



OUTDOOR EVENTS IN BRISTOL

a guide for event organisers



**culture
team**

Welcome to bristol – an events friendly city

Events positively contribute to the lives of the people who live, work and visit the city and have an enriching impact on its culture. They also create a sense of place, attract investment and provide jobs.

This guide is to help you through the process of applying to hold an event on council managed land in the city. The guide is constantly updated and is meant as a resource for the seasoned event organiser as well as those starting out. There is a lot of information to digest but we hope this guide will allow you to dip in and out of the relevant sections depending on where you are in the process of planning your event.

**BRISTOL WELCOMES
ALL TYPES OF
EVENTS FROM
SMALL COMMUNITY
ACTIVITIES TO
LARGE COMMERCIAL
FESTIVALS**

The aim is for this to be a resource which provides advice on the application process, current legislation, best practices, and links to further information on organising your event on Bristol City Council park or open space. It is laid out in the form of an overview, with specific information provided with the guides appendices, that can be referenced to as and when needed.

Bristol City Council welcomes applications for events of all types in the city from small community activities to large-scale commercial festivals and events.

Bristol is a popular city for events and some sites are in high demand during peak season. It is recommended that you familiarise yourself with the application process and deadlines provided in this guide to ensure that you allow plenty of time to secure an appropriate site and date in Bristol for your event.

We are keen to utilise any Bristol City Council owned sites, so if you have an idea for an event, please do get in touch.



Contents

outdoor

| | | | | | |
|--|----------|--|-----------|---|-----------|
| 1. Your responsibility as an event organiser | 4 | 5. Site permissions application process | 12 | 8. Health and Safety | 26 |
| To the council | 4 | Event Classifications | 13 | A risk assessment | 28 |
| To the public/attendees | 4 | Event Capacity/time scales for applications... .. | 15 | Public liability insurance..... | 28 |
| To yourself and your committee/staff | 4 | Fees and charges..... | 16 | 9. Event Management Plan | 29 |
| To the law | 4 | Consultation | 17 | Overview | 29 |
| 2. Outdoor Event Policy Priorities and Criteria | 5 | 6. Selecting your venue | 20 | Welfare..... | 30 |
| Priorities..... | 5 | 7. Legal requirements and permissions | 21 | The site | 31 |
| Criteria..... | 6 | Legislation | 21 | Health and safety..... | 32 |
| 3. Getting started/pre-planning | 7 | Licensing | 21 | 10. Contacts | 36 |
| What? | 7 | Noise | 23 | Bristol City Council contacts..... | 36 |
| Where? | 8 | Environment | 24 | External stakeholders contacts | 38 |
| When? | 8 | Equal opportunities..... | 24 | Appendix | 41 |
| Who? | 8 | Making events and festivals accessible | 25 | App.1: Event Management Plan | |
| How? | 8 | Children and vulnerable adults | 25 | App.2: Construction Design Management (CDM) | |
| 4. Timetable guideline | 9 | | | App.3: Traffic | |
| | | | | App.4: Ensuring Food Safety at Outdoor Events | |
| | | | | App.5: Safety inspection forms | |

NB: Please note that there are parts of this document that are only relevant to event organisers if looking to hold an outdoor event on Council-owned land.



Your responsibility as an event organiser

Before you begin to plan your event consider your responsibilities as the organiser. These include the following:

To the council

You are responsible for informing the council of your event plans, applying for permissions and licenses, assuring them that your event will be safe and you have planned for all eventualities. You may be asked to attend a SAGE (Safety Advisory Group for Events) meeting to give a detailed account of your event.

To the public/attendees

You are responsible for providing the event as described in any of your publicity. You are also responsible for making sure that the public are in a safe environment during the event and that their welfare is considered.

To yourself and your committee/staff

You are responsible for thinking through and planning all aspects of the event in good time beforehand so that your event will run as smoothly as possible and you are able to cope with responsibilities on the event day and any issues that arise.

To the law

As the organiser of an event you will need to comply with common law and assume legal responsibility of what is called “duty of care” under the Health and Safety at Work Act 1974. You are responsible for the safety of anyone who attends the event including all committee, staff, hired workers, contractors, performers and the public. You are responsible for the health and safety of all these people at the event.

You also have a legal duty to people outside your event. The Environmental Protection Act 1990 demands that you ensure your event does not constitute a nuisance to residents nearby. To ignore or neglect something that you know could be unsafe or harmful to them is illegal and could render you liable to prosecution or civil claim. This applies if you are there by association or employment.



Outdoor Event Policy Priorities and Criteria



The Bristol City Council Public Outdoor Events Policy outlines Bristol City Council's commitment to enabling outdoor events that contribute to the Corporate Plan and Cultural Strategy.

The priorities and criteria will be used to determine whether approval will be given to a specific event. These criteria should be read alongside the application process to ensure compliance with this Policy and requirements for holding an event in Bristol.

It is important that event organisers contribute to the Bristol economy, provide a showcase for local art and culture, consider the environmental impact, comply with legislation, respect the event site and local communities.

**EVENTS PROVIDE
A SHOWCASE FOR
LOCAL ART AND
CULTURE**

Priorities

Culture

Celebrating diversity, creating a strong sense of community, supporting young people and fostering a culture of innovation and imagination.

Economy

Maximising the opportunity for increased spending to boost the local economy.

Environment

Ensuring the protection of the physical environment and legally protected species of habitats.

Legislation

Maximising safety for those working and attending the event.

People

Ensuring that events are accessible to all communities and individuals, promote health and well-being, whilst minimising disruption to residents and businesses.

Place

Increasing the use of public spaces, the reputation and positive image of Bristol.

Criteria

Culture

Must demonstrate a positive cultural impact:

A commitment to equality and creation of opportunities for local participation, improving community cohesion, improving the city's reputation and cultural offer.

Economy

Ensure financial resilience and economic wellbeing:

The event should support the economic wellbeing of local people. The organiser must demonstrate the financial means to pay for all costs associated with the event, any repair caused to Bristol City Council assets and/or infrastructure directly caused by the event.

Environment

Minimise environmental impact:

Provide evidence of what steps will be taken to reduce the environmental impact of your event including waste management, transport infrastructure to support the event e.g. parking, increased use of public transport, road closures etc. Measures to minimise the impact on the physical environment and legally protected species and habitats.

Legislation

Ensure compliance with the law: The organiser must demonstrate their capacity to effectively plan, manage and control the event within the constraints of relevant legislation and Bristol City Council policies.

People

Demonstrating impact on people and promoting good relations:

Take adequate and reasonable steps to reduce the effect of the event on regular users of public spaces, stakeholders and local residents and businesses. All Event Organisers must take adequate steps to safeguard public health and ensure events promote good relations and are open and welcoming to people from all communities and groups.

Place

Compliance with conditions specific to the event location:

An event must meet any conditions related to specific locations such as size of land, numbers attending. The ability to demonstrate a positive impact of the event on local communities and organisations and ensure considered pre-event consultation takes place.

CHECKPOINT:

Consider how your event meets our priorities and criteria and check it aligns with [Bristol City Council Event Policy](#).



Getting started/pre-planning

Bristol City Council aims to support you through the process of delivering safe and successful outdoor events in Bristol, from initial application through the event to the debrief. Careful planning is essential to delivering a successful event and will be your best ally. Give yourself as much time as possible to plan and organise your event, this will also allow you to get the best prices for any infrastructure and services you may need. See [timeline guideline](#).

