
- a. Who might be harmed and how?
 - b. What are you doing to control the risks?
 - c. What further action you need to take?
 - d. Who needs to carry out the action?
 - e. When is the action is needed?
 - f. Risk matrix: likelihood, severity & score

PROOF OF INSURANCE

You must ensure that your Event is adequately insured and must supply proof of insurance i.e., up-to-date public liability insurance certificates in the amounts specified in the Terms and Conditions. Use caution when using web-based sites to arrange your insurance and make sure you tell the insurer everything about your event content, infrastructure, and activities. Remember to check the policy exclusions and ensure that all aspects of your Event are adequately insured. Check the dates of cover and that the build and break periods are included, not just the Event open dates.

Should you wish to make a written request for an amendment to the £10,000,000 public liability insurance requirement, please be aware that this will NOT be considered if any of the following are applicable/present at your Event:

- More than 499 people present (max overall daily attendance)
- Onsite cooking or food preparation
- Significant infrastructure (over and above simple gazebos)
- A bar or alcohol provision onsite
- Novelty rides e.g., mechanical/fairground or inflatables/bungee
- Pyrotechnics or fireworks
- More than 2 vehicles accessing the Site during the Event Period

Checklist

1. **Public liability documentation:** Level of cover must meet requirement as defined in the Terms and Conditions. Consider increased cover for high-risk activities.

2. **Paperwork details the specific Event/Site/dates:** for event-specific policies, the paperwork should specify the event name, location and dates of cover including build/break days.

Policy exclusions checked - Remember to check the policy exclusions and ensure that all aspects of your Event are adequately covered by your policy. You may be asked to provide copies of supplier insurance policies to cover any exclusions or for high-risk activities e.g., funfairs/rides, inflatables, specialist structures, fireworks.

NOTE: *It is the Applicant's responsibility to check all supplier insurance documentation and ensure that the cover is adequate (see C. Supplier Management).*

OTHER

1. **Further Consultation:** Where a requirement for further consultation has been defined, the Applicant must submit additional information to the Events Service. The Events Service will advise what is required on a case-by-case basis, this may include, for example, direct feedback from the consultation, summary information or specific documentation (such as a community and consultation plan or a noise management plan, to detail the organisational arrangements in place).
2. **Other consents:** The Applicant may be asked to supply additional details relating to the consents of others i.e., consents outside the remit of Parks and Open Spaces. Applicable consents are dependent on the nature and content of the Event and may include:
 - a. **Safety Advisory Group (SAG)** – Events will be selected for consideration by the SAG using the group's defined selection criteria. The purpose of this group is to provide a multi-agency approach to review the impact, safety and planning of the Event. The group will typically include representatives from the blue light services (police/ambulance/fire), other Council departments (e.g., emergency planning, licencing, network management, environmental health, venue managers, public health), local transport providers such as Transport for London (TfL), London Buses, National Rail (NR) and others e.g., Port of London Authority (PLA).
 - b. **External parties (not via SAG)** – Dependent on the nature/content of the Event, further consents may be required e.g., PLA for river-based events, CAA for fireworks, blue light services, transport providers, private landowners etc.
 - c. **Consent from other local authority departments** (outside of Parks and Open Spaces). They may apply their own conditions and charge for their services. For example:
 - i. **Emergency Planning Department** – If there are wider safety concerns that may impact on the borough's emergency planning (to include major incident planning).
 - ii. **Licensing** – A Premises Licence or Temporary Event Notice (TEN) may be required for events that include licensable activities such as regulated entertainment, the sale of alcohol or trading. The issue of a TEN or premises licence does not itself constitute permission to use the land. Additional conditions may be set as part of a licensing agreement.
 - iii. **Network management** – In some instances a traffic and transport management plan will be required to meet the approval of the Network Management department. This may include a requirement for parking suspensions or Traffic Management Orders (additional charges may apply).
 - iv. **Planning** – Planning consent may be required for any Temporary Demountable Structures (e.g., staging, marquees, tents, and signage) which remain erected for more than 28 days (parks) or 14 days (highways). The Applicant is required to apply directly to the planning department should planning consent be required.
 - v. **Environmental Health** – May require additional information or set conditions relating to an event e.g., matters relating to health and safety, noise control or food safety.
 - vi. **Public Health** – May require additional information, set conditions or other otherwise influence an event where applicable to public health, e.g., pandemic such as COVID19.

- d. **Other considerations:** From time to time there will be a need for additional or further checks to be carried out, e.g., in response to the COVID19 pandemic, separate guidance has been produced regarding the delivery of COVID-secure events.

ADDITIONAL SERVICES

Additional charges will apply where the Applicant requests services in addition to the standard land hire. It is important that any requests are detailed in relevant section of the Application Form including detailed maps/photos and dates, so that we can provide a quote for the requested works. Works will not be confirmed/agreed until the Applicant has specifically agreed to the quote provided.

NOTE: *Not all grass/foliage/tree cutting requests will be possible as they will need to be authorised by our ecology and arboriculture teams, so please make your requests early at the time of application.*

Checklist

1. **Tree pruning** – specific request required.
2. **Grass/foliage cuts** – the Parks Team carry out regular cuts of amenity grass (approx. 2 weekly) and a 1m strip adjacent to the Towpath, river side (approx. monthly). The dates of these cuts can only be changed, or additional cuts organised, if a specific request is made. This will be charged at the Applicant's expense (so please only make a request on the understanding that a quote will be provided).
3. **Utilities (water/power request)** – specific request required.
4. **Site access (keys)** – Collection is usually from the Civic Centre in Twickenham a few days prior to the Event date and keys must be returned within a few days of the offsite date. You will need to email the Events Service to arrange key collection/drop off and late or missing keys will be charged as per the agreed Fees and Charges.
5. **Officer onsite** – In some circumstances where there are ongoing or significant issues relating to an event there may be an additional charge for an Events Service officer to be onsite. This will be through prior agreement with the Applicant only.

A-Z: OTHER AREAS TO CONSIDER

ANIMALS: Risks associated with the presence of animals at events must be thoroughly addressed. Even a small dog show will present additional risks to other animals and/or event attendees. For example, have you considered the procedures in place if someone or another dog was bitten? Do you have a vet present/do you know where your local vet is and if it will be open at the time of the Event? Are they aware the Event is taking place? Who is responsible for the animals onsite? How will you deal with dog faeces or associated issues? How will you deal with aggressive/troublesome dogs?

Where animals are brought to Site, full details must be provided including copies of any supplier documentation. You must supply an Animal Welfare Policy, a specific risk assessment, proof of insurance and other documentation as applicable (such as movement orders and licences e.g., you must provide documentation to verify that any horses will come from licensed stables). Your plans should clearly explain the purpose of bringing the animals to Site i.e., for entertainment, display, dog show (animals should not be given as prizes). You should also explain where the animals have come from i.e., supplier's details, are they domesticated or working animals, what is their country of origin. Permission will not be given for wild animals. For further information: [City of London, Animal Health](#).

ELECTRICAL INSTALLATIONS

You should supply the specifications of site-wide electrical installations, to include any installations made by your suppliers (e.g., traders, bar, funfair). You will need to provide adequate assurances relating to electrical supply and safety onsite at your Event. **NOTE: Your event insurance may be invalidated if the correct procedures are not followed.**

- Electrical systems must comply with current British Standards to include **BS7909** and **BS7671** and the law ([Electricity at Work Regulations 1989](#) 'EaWR', [Provision and Use of Work Equipment Regulations 1998](#) 'PUWER').
- The Applicant is required to ensure that a named electrically competent person (or Senior Responsible Person 'SRP') oversees and accepts responsibility for any electrical systems onsite at the Event.
- The Applicant must ensure that a 'Completion Certificate' and schedule of test results, as required by BS7909, are provided by the SRP (and passed onto the council representative) upon completion of the installation and prior to the Event opening.
- The Applicant is required to take reasonable precaution to protect those present from the risk of electric shock or fire. This should include fencing off (or otherwise containing) any equipment that may present a risk, use of suitable warning signage, cables should be protected (no trailing cable) and flown at the appropriate height. Applicants need to ensure that generators/equipment are in good working order and that checks are in place to ensure they are being used correctly and are earthed.
- Depending on the scale/nature of the installation an electrical RAMS may be required.