Depending on the type and size, some large events need 15 months of planning and applications, whilst smaller events up to 5,000 attendees can be planned in 6–9 months, this tool kit will help you through the process. Some specialist advice or training may be required if you do not have the skills currently. Some events seek the help of paid professional event managers which can give you confidence and guidance. Organising an event is complex and can require multiple partners working together to create a detailed plan, i.e. if road closures are needed you would need to work with the council's highways department and submit a road closure application within Bristol City Council Highways' [road closure time frames](#).

Things to consider before you make a formal application to the Site Permissions Team at Bristol City Council:

What?

Type of activity

Type of event – street party, promotion, community, corporate or markets. Make sure you refer to 'Event classifications.'

- Event content, audience capacity, duration of event.
- Will there be specialist equipment or activities involving animals, inflatables or temporary structures.

CAREFUL PLANNING IS ESSENTIAL TO DELIVERING A SUCCESSFUL EVENT AND WILL BE YOUR BEST ALLY



Where?

Finding an appropriate site

- Consider size, capacity, and services that your event requires, the time of year and impact on the site.
- Think about the potential impact on the local community – such as noise and traffic.
- Look at public transport, public footways and parking and general access to the site.

When?

Choosing your date

- Check with the Site Permissions team what other events are taking place; the summer is a busy time with many events.
- Consider permissions, legislation and regulations timescales for; the site, licences, , traffic, food, music, marketing, advertising and Health & Safety.
- Some events will be required to attend Bristol's Safety Advisory Group for Events' (SAGE). The site permissions team will advise all applicants whether they are required to consult and meet with SAGE.

Who?

Knowing your audience

- Identify your target audience.
- Consider their experience, infrastructure required, appropriate signage, welfare and accessibility, transport needs of attendees.
- Create a marketing plan to target your audience.
- Contact potential sponsors.
- Communicate with local residents on what you are planning and open a dialogue.

How?

Before submitting a site permission application:

- If you have a particular site in mind, check that this is a Bristol City Council owned site by visiting the Bristol [site locations map](#).
- Consult with the Site Permissions team and discuss your plans by booking a [drop-in session](#) through Bristol Festivals.

- Produce an event management plan ([see Appendix](#)). This is a guide to the paragraphs, headings and contents required. Not every heading will apply to your event, but at the least you should consider each heading and decide if applicable. Some site or event specific headings are not included and should be added – it is a guide not a compulsory template. No matter how small your event it is essential that you write this plan to demonstrate you have considered and planned your event appropriately. It will form the basis of communications with the council and all other partners to understand your event, offer guidance and be fully informed.
- Form your team – staff roles, timescales, contractors, volunteers, company structure.
- Budgets – income, expenditure, cash flow, and contingency.
- Consultation with Bristol Safety Advisory Group for Events (SAGE) and any relevant external partners where relevant.
- Marketing and communications – design or publicity, sponsors, press, social media, targeted audiences or inclusive campaigns.

CHECKPOINT:

Now you have read the getting started section please ensure that you have read: [Event classifications and Timescales for applications](#)



Timetable guideline

The timetable is a guideline of jobs that you may need to complete when planning and delivering your event. These timescales depend on the size and scale of your event.

| Time | Task | Whose job? | Complete? |
|------------------------|--|------------|-----------|
| 12 months ahead | <ul style="list-style-type: none"> ● Read Bristol City Council Event Policy and toolkit ● Find a site and contact the site permissions team to check and confirm availability ● Conduct a site visit to check and confirm suitability of location for the event proposed ● Identify the audience demographic and numbers attending ● Confirm other impacts of the proposed event, such as road works, other conflicting events, weddings or local services ● Complete your site permissions application (fees apply) ● Prepare first draft of supporting documents to submit with your application ● Start to organise and form your team. Event Manager, Marketing and Communications, Fundraiser, Programmer, Stalls / Volunteer Coordinator, Health and Safety Officer ● Define the event themes and who it is for ● Set a budget. It is good practice to calculate a budget and expenditure. Please be sure to include the projected site fee and application fee in your budget ● Identify and secure income from sponsors, grant funding, corporate and trade | | |

| Time | Task | Whose job? | Complete? |
|---------------------------------|---|------------|-----------|
| <p>6–12 months ahead</p> | <ul style="list-style-type: none"> ● Update new supporting documents to replace the old versions ● Apply for relevant licenses and permissions to comply with regulations. If you are planning live performances then you will need a Temporary Event Notice or Premises License. If you are planning a road event, you will need to gain a road closure. ● Seek confirmation on approval of provisional dates with Bristol Site Permissions where applicable and submit plans to the Safety Advisory Group. ● Undertake consultation with Bristol Safety Advisory Group and other stakeholders. ● Confirm artists, activities, infrastructure and welfare contractors', as well as contract terms ● Source and confirm stall holders ● Finalise a detailed balance budget ● Prepare and finalise marketing and communications i.e. design, promotional material. Identify PR contacts and write press releases | | |
| <p>3–6 months ahead</p> | <ul style="list-style-type: none"> ● Confirm you have been granted a terms and conditions and any other permission ● Confirm artists and infrastructure contractors and send contracts. ● Update budget and supporting documents. ● Marketing campaign | | |
| <p>2–3 months ahead</p> | <ul style="list-style-type: none"> ● Organise insurance cover for the event and all staff and upload to Event app if not done so already ● Confirm staffing, volunteers and contractors ● Distribute publicity and PR | | |
| <p>1 month</p> | <ul style="list-style-type: none"> ● Draw up a production schedule (to include build and break) and circulate with final supporting documents to all stakeholders ● Check on all key items: major hires, entertainers, volunteers and stalls etc ● Organise a litter picker team and recycle bins if waste management contractor is not in place ● Review site hire terms to ensure plans adhere to hire agreement and ensure fees are paid | | |

| Time | Task | Whose job? | Complete? |
|--------------------------------|---|------------|-----------|
| <p>The event day(s)</p> | <p>Set up days</p> <ul style="list-style-type: none"> ● Ensure that a pre-event site handover is completed with the site operation teams. ● It is advisable for you to take pictures of the site before setting up any installations. ● The site must be closed off to the public during the build period ● Staff must be wearing protective gear and high-vis vests ● Safely manage the installation of all equipment. <p>The Event Day</p> <ul style="list-style-type: none"> ● Ensure that all staff onsite are briefed before the start time ● Keep your staff updated of any issues that may occur. ● A member of the Site Permissions team may be present at the event to conduct inspection when relevant. ● Other officers (such as Health and Safety or Police) may also be present at the event to inspect when relevant <p>Break Down Day</p> <ul style="list-style-type: none"> ● The site must be closed off to the public during the breakdown period ● Staff must be wearing protective gear and high-vis vests ● Ensure that a post-event handover is conducted with the site operation teams. ● The site must be left in the same condition as before the event. | | |
| <p>1 month later</p> | <ul style="list-style-type: none"> ● Say thanks to your team for their hard work ● Conduct your evaluation ● Debrief the Safety Advisory Group if relevant ● Follow up any complaints ● Start planning for next year | | |

Site permissions application process

This application process provides a process for applying for landlord's permission from Bristol City Council to use a site.

The Site Permissions team oversees and schedules the events diary and facilitate the safety, planning and paperwork required to ensure all outdoor event activity on Bristol City Council land adheres to all legislation and guidelines from the Health and Safety Executive (HSE).

Event organisers can make an application through the online system [Event App](#) and are required to submit an Event Management Plan including Risk Assessments and all supporting documentation. The application fee must also be paid at the time of first submission. Please ensure all the mandatory documents required are submitted with an application.

The site permissions team can be contacted either by emailing site.permissions@bristol.gov.uk or by calling 0117 903 7728.

Event organisers must obtain site permission prior to the event taking place and are bound by the conditions stated within the terms and conditions. Bristol City Council assesses the merits of each application individually and their decision is final. Where there is a conflict of applications for a site or date the following guidelines will be used:

- Applications from established annual events or Bristol-based organisations
- Diversity or balance of the annual events programme
- Value of income from site fees
- Date of application

Event organisers must include 'subject to site permission and licensing' in **all** promotional material prior to terms and conditions being issued. We endeavour to provide site permission to a successful application at least three months before the event date.

**EVENT ORGANISERS
MUST OBTAIN SITE
PERMISSION PRIOR
TO THE EVENT
TAKING PLACE**



Event Classifications

When event applications are made to Bristol City Council for an outdoor event, the event will be classified using one or more of the event types. The classification will be decided at the discretion of the Site Permission Officer and may affect any of the following:

- The type of application required
- Whether an application is accepted or not
- The level of application and hire fees charged
- The length of time needed for an application to be considered
- The nature and duration of consultation to be undertaken.

Community events

Community events are defined as any event, festival or street event* organised by charities, not-for-profit, community or voluntary groups that directly benefit the residents and stakeholders of Bristol and does not provide significant advertising or other commercial benefit to a profit-making organisation.

***Street events versus street parties** – If you wish to sell alcohol or have entertainment such as live music and performances, or more than 500 people, then you will need to apply through site permissions. The definition of a street event is available at this [link](#)

Commercial events

Commercial events constitute any activity that does not fall in the above classification. As a guideline, the following are general examples of commercial events:

- Experiential sporting events that are not local club run but require advance tickets
- Ticketed festivals, music concerts and touring theatre or cabaret
- Corporate events or product launches
- Private lets e.g. a wedding reception or private party
- Fairs and circuses (wild or exotic animals will not be permitted)
- National charity/fundraising events.

Sporting events include road running events, charity walks, cycle road racing and water events in Bristol's Floating Harbour.





Other types of events

Other types of events may occur which do not fit within these classifications. Where such activity is planned, the outdoor events policy will be used as a guideline. A collaborative approach will be taken between Bristol City Council departments to determine the specific process to be followed.

The main activities that do not go through the Site Permission application process and for which you will be required to liaise directly with other Bristol City Council departments include:

- **Traditional street parties:** Less than 500 people, no music or sale of alcohol. See [Highways Network Management](#).
- **Outdoor markets:** If you have more than five stalls your activity is classified as a market. See [Harbourside Estates and Markets](#).
- **Street trading:** Less than five stalls is considered street trading/mobile trading. See [Licensing](#).
- **Sports activities:** e.g. football, rugby, cricket, abseiling and pitch bookings, park runs, Personal training/fitness sessions. Email [Parks](#).
- **Marches, rallies, processions and protests:** You are required to notify Bristol City Council's Site Permissions Team and the Police if your event is moving. You will need a licence if roads are required to be closed. Allow a minimum of six weeks. See [Traffic](#).

Event Capacity and time scales for applications

The size classification for an event will be based around the expected 'audience capacity'. This is the maximum number of people expected at any one time including event staff and participants. For clarity the audience capacity, requirements and deadlines for submitting an application via Event App, are outlined in the following table.

| Size | Audience capacity | Requirements | Minimum deadline for submitting initial application |
|------------------|---------------------------------|---|---|
| Small events (a) | Up to 999 | Without a road closure and/or a premises licence. | 3 months before the event. |
| Small events (b) | Up to 999 | An event likely to require a Road Closure Order and/or premises license. | 6 months before the event. |
| Medium events | between 1,000 – 4,999 attendees | An event likely to require a Road Closure Order and/or premises license. | 6 months before the event. |
| Large Events | between 5,000 -20,000 | An event that requires a Premises Licence/or Road Closure Order on major roads. | 8 months before the event. |
| Major Events | over 20,000 | An event likely to require Premises license/ and/ or Road Closure Order on major roads. | 12 months before the event. |

Fees and charges

Application

An application fee is payable at the time of submitting a site permissions application. See the 'Fees and Charges' section on the front page of Event App.

Site permission hire fee;

There is a hire fee for all events on Bristol City Land. The fee is worked out relevant to the size of the event and which category it fits into. See *Event Classifications* page xx. The fees are based on a one-day event. Any additional event days will be charged at 30%. Set up, break down, clean up days will be charged at a percentage of the basic fee. Fees are reviewed annually and published every April.

- A provisional charge sheet (quotation) is issued upon review of event application.
- An invoice is issued 8 weeks prior to the hire period date. Advance quotations are subject to change.
- Full payment of the site fee will be required within 30 days from the issue date of the invoice.
- Any discount to the hire fee, other than the automatic 50% for community events, will not be confirmed until a detailed application has been submitted and assessed.

Bonds

A refundable site bond can be required by Bristol City Council in advance of any event, primarily to cover the costs of any reinstatement works to the site depending on location, size and type of event. This will be agreed in consultation with the Parks Manager separately to the permissions process. This will be refunded when the post event inspection is completed unless the Site manager is unsatisfied with the reinstatement of the park when the site handover from event organiser to site manager is completed.

Event organisers will be issued with a site bond invoice seven days in advance of the hire start date. In the instance that no cost is incurred then a credit note will be raised for the full amount.

Other fees

Additional charges may be levied for power and water, or staffing as needed by the event.

An event may incur other fees payable to other Bristol City Council departments such as road closures. Relevant departments will apply and issue these fees, which must be met by the event organiser

Costs to the council

If an unforeseen situation arises which requires immediate action by council staff this action may be taken without negotiation and charged. See 'Terms and conditions' which Event App.

Payment

All fees and invoices must be paid promptly. Failure to do so will result in the event licence being revoked, legal action being taken and the event being refused to return in subsequent years.

Cancellation

Event organisers who have an approved application are entitled to cancel their event. They will need to notify the site permissions team in writing at the earliest opportunity. Late notification of the cancellation of an event is liable to the following charges of the agreed fees;

- 3 months before event 10%
- 6 weeks before event 25%
- 5 weeks before event 50%
- Less than 5 weeks before event 75%
- Less than 2 weeks before event full