FIREWORKS

Where the Applicant proposes Fireworks, full plans must be supplied to the Events Service including copies of any supplier documentation. This should include specific safety documentation relating to public firework display such as:

- **Training/qualifications and competence of supplier:** you will need to demonstrate compliance with [The Pyrotechnic Articles \(Safety\) regulations 2010](#) with regards to having 'specialist knowledge'. Special considerations for category 4 fireworks as applicable. Details of specific qualifications e.g., city and guilds firers qualification, staff training records and association memberships e.g., [British Pyrotechnics Association](#).
- **Risk assessments** to cover all elements of the show; these should be site/event specific.
- **Specific information on intended firework types:** calibres, fallout patterns and exclusion zones (consider any neighbouring residences, listed buildings etc.)
- **Information about noise levels** and how potential disturbance to the local community will be minimised and communicated (consider vulnerable groups, animals etc.)
- **Proof of insurance documentation**
- **Health and Safety Policy**
- **Adverse weather and cancellation plans**
- **Emergency Arrangements**
- **Relevant permissions and consents;** affected landowners, CAA, PLA or others as required.

FUNFAIRS AND CIRCUSES

Where the Applicant is a funfair or circus operator additional information will be required. Where the Applicant intends to bring such activities to the Site i.e., via a specialist supplier, they shall be responsible for carrying out all checks on the supplier (funfair/circus operator), in respect of the activity taking place at their Event; copies of supplier documentation may also be required by the Events Service. See supplier Management Section for details of supplier checks.

- Fairground rides must fully comply with [Fairgrounds and amusement parks: Guidance on safe practice HSG175](#), and must be operated in accordance with this.
- The declaration of operational compliance must be accessible to operators and should include the safe practice of ride use and emergency procedures for the ride.
- Where applicable, the Applicant must adhere to the [Amusement Device Inspection Procedures Scheme \(ADIPS\)](#) and supply up-to-date certificates for all rides
- Fairground rides are subject to PUWER, and some to LOLER and The Pressure Systems Regulations 2000, where applicable the relevant documentation must be provided.
- Insurance – Supply proof of public liability insurance of £10,000,000.

- Emergency procedures must address arrangements for both employees and the public, to include fire and explosion, major failure of an attraction, severe weather, overcrowding, crowd distribution and evacuation.
- Risk assessments must address risks and safety measures in place for both employees and public to include information on access, transport, and fire.
- Proof of relevant association membership:
 - Funfairs: The Showman’s Guild and to demonstrate compliance with CEN Standards in relation to Fairground Equipment (European Standards Committee).
 - Circuses: ACP (Association of Circus Providers).

INFLATABLES

Inflatables must be supplied and operated in accordance with **BS EN 14960**. A valid certificate of compliance issued by [PIPA](#) must be provided. The equipment must be erected and operated in accordance with the operator’s manual including anchor points and wind speed readings. You should also supply details of supervision and monitoring that will take place onsite. The following guidance may be helpful: [Bouncy castles and other play inflatables: safety advice](#). See supplier Management Section for details of supplier checks. ***NOTE: If the Applicant engages a specialist supplier to provide inflatables at the Event, it is the Applicant’s responsibility to carry out all relevant checks. Copies of documentation should be provided to the Events Service for reference.***

LICENCES

Where **licensable activities** are planned the Applicant must apply directly to [Licensing LBRuT](#) e.g. for Premises Licences, Temporary Event Notices, Street Trading or Occasional Sales Licences.

A **Temporary Event Notice** may be required for events with an attendance up to 499, where licensable activities are taking place; larger events may require a **Premises Licence**.

The following activities *may* be licensable (sometimes this will depend on factors such as proposed timings and expected attendance): the sale or supply of alcohol, the provision of late night refreshment, the provision of regulated entertainment (i.e. performance of a play, an exhibition of a film, an indoor sporting event, boxing or wrestling entertainment, a performance of live music, playing of recorded music, a performance of dance, entertainment of an adult nature), or where commercial sales or trading is taking place.

NOTE:

- *Remember to mark the **location of any licensable activities clearly on your site plan** – for example, we would suggest that you use a red outline to denote the location of any bar/stalls that will be selling alcohol. This is a requirement of both your Hire of Land and Licence application.*
- ***A Temporary Event Notice is only required when the licensable activity is taking place**, which is often on the Event open day. Please make sure you clarify your requirement and do not just apply for a blanket licence to cover the Event as a precautionary measure, or for extended periods (build/open/break) if not required.*
- *Remember there are **time limits** on applying for many licences.*

PERMISSIONS

Where the proposed Event requires the consent of landowners other than LBRuT Parks and Open Spaces, the Applicant will be responsible for gaining the required consents and should hold proof of any permissions granted, to be made available to the Events Service upon request.