Consultation

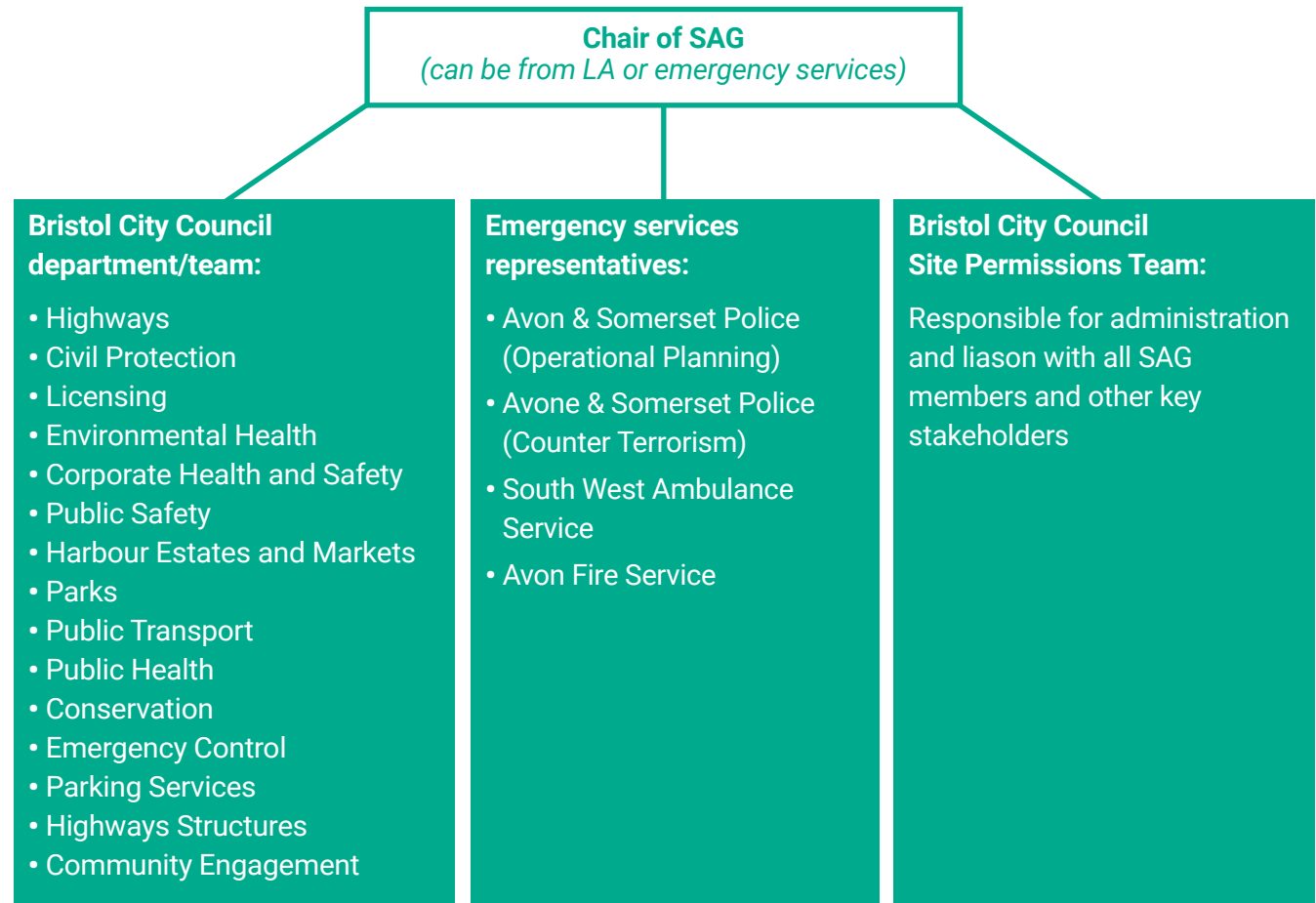
Depending on the size, location, impact and duration of your event consultation can be in various forms:

Safety Advisory Group for Events (SAGE)

Safety Advisory Groups for Events (SAGE) are a forum for advising on safety at all outdoor events held in the city. The aim of the SAGE is to provide advice and support to organisers on public safety requirements at their event. Most Local Authorities require organisers of events to attend a Safety Advisory Group meeting as a condition of using their land. Depending on the size, type and location of the event SAGE will comment and perhaps invite organisers to a face to face meeting.

SAGEs are usually convened and organised by Local Authorities. They're made up of representatives from the local authority, emergency services and other relevant organisations.

The Bristol SAGE comprises the following members:



It is important that event organisers adhere to the guidance provided by SAGE. Failure to adhere to this guidance could result in your event being refused, license revoked, or, at worst, legal action.

The safety concerns and advice given by SAGE to event organisers is documented and provides an evidence trail. If there is an incident resulting in court or public inquiry proceedings, Bristol City Council has an obligation to notify any investigating authorities the safety advice that was given.

Stakeholder consultation

While promoting Bristol City Council event spaces, we must keep in sight the impact events can have on conservation and local residents. Ensuring that events are run professionally and respectfully is essential to sustain good relationships.

Event organisers should liaise with local residents, any local stakeholders such as businesses, parks groups, any national external stakeholders such as 'Natural England' where appropriate to give an opportunity to work collaboratively, to express and resolve any concerns in the event planning stage.

The consultation process may include the following:

- Initial information and supporting documents submitted with the site permission application.
- Comments from relevant Bristol City Council departments.
- Information sought from the Avon and Somerset Police, Fire and Ambulance services to ensure the event does not pose operational problems, either at the scene or in surrounding areas.
- Friends groups, immediate and surrounding residents and stakeholders for the site in question

Resident Notification

This involves a short letter being delivered to the immediate residents and those impacted by the event, describing the event and its timings. The letter should be sent before final plans are agreed and should clearly outline contact information.

Notification should take place if your event has any of the following:

- Entertainment, PA's or generators likely to be audible to the occupiers of any premises.
- High numbers of attendees (over 2,000).
- Overnight equipment or a prolonged build / break lasting several days.
- Full use of a park – such as fencing and / or ticketing the site.
- The need for a traffic management plan.
- A licensed bar(s) operating past 22:00.



Monitoring and Evaluation

Bristol City Council staff will monitor events in situ, to ensure compliance with the Terms and Conditions.

- **Inspections:** Bristol City Council Officers and duly authorised agents reserve the right of entry to any part of your event at all times. All businesses and contractors are expected to be competent and adhere to all relevant legislation and codes of practice.

Where the council determines that an event organiser has failed to meet the requirements of the Terms and Conditions and/or licence, the landowner is entitled to suspend the event for such a period as is considered necessary to ensure that any failures or breaches are rectified.

- **Event Champions:** To further develop the events held in the city Bristol City Council Arts and Events team have volunteers who act as mystery shoppers offering useful feedback to Bristol City Council, SAGE and to event organisers. Whilst they do not attend every event, commercial ticketed events will be expected to provide at least two tickets.
- **Debriefs:** Where appropriate, event debriefs and evaluations will be conducted with event organisers to address concerns and improvements for future applications. All events expecting more than 2500 on site at any one time are expected to keep 'an event log' of the live decision-making and incidents. The event organiser must be able to submit this log upon request to any member of SAGE or Bristol City Council officer during and after the event. The log will also inform any subsequent de-briefs that may take place as a result of complaints, concerns or issues.



Selecting your venue

Parks and open spaces

For details on our parks and open spaces please use '[Location Map](#)'. This provides information about the sites to help you choose your event location. This will also outline activities that are not permitted on specific parks and open spaces and Bristol City Council's Event Policy.

Parks/open spaces that hold premises licenses by the council for small community group events include:

- Ashton Court Estate
- Eastville Park
- Queen Square
- Blaise Castle Estate
- Greville Smyth Park
- Redland Green
- Brandon Hill
- Hengrove Park
- St Agnes Park
- Brunel Way Picnic Park
- Hillfields Rec. Ground
- St Andrews Park
- Canford Park
- Horfield Common
- St Georges Park
- Castle Park
- Lloyds Amphitheatre
- Victoria Park
- Centre Promenade
- Oldbury Court Estate
- Waterfront Square
- College Green
- Portland Square / St Pauls Park
- Clifton & Durdham Downs
- Princes Wharf

go to: ► [Contents](#)



Legal requirements and permissions

Legislation

Bristol City Council works in compliance with government law, regulatory and enforcement legislation and has formal procedures and codes of practice. It is the event organiser's responsibility to ensure that health and safety legislation is adhered to at all levels. There is a lot of government legislation and guidance which applies to events. These should be researched and expert advice sought where appropriate.

Licensing

Event organisers may require licenses from Bristol City Council.