- If the Event impacts on the **highways** (road/pavement), [Network Management LBRuT](#) will be required.
- If the Event impacts on surrounding private land incl. land managed by the PLA, National Trust, English Heritage
- The Applicant should inform the local police about the Event

SIGNAGE

- **Onsite:** Signage within an event site should be clear to read, use commonly understood language and symbols and be positioned such that it can be seen from a reasonable distance by event attendees. All main sanitary, medical and safety facilities, as well as emergency exits, should be signposted throughout the Event Site. The Applicant is required to gain consent for onsite signage and as such, must submit a signage plan (to include but not limited to locations, dates, dimensions, attachment method and visuals). Where consent is granted, the signage may be displayed at the Site within the Event Period (see Terms and Conditions).
- **Offsite:** The Applicant must gain consent from the landowner for any signage outside of the Event Site. This includes private property OR other Council departments. [Network Management LBRuT](#) consent is required (or TfL for red routes) for signage proposed on highways owned/managed property/land e.g., roads, pavements, verges, lamp columns, traffic light signal posts, safety railings, directional signposts. A signage plan should be submitted. The Applicant must obtain all consents necessary including planning consent before displaying signage or advertisements and shall adhere to The Town and Country Planning (Control of Advertisements) Regulations 2007.

TRANSPORT MANGEMENT (OFFSITE)

Permission for any offsite arrangements (i.e., outside the Event Site) must be sought from the respective landowner/manager. This may include any activities which utilise or impact on the Highways and Transport network (roads or pedestrian areas). The Applicant should contact [Network Management LBRuT](#) directly regarding:

- Road closures and traffic order requests
- Parking suspensions
- Pedestrian crossings
- Traffic marshalling provision/competencies
- Route risk assessments e.g., running/cycling events
- Signage plan
- If your Event impacts on a red route, permission from TfL may also be required
- Check for [Planned roadworks and street works](#) and [Public Traffic Notices](#)

WATER SUPPLY

Applicants may be asked to include details regarding the provision of water at the Event and provide assurances relating to the supply and safety of water provision, such as clarification of water source/supplier, water quality fit for purpose, details of any water quality testing and monitoring carried out.

USEFUL GUIDANCE AND INFORMATION

- **LBRuT Events Service**
https://www.richmond.gov.uk/home/services/parks_and_open_spaces/organise_park_event/holding_an_event_in_a_park
- **The Purple Guide** <http://www.thepurpleguide.co.uk>
- **Government Events Guide** <https://www.gov.uk/government/publications/can-do-guide-for-organisers-of-voluntary-events/the-can-do-guide-to-organising-and-running-voluntary-and-community-events>
- **HSE Guidance on running Events Safely** <https://www.hse.gov.uk/event-safety/>
- **Port of London Authority Tide Tables** <http://www.pla.co.uk/Safety/Tide-Tables>

A. SITE PLAN / ROUTE MAP

- **LBRuT Find a Park** https://www.richmond.gov.uk/services/parks_and_open_spaces/find_a_park

B. HEALTH AND SAFETY

- **Health and Safety at Work etc. Act 1974** <http://www.hse.gov.uk/legislation/hswa.htm>
- **Management of Health and Safety at work Regulations 1999**
<http://www.legislation.gov.uk/ukxi/1999/3242/contents/made>
- **HSE Guidance on Running Events Safely** <https://www.hse.gov.uk/event-safety/>

C. SUPPLIER MANAGEMENT

- **Temporary demountable structures (TDS) - stages, seating, marquees etc.** <http://www.hse.gov.uk/event-safety/temporary-demountable-structures.htm>
- **CIEH National Guidance for Outdoor and Mobile Catering** [CIEH National Guidance for Outdoor and Mobile Catering](#)
- **Richmond and Merton Street Traders Food Safety Checklist**
https://www.richmond.gov.uk/media/11082/street_traders_food_checklist.pdf
- **Richmond and Merton Street Traders Health and Safety Checklist**
https://www.richmond.gov.uk/media/11083/street_traders_health_and_safety_checklist.pdf