Depending on the nature, size and scale of your event, you may need to obtain your own Premises Licence or Temporary Event Notice (TEN), adequate time must be allowed for this. The Licensing Act makes it necessary to license all events incorporating Regulated Entertainment or other licensable activities, including those on public open spaces. If you are in any doubt always contact licensing (licencing@bristol.gov.uk) to see if a licence is necessary as licensing laws are subject to change.

The Licensable Activities include:

- **The sale of alcohol or the provision of late night refreshment** meaning hot food or drink to the public between 11pm and 5am.
- **The Provision of Regulated Entertainment, which includes:** Performance of a play, performance or dance / live music or recorded music (and similar) / exhibition of a film / boxing or wrestling.

IT IS THE EVENT ORGANISER'S RESPONSIBILITY TO ENSURE THAT HEALTH AND SAFETY LEGISLATION IS ADHERED TO AT ALL LEVELS



There are three types of licence to consider.

Temporary Event Notice (TEN):

No more than 499 people including staff and performers.

A Temporary Event Notice allows you to hold a licensable activity on premises that are not currently licensed, or that existing licences or club certificates do not permit.

Applying for a TEN is a relatively simple process and must be submitted a minimum of ten working days before the event.

There are restrictions on the number of TENs that can be granted for a particular site or individual.

Premises Licence:

You will need to apply for your own Premises Licence if the park or site does not have a license and your event is likely to attract more than 4,999 people at any one time, including staff and performers.

Events that require a Premises Licence must submit an application to the Site Permission team a minimum of **eight months** before the event. There is no guarantee that a premises licence will be granted once applied for.

Alcohol and Personal Licenses:

Where the sale of alcohol is included on a Premises Licence, a Designated Premises Supervisor will need to be named on the licence application. The Designated Premises Supervisor is the person responsible for all sales of alcohol on the premises. A personal licence is required in order to be named as the Designated Premises Supervisor, which should be applied for from Bristol City Council.

Event organisers are responsible for ensuring that all relevant licences are acquired in an appropriate and timely manner. This may include a Premises licence, a Temporary Events Notice (TEN) or time-limited premises licence.

The issue of a TEN or time limited premises licence does not in itself constitute permission to use the land.

Should there be any serious breaches of premises licence conditions the council may take any further formal action it considers necessary including prosecution.

Community Groups

Bristol City Council has premises licenses (excluding the sale of alcohol) for some parks and open spaces in the city for regulated entertainment for up to 4,999 people.

These are for use by community groups only, larger scale or commercial events will be required to apply for their own licences. At Bristol City Council's discretion it may be possible for community event organisers to apply for a Premises Licence or TEN to cover the bar areas only, with Bristol City Council's licence covering the regulated entertainment.

Relevant Act and Bristol City Council guidance notes on the processes of applying for a licence:

- [Licensing Act 2003](#)
- [BCC licencing guidance](#)

In addition;

Music Licenses

You will need to contact PRS Music License and PPL to obtain the necessary permission to play music. They will issue a Music License. Please see contacts in the appendix

Market and street trading consent

If you want to sell or offer for sale any article in a street you must have a street trading license or street trading consent. Please see detailed information on BCC's further guidance link below.

- Sale of goods Weights & Measures Act 1985
- BCC further guidance
- Consumer Protection Act 1987 & Product Safety Regulations 2004
- Street trading Local Government (Miscellaneous Provisions) Act 1982

Noise

The event organisers of events may be asked to supply amplification details to The Pollution Control Team (PCT).

- Depending on the size of the event PCT will discuss levels with the event organiser and monitor the event. The Music Noise Level (MNL) shall not exceed LAeq (15mins) of 65dBA (or any other level determined by the PCT) over a 15 minute period at any noise sensitive premises.
- Any activities audible to nearby residential properties, such as the set up and break of the event, refuse disposal, provision and emptying of toilets, generators etc shall be carried out between 9am–8pm.

If complaints of noise are received appropriate steps should be taken to control levels to minimise disturbance.

To minimise the impact on residents event organisers can implement the following:

- Inform residents in writing about the details of the event and whom to contact should they wish to make a noise complaint or discuss the plans. Inform them of sound check times and why these are necessary to avoid nuisance during the event and get the levels correct near residential properties. Inform residents of the

suitable times for these sound checks, in some instances the day before as well as a shorter time on the day of the event.

- Plan the site and position of amplified sound pointing away from residential properties, get advice from your sound contractor and a noise control expert where possible.
- Appoint a suitably qualified noise control consultant or competent person to monitor all matters relating to noise prior to and during the event.

Relevant act and legislation applicable to noise and Bristol City Council details:

- [Noise and Statutory Nuisance Act 1993 section 7](#)
- [The Control of Noise at Work Regulations 2005](#)
- [Bristol City Council Noise Guidance](#)
- [HSE guidance](#)

Environment

Environmental Protection is a key priority, which is outlined in [Bristol's Green Capital Guide for Small Events](#) and [Guide for Outdoor Events & Festivals](#).

These guides provide advice on how to approach your event more sustainably, and outlines the simple steps you can take to reduce the impacts of each aspect of your event.

Every effort should be made to minimise environmental impact and maximise the 'green' production of events through the use of recyclable and/or reusable sustainable products and materials, e.g. minimising power consumption, bio-diesel generators and by using recycled biodegradable cups, plates and cutlery.

- **Trees** are a major natural asset to Bristol's parks and open spaces. It is essential, therefore, to ensure that adequate arrangements are in place to prevent damage and potential loss of this asset.
- **Biodiversity** is very important to Bristol. By giving due prominence to this crucial part of our environment the aim is to safeguard the ecological future of the wildlife. Event Organisers must make every effort to minimise the impact of events on the biodiversity within our parks and open spaces.

- **Waste and recycling:** Bristol is significantly reducing waste and Bristol Waste offers best practice support.
- **Chinese lanterns and helium balloons are banned from being launched anywhere in Bristol and from all events.**
- **Water and sewage:** You may need a clean water supply at your event. A reliable company must be used to remove your temporary toilet and grey water waste.
- **Local Suppliers:** Consider sourcing goods and services that are local to Bristol.
- **Green travel:** Encourage a reduced use of the private car and an increase in use of sustainable methods of transport: walking, cycling and public transport.

Relevant acts/legislation and guidance

- [Environmental Protection act 1990](#)
- [Wildlife and Countryside Act 1981](#)
- [The Conservation of Habitats and Species Regulations 2010](#)
- [Bristol Open Spaces Bylaws](#)
- [Julies Bicycle / ACE guidance](#)
- [Handling waste](#)

Equal opportunities

Any event should meet the council's Equality Policy and public sector equality duty. Including:

- **Accessible publicity.** E.g. use best practice in marketing materials to engage with audience.
- **Promote equality of opportunity.** Be open and welcoming to people from all communities and groups.
- **Foster good relations between people who share a protected characteristic and those who don't.** Event organisers should take positive steps to advertise and promote the event to encourage interactions between;
 - disabled people and nondisabled people,
 - people from different ethnic and faith backgrounds,
 - people from different gender and sexual orientations.

Relevant act and guidance

- [Equality Act 2010](#)
- [Further BCC's Equality policy and guidance](#)

Making events and festivals accessible

According to the 2011 census, 16.7% of people living in Bristol report their day-to-day activities are limited due to health problems or disability which has lasted or is expected to last over 12 months.

This includes people with a

- Physical impairment
- Hearing Impairment/Deaf British Sign language user
- Visual impairment
- Mental and emotional distress/ mental health issue
- Learning difficulties
- And/or a health condition e.g. HIV, multiple sclerosis, cancer

It is important to make sure your event site is accessible to enable disabled people to attend the event independently and equally. The Arts and Events Team at Bristol City Council are working towards the 'Attitude is Everything' Gold standard on their Charter of Best Practice for outdoor events and would invite external organisers to follow best practice models to create festival accessibility plans.

Relevant Act applicable and 'Attitude is Everything' charter of best practice and ISAN guidance.

- [Equality Act 2010](#)
- [Attitude is everything guidance](#)
- [ISAN guidance](#)
- [Accessible marketing materials](#)

Children and vulnerable adults

Child and vulnerable adult protection is a fundamental part of the safety management of an event. Event organisers are expected to make such efforts as necessary to remove risk of the abuse or mistreatment of children and vulnerable adults at events and to take appropriate measures if event staff identify situations of abuse or mistreatment whether, related to the event or not.

Any external children's entertainers and staff that may have specific access to children through the nature of their employment or involvement must have appropriate DBS checks.

You must provide details of what effort you will make to remove risk of the abuse or mistreatment of children or vulnerable adults at the event in the event management plan. This must detail what measures will be taken if event staff identify situations of abuse or mistreatment whether

related to the event or not. All provisions must be in place for the protection of children from adult entertainment and gambling.

Children who are performing may need chaperons.

Relevant Act applicable and child protection policy guidance.

- [The Children's Act 2004](#)
- [Data protection legislation](#)
- [NSPCC guidance](#)
- [Gov guidance](#)

IF YOU HAVE ANY CONCERNS ABOUT A CHILD OR YOUNG PERSON, PLEASE DO NOT LEAVE IT TO SOMEONE ELSE TO DEAL WITH PARTICULARLY IF YOU THINK A CHILD IS BEING NEGLECTED OR ABUSED

Health and Safety

Health and Safety legislation applies to all events. It is your responsibility to ensure that health and safety legislation is adhered to at all levels of management, from your senior event team through to competent event staff, contractors and sub-contractors. As an event organiser, you will always have a **duty of care** to people working at or visiting your event and safety must always be the paramount consideration before, during and after your event, whatever the size.

You will need to ensure that you have developed processes for managing health and safety. The implications are very serious, from major fines to imprisonment. We expect organisers to have a competent, named person who is responsible for safety at every event. Large events require a dedicated safety officer.

Event Organisers must conform to the following and other current guidance and legislation:

| | |
|--------------------------------|---|
| Accidents/incident | <ul style="list-style-type: none"> ● RIDDOR 2013 ● Reporting accidents an incidents at work |
| Bouncy castles and inflatables | <ul style="list-style-type: none"> ● PIPA is the safety certificate for inflatable play equipment ● HSE information on Inflatables |
| Broadcasting | <ul style="list-style-type: none"> ● Safety in broadcasting sports events |
| COSHH | <ul style="list-style-type: none"> ● Control of Substances Hazardous to Health Regulations ● Safe use and handling of flammable liquids |
| Crowd management | <ul style="list-style-type: none"> ● Crowd management guidance ● Managing Crowds Safely HSG154 HSE Books 2014 ● Security Industry Authority (SIA) licensed security personnel ● Safety Signs and Signals Regulations 1996 |
| CDM | <ul style="list-style-type: none"> ● Construction Design Management |
| Electrics | <ul style="list-style-type: none"> ● Electricity safety events ● Electricity at work: Safe working practices |
| Emergency Planning | <ul style="list-style-type: none"> ● Emergency planning for major accidents ● Planning for mass fatalities |
| Fairgrounds | <ul style="list-style-type: none"> ● Fairgrounds |
| Fire Safety | <ul style="list-style-type: none"> ● Regulatory Reform (Fire Safety) Order 2005 ● Fire Precautions Act 1971 ● Safe use and handling of flammable liquids |
| Gas | <ul style="list-style-type: none"> ● Gas Safety (Installation and Use) Regulations 1998 Approved Code of Practice and guidance |

| | |
|---|--|
| Health and Safety | <ul style="list-style-type: none"> ● A Guide to Safety at Sports Ground ● Health and Safety at Work Act 1974 ● The Management of Health and Safety at Work Regulations 1999 ● The Health and Safety (enforcing authority) Regulations 1998 ● Successful Health and Safety Management (HSG 65) |
| Special effects – (Strobes to Fireworks) | <ul style="list-style-type: none"> ● The Safety of laser lighting displays ● Special effects: strobes – fireworks ● Working together on firework displays ● Giving your own firework display |
| Staff protection | <ul style="list-style-type: none"> ● A short guide to the Personal Protective Equipment at Work Regulations ● Lifting operations and lifting equipment regulations LOLER ● Falls from Height – an event organisers responsibility ● The Work at Height Regulations 2005 ● Working at height in entertainment industry |
| Structures | <ul style="list-style-type: none"> ● Health and safety in construction ● Temporary structures |
| Transport and Vehicles | <ul style="list-style-type: none"> ● The safe use of vehicles on construction sites ● Traffic and transport management |
| Venue & site design | <ul style="list-style-type: none"> ● Venue and site design |
| Welfare | <ul style="list-style-type: none"> ● Alcohol and drugs in the work place ● Health risk management ● Preventing or controlling ill health from animal contact at attractions ● Work-related violence ● General welfare at events ● First Aid at Work |

In addition event organisers will be expected to follow the guidance set out in the following:

The Event Safety guide (second edition) – A guide to health, safety and welfare at music and similar events – HSG195

This useful guidance is free to members of Bristol Festivals – [download here](#). The safety, welfare and security of event visitors, organisers and other members of the public must not be compromised by any event. You will need to ensure that you have developed processes for managing health and safety, and that all documentation is available to the Site Permissions team on submission of your event application form and your event management plan.

A risk assessment

This forms part of your event management plan. Employers and event organisers have a legal responsibility to carry out a risk assessment, removing or minimizing risk to participants and the public should be your number one priority.

An explanation is required of the control measures in place to reduce or eliminate such risks. You will need to identify a competent person to carry out a risk assessment for your event to ensure that all hazards are adequately assessed and all precautions correctly identified and implemented.

The risk assessment should identify potential hazards and any risks associated with them, both during set-up / break and during the event. For each hazard identified, you must show what you intend to do to remove, minimize or control the risk from the hazard. You should conduct and continually update a risk assessment for all activities or tasks involved in organising the event.

Relevant Acts and a standard risk assessment form can be downloaded

- [Health and Safety at Work etc. Act 1974](#)
- [Management of Health and Safety at Work Regulations 1999](#)
- [A guide to Risk assessments](#)

The guidance provided in this section is to support event organisers in producing key documents, which must be provided to Bristol City Council's representatives.

The level and extent of the information needed will vary depending on the size of your event. Before Bristol City Council issue a terms and conditions, stakeholders will contribute and feed in to your event plans and make recommendations for a safe event.

Public liability insurance (PLI)

It is your responsibility to ensure that you have taken all necessary steps to protect yourself and employees from any liability.

You should provide either;

- **a copy of your insurance certificate showing the policy number, dates valid and amounts covered by your policy,**
- **or a letter from your insurer providing the same information.**

Please note that public liability insurance and employers liability insurance are not the same thing.

Event management plan

The Event management plan is key and provides guidance and reference for all principal staff and advisors working on the event. It is a working document and will need to be updated, amended throughout the pre-planning. It should describe key plans and all operational aspects of the event as well as providing a practical operational guide.

Please ensure it includes the information in the table. For ease a tick box column helps you access what to complete.