D. VEHICLE MANAGEMENT (ONSITE)

E. SECURITY AND CROWD MANAGEMENT

- **The Security Industry Authority (SIA)** <https://www.sia.homeoffice.gov.uk/Pages/home.aspx>
- **The SIA approved Contractor Scheme** [SIA Approved Contractor Scheme](#)
- **Notify Metropolitan Police Events** [Notify Police Events](#)
- **Charity Collection Licensing** <https://www.met.police.uk/advice/advice-and-information/cc/charity-collection-licensing/>

F. INFORMATION AND WELFARE

- **Kingston and Richmond Safeguarding Children Partnership**
 - a. **Green Book** <https://kingstonandrichmondsafeguardingchildrenpartnership.org.uk/news-resources/policies-and-procedures-87/krcscp-safeguarding-children-guidance-the-green-book-209.php>
 - b. **Training** <https://kingstonandrichmondsafeguardingchildrenpartnership.org.uk/training.php>

G. ENVIRONMENTAL CONSIDERATIONS

- **Commercial Environmental Health** https://www.richmond.gov.uk/environmental_health
- **The Control of Noise at Work Regulations 2005** <https://www.legislation.gov.uk/ukxi/2005/1643/contents/made>
- **Sustainability:** You may find the following useful in addition to conducting your own research
 - a. **Julies Bicycle Resource Hub** (See: 'Waste Management at Outdoor Event Guide')
<https://www.juliesbicycle.com/Pages/Category/resource-hub?Take=48>

- b. Raw Foundation Plastic Free Events <http://rawfoundation.org/making-waves/wp-content/uploads/2018/03/Festival-Guide-20182.pdf>

H. EMERGENCY PLANNING

- **HSE Planning for incidents and emergencies** <http://www.hse.gov.uk/event-safety/incidents-and-emergencies.htm>
- **The Health and Safety, First-Aid Regulations 1981** <http://www.hse.gov.uk/firstaid/legislation.htm>
- **National Counter Terrorism Security Office 'Crowded Places Guidelines'** <https://www.gov.uk/government/publications/crowded-places-guidance>
- **RIDDOR Reporting** <http://www.hse.gov.uk/riddor/index.htm>

I. RISK ASSESSMENT

- **Managing Risks and Risk Assessment at Work** <http://www.hse.gov.uk/simple-health-safety/risk/index.htm>
- **Risk Assessment Checklist** (supporting documents section) https://www.richmond.gov.uk/home/services/parks_and_open_spaces/organise_park_event/holding_an_event_in_a_park
- **Fire safety risk assessment: open-air events and venues** <https://www.gov.uk/government/publications/fire-safety-risk-assessment-open-air-events-and-venues>

A-Z: OTHER AREAS TO CONSIDER

ANIMALS

- **City of London, Animal Health** <https://www.cityoflondon.gov.uk/services/animal-welfare/animal-health>

ELECTRICAL INSTALLATIONS

- **British Standards to include BS7909 and BS7671**
- **Electricity at Work Regulations 1989** <http://www.hse.gov.uk/pubns/books/hsr25.htm>
- **Provision and Use of Work Equipment Regulations 1998** <http://www.hse.gov.uk/work-equipment-machinery/power.htm>

FIREWORKS

- **The Pyrotechnic Articles (Safety) Regulations 2010** <http://www.legislation.gov.uk/uksi/2010/1554/contents/made>
- **British Pyrotechnics Association** <http://www.pyro2.org.uk/>

FUNFAIRS AND CIRCUSES

- **Fairgrounds and amusement parks: Guidance on safe practice** <http://www.hse.gov.uk/pubns/books/hsg175.htm>
- **Amusement Device Inspection Procedures Scheme (ADIPS)** <https://adips.co.uk/>

INFLATABLES

- **PIPA** <https://www.pipa.org.uk/>
- **Bouncy castles and other play inflatables: safety advice** <http://www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm>

LICENCES

- **Licensing LBRuT** https://www.richmond.gov.uk/services/business/services_for_business/business_and_street_trading_licences

TRANSPORT MANGEMENT (OFFSITE)

- **Network Management LBRuT** https://www.richmond.gov.uk/services/roads_and_transport
- **Planned roadworks and street works** https://www.richmond.gov.uk/road_works
- **Public Traffic Notices** https://www.richmond.gov.uk/public_notices