See Appendix '[Event management plan Template](#)' for a further list of paragraph headings. This list is not exhaustive and site or event specific headings should be added.

| Overview | Documents to produce | Tick |
|---|-------------------------------------|--------------------------|
| Event details: Description of the event, location, programme and content. Proof of valid current public liability insurance. | Public liability insurance | <input type="checkbox"/> |
| Production and event timetable: A timetable from the moment you get to the location to start setting up, until the site is cleared and returned to its original state after the event. To include times of all main parts of the set-up and clear-up, along with public opening/closing times, and stage start/finish times. | Production and event timetable | <input type="checkbox"/> |
| CDM this is needed for the build and break phase | Construction Design Management Plan | <input type="checkbox"/> |
| Marketing plan: Overview of how the event will be marketed including distribution of publicity, invites, PR campaigns and advertising. Provide examples of any publicity, adverts and press releases. Audience demographic and numbers attending (including staff). | Marketing plan | <input type="checkbox"/> |
| | Audience Development Plan | <input type="checkbox"/> |
| | Crowd Profiling | <input type="checkbox"/> |
| Event communication plan: Details of how you will communicate with staff, public and external agencies. Company communication structure. Event management / team and contractors roles and contact details. | Event communication plan | <input type="checkbox"/> |
| | Contact sheet | <input type="checkbox"/> |

CHECKPOINT:

Have you thought about all the headings listed, even if they are not applicable to your event.



| Welfare | Documents to produce | Tick |
|--|---|--------------------------|
| Access provision: Create accessibility plans and arrangements for disabled people. | Accessibility plans | <input type="checkbox"/> |
| Food safety plan: Information about how to ensure that any food provided at the event is prepared, stored, served and handled properly to remove the public health risk. | Food safety plan | <input type="checkbox"/> |
| Alcohol and Drugs: Consider if alcohol is suitable for your event; it can bring behaviour issues that must be addressed in your RA and event plan. Large open free events require an alcohol and drugs policy to manage antisocial behaviour. | Alcohol and Drugs policy | <input type="checkbox"/> |
| Equal opportunity statement: A copy of your equal opportunities statement. | Inclusive event policy | <input type="checkbox"/> |
| Noise: Due to licensing laws, some spaces have set conditions relating to the licence e.g. noise levels and running times. | Noise Action & Monitoring plan | <input type="checkbox"/> |
| Sanitary provision: Details of toilet facilities, hand washing points and any other sanitary provision at your event. An appropriate number of toilets must be provided for the anticipated number of attendees. The temporary toilet facilities provided must include accessible, wheelchair friendly units. | Sanitary plan | <input type="checkbox"/> |
| Child and vulnerable adult protection statement: This is a statement of intent that explains what efforts you will make to ensure the safety of children and vulnerable adults at your event. Outline details of what effort you will make to remove risk of the abuse or mistreatment of children or vulnerable adults at the event and what measures will be taken if event staff identify situations of abuse or mistreatment whether related to the event or not. | Child and vulnerable adult protection statement | <input type="checkbox"/> |

| The site | Documents to produce | Tick |
|--|---|---|
| <p>Site Plan: A clear illustration of the layout of your event, in the location being requested. Include temporary structures, stages, toilets, generators, first aid posts, access routes, emergency exits, signage rendezvous points, fire / water assembly points, PA's, lighting any other physical set-up and activity areas. A blank site map can be provided on request.</p> | <p>Site plans</p> <p>Ground protection plan</p> | <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |
| <p>Traffic Management plan/Transport infrastructure plan: This should outline the impact of the event on traffic and transport in the area of the event, as well as how vehicles will be managed within the event site.</p> | <p>Transport infrastructure plan</p> <p>Vehicle Control</p> <p>Staffing</p> | <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |
| <p>Waste management plan: The event site must be left in the clean and tidy state in which it was found. Provide details of equipment and staffing that will maintain the cleanliness of the site during and after the event. Also, how waste will be disposed of with as little environmental impact as possible.</p> | <p>Waste management plan</p> <p>Litter clearance plan</p> | <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |
| <p>Environmental impact assessment: Events can have an impact on the local environment in a number of ways, so you need to identify what these possible impacts are and then show how you plan to protect the environment accordingly.</p> | <p>Environmental impact assessment</p> | <p><input type="checkbox"/></p> |

| Health and safety | Documents to produce | Tick |
|--|--|---|
| <p>Crowd management plan: A description of how crowd capacity and movement will be monitored and controlled at the event including details of how the security and stewarding works, locations and types of control barriers in place, and referring to the site plan for detail of entrances/exits.</p> <p>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</p> | <p>Crowd management plan</p> | <p><input type="checkbox"/></p> |
| <p>Risk Assessments: Including install, use and de-rig of temporary structures, barriers, stands, information signs, décor, specialist equipment, inflatables and fun fair rides. Use of temporary LPG bottles power distribution. Security of cash.</p> | <p>Risk assessments</p> <p>Method statements</p> <p>Inspections</p> <p>Sign off certificates</p> | <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |
| <p>Emergency Plan: Please describe the procedures you will have in place for responding to an emergency situation. This should include declaration of an emergency/incident, escalation procedures and command and control measures. This should refer to the use of your evacuation routes and muster points, rendezvous points, interface with external emergency responder agencies, and arrangements for communicating important information to members of the public. Plans should take into account any external factors outside of the event organiser’s control, this includes providing procedures for dealing with severe weather conditions, crime and external threats, protests and hazards posed by any surrounding infrastructure. Terror attacks to be considered, and suspicious packages. Detail how all staff will be briefed.</p> | <p>Emergency control plan</p> <p>Emergency routes</p> | <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |

| Health and safety | Documents to produce | Tick |
|--|---|--|
| <p>Fire procedures: Please give a description of the equipment and procedures you will have to prevent or combat fire, and ensure fire regulations are adhered to. Calling 999 for the fire brigade should be a part of this plan. At no point are you expected to put the safety of you and your team in danger.</p> | Fire procedures | <input type="checkbox"/> |
| <p>First aid provision: Please describe what first aid provision you will have in place at the event. Event organisers must carry out a medical risk assessment, consider such things as the activities, the numbers, types and age groups attending, access and egress, the site and structures, and other health, safety and welfare issues. Provision of adequate numbers and types of first aid/medical resources can be advised in guidance HSE document <i>The Event Safety Guide HSG195</i>.</p> | Medical plan/first aid provision | <input type="checkbox"/> |
| <p>Lost person/child procedure: A written procedure detailing how lost children or vulnerable adults will be reunited with their parents or guardians. Include measures to protect the children or vulnerable adults involved and checks on identity of parents or guardians claiming responsibility for the child or vulnerable adult. Explain what action will be taken when a child or vulnerable adult is found without their parent or guardian.</p> | Lost persons procedure Lost person report Communication plan Lost child form Lost property report | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |

Bristol Outdoor Event Guide

Please contact site.permissions@bristol.gov.uk for a discussion about interpretation or to suggest changes to the policy that may be considered when it is due for a review.

Author: **Bristol City Council, Culture Team**

Approved by: **Bristol City Council Senior Leadership Team and Cabinet**

Review Date: **October 2018**

Document available in other formats: If you would like this information in another language, Braille, audio tape, large print, easy English, BSL video or CD rom or plain text please contact: 0117 922 2848

Health and safety

| | Documents to produce | Tick |
|--|-----------------------------------|--------------------------|
| <p>Security and stewarding provision: Details and the numbers of stewards and security staff, their roles, how they are managed, briefings and shifts they are working. Any security staff used must be Security Industry Authority (SIA) trained and licensed and you should provide confirmation of this with details of what level of training the staff have. As an event organiser, you will need to be aware of the SIA requirements for the employment of security and stewarding at your event.</p> | Security and stewarding provision | <input type="checkbox"/> |
| <p>Accidents: If an accident occurs, the names and addresses of witnesses should be obtained, photographs taken and a report made by the organisers. An accident report should be sent to the land owner. If serious then notify the insurance company and enforcing Authority (HSE).</p> | Accident and incident report | <input type="checkbox"/> |

Disclaimer

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Contacts

Bristol City Council contacts

| What | Detail | Web link |
|--|---|----------------------------------|
| Advertising | If you intend to place large branding or distribute leaflets please refer to the protocol for temporary advertising of development sites link | Application form |
| Alcohol license | To sell alcohol you will need a personal licence | License |
| Amusements | A licence for amusements, raffles etc. | License |
| Animal Welfare | Performing animal welfare at events | License |
| Car boot sale | License to hold a car boot sale | License |
| Complaints | Customer service and complaints | Service |
| Culture | Support with funding and cultural partners | Funding |
| Emergency care | Emergency social work service for people at risk | Support |
| Emergency services | Bristol's emergency services | Service |
| Environment | Environmental policy and eco management scheme | Policy |
| Environment | Environmental checklist for event organisers | Checklist |
| Food hygiene | Food safety at events | Legal duty |
| Harbour Manager | Any activities taking place in Bristol Floating Harbour | Advice |
| Health and Safety | Health and safety | Guidance |
| Highways | Traditional and Enhanced street parties | Permission |
| Licensing | TENS and Premise Licences, | License |
| Market and street trading consent | If you want to sell, expose or offer for sale any article in a street then you must have a street trading licence or street trading consent. | License |
| Markets – Harbour | Harbourside outdoor markets – more than five stalls | Permission |
| Mayor | All booking requests in writing | Invite |

| What | Detail | Web link |
|----------------------------------|--|-----------------------------|
| Nature | Nature and conservation | Advice |
| Noise environmental | Noise complaints | Complaints |
| Parks & Open Space | Sports activities and fitness instruction | Permission |
| Planning permission | For large temporary structures | Permission |
| Playing out | Close a street so children can play without the danger | Permission |
| Public Health | The Bristol Public Health Vision and Priorities shows our priorities and core values for 2016 to 2018 | Priorities |
| Road closures | Guide to road closures | Permission |
| Site Permissions | How to apply for site permissions | Permission |
| Site application | Event site applications and SAGE | Application |
| Site contacts | Various contacts for BCC site permissions | Permission |
| Sports | Sports development or services | Services |
| Street Collections Permit | A Street Collection permit is required for the collection of money or the sale of goods for a charitable purpose, which is held on a street or a public highway. | Permit |
| Trading Standards | Advice on trading standards | Advice |
| Volunteers | Befriending, volunteering and employment | Service |
| Waste | Where businesses can take waste | Service |

External stakeholders contacts

| What | Detail | Web link |
|----------------------------------|---|------------------------------|
| Ambulance | An appropriate level of first aid, paramedical and medical facilities should be provided at your event after consultation with the Ambulance Service and relevant voluntary groups. Notify SWAST about your event. | SWAST |
| Animal Welfare | Any hirer using animals for performance and/or display purposes must ensure that animals hold a valid Performing Animals Licence issued by the relevant authority where the animals are kept and / or trained. | HSE guidance |
| Balloon/drones | Contact the Civil Aviation Authorities (CAA) if you have a balloon launch with over 5,000 balloons, or drones. | License |
| Balloon Release | MCS guidelines for wildlife friendly balloon use | Guidance |
| Bio diversity | Event organisers must minimise the impact of events on the biodiversity in parks / open spaces. By giving due prominence to this important part of our environment the aim is to safeguard the ecological future of the wildlife. National Wildlife Society describes biodiversity. | Guidance |
| Bristol Harbourside Forum | The forum comprises principle land interest and occupiers in Harbourside, promoting and co-ordinating the better management of the area. The forum is co-ordinated by Destination Bristol. | Forum |
| Bristol Waste | Work with Festivals to recycle waste, as shown in the video with the project they did at Glastonbury Festival. | Support |
| Children | Playing Out enables children to play safely on Bristol's streets | Organisation |
| Child protection | Ensure all staff have Disclosure and Barring Service (DBS) checks | Guidance |
| Fairtrade | To get information about sourcing fair-trade products | Guidance |
| Fire | Notify Avon Fire and Rescue Service (AFRS) about your event | Notify |
| Marketing Bristol | Destination Bristol promotes Bristol as a tourist attraction and as a place to live. They work with hotels to create packages for tourists visiting Bristol's events. They are currently developing a diary to provide events listings to improve visitor experience in Bristol. | Support |

| What | Detail | Web link |
|-------------------------------|--|----------------------------|
| Music licence | Performing Rights Society (PRS) "For Music Users" issue a music license | License |
| Music licence | Phonographic Performers Ltd (PPL) "Music Users" issue a music license & permission for playing recorded music & videos in public | License |
| Natural England | The government's adviser for the natural environment in England. Organisers may require to gain consent from Natural England for events held on Ashton Court and The Downs | Guidance |
| North Somerset Council | Please note event organisers applying to hold an event at Ashton Court Estate may be required to attend North Somerset Council SAGE meetings as the estate is owned and managed by Bristol City council but the estate lies mainly in North Somerset. | Permission |
| Organiser network | Bristol Festivals is a support group, with volunteer networks. An independent network forum for Bristol's Event Managers and Organisations to enable shared information, resources and best practice, to access training and mentoring opportunities to increase skills. Bristol members are able to access a number of benefits including the HSE guidance in reference to event safety is HSG195: The Event Safety Guide, which is an invaluable tool for event organisers | Network |
| Organiser network | Association of Event Organisers Ltd (AEO) The trade body representing companies, which conceive, create, develop or manage trade exhibitions and consumer events. The aim is to be the voice of the multi-billion pound event organising industry, to serve the collective needs of event organisers. AEO membership enables organisers to work with members of its sister organisations, the Event Supplier and Services Association (ESSA) and the Association of Event Venues | Network |
| Organiser network | Association of Festival Organisers (AFO) support community events | Network |
| Organiser network | British Arts Festivals Association (BAFA) information about arts festivals | Network |
| Organiser network | Carnival Arts Useful information about carnivals, costuming, floats etc. | Network |
| Organiser network | Independent Street Arts Network (ISAN) An independent group of UK street artists / promoters working to develop the art form. They have published helpful guidance on street arts, carnivals and processions | Network |
| Organiser network | National Outdoor Event Association (NOEA) For those who run outdoor events and those who service and supply outdoor events | Network |

| What | Detail | Web link |
|--------------------------|--|-------------------------|
| Organiser network | Production Services Association (PSA) Companies and individuals involved in the live events industry. | Network |
| Organiser network | The Events Services Association (TESA) An association whose members provide products and services to event organisers | Network |
| Organiser Network | The National Outdoor Events Association is the UK's leading outdoor events trade association. | Network |
| Park user groups | Bristol Parks Forum Website - Where appropriate consultation is held with these groups to ensure minimal disruption to park users. | Forum |

Appendix

Appendix 1: Event Management Plan

Appendix 2: Construction Design Management (CDM)

Appendix 3: Traffic

Appendix 4: Ensuring Food Safety at Outdoor Events

Appendix 5: Safety inspection forms

