



NORWICH
City Council

Closure for public events on the highway

for events such as a performance on the highway, a street fair, a festival, a parade and a road race

Guidance and booking form

If you are holding an event on the highway you may need to close the road and you will need the agreement of the highway authority to do this. Please contact the culture and events team at Norwich City Council to discuss your proposals before you complete the application, they will be able to advise you of the type of road closure required and how much this will cost.

Please contact:

The culture and events team
Norwich City Council
Room 29/30 • City Hall • Norwich NR2 1NH

t: 01603 212138 or 01603 212126
e: events@norwich.gov.uk

Please keep this booklet for your reference

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Introduction

This guidance pack has been designed to provide information to individuals and organisations wishing to organise an event on the highway.

Events are diverse in size and nature and road closures for events fall under two different categories.

- **Closure for public event on the highway (16-A)**
usually for an event such as a performance on the highway, a street fair, a festival, a parade and a road race. **The fee for this road closure is £600.00.**
- Closure for street party (event on the street) – usually applies to a small neighbourhood street party. The fee for this closure is £36.00.

The fees are non refundable.

This pack is for the first category. If you are having a neighbourhood street party you will need the road closure for a street party pack.

Application

Each application will be considered on its merit.

Please be aware that an application may be unsuccessful.

Applications for road closures for public events on the highway (16-A) will need to be made at least six weeks before the event and for a major event at least four months before the event.

You need to complete and return your application to the culture and events team, which can be found at the end this guidance sheet.

Please contact the council who can offer some advice when you make your application. If you are not sure how to complete the form we would recommend that you make an appointment with us to go through it with you.

Guidance for closure for public events on the highway (pages 2 – 18)

The following pages provide guidance on organising a major activity on the highway. Depending on the scale and nature of the event we may require detailed information on:

- Evidence of management experience, competencies and references.
- Details of electrical, structural and site safety personnel who will be signing safety certification from the site and structures.
- Evidence that resources are, or will be, in place to service the health and safety infrastructure.
- Site plans.
- A detailed event management plan containing:
 - Event outline foreword/introduction), crowd profile, history etc.
 - Plan aim and objectives (single aim, objectives support the aim [SMART]).
 - Event management structure, including command and control structure.
 - Crowd management (ICE, stewarding, tickets, no alcohol etc).
 - Emergency procedures, include preservation of evidence, activation.
 - Evacuation procedures – activation and decision process.
 - Traffic management – on and off site, including emergency access.
 - Firework management.
 - Severe weather and event cancellation.
 - First aid – both public and staff (including performers).
 - Fire precautions and equipment.
 - Communications.
 - Media.
 - Waste management.
 - Noise management plan.
 - Lost children policy.

When planning and organising an event it is recommended that you refer to the *The event safety guide* (ISBN 0-7176-2453-6) produced by the Health and Safety Executive who can be contacted on 01787 881165.

This guidance is to be used in conjunction with the Home Office publication entitled *The good practice safety guide for small and sporting events taking place on the public highway, roads and public spaces* which is available online and can be downloaded from <http://police.homeoffice.gov.uk/newsand-publications/publication/operational-policing/event-safety-guide> in pdf format.

This document provides information on:

- charity stunts
- road running
- charity walks
- cycle time trials
- marches, parades and carnivals
- athletic events
- cycle road racing
- tyathalon/duathlon.

Further advice can be obtained by contacting the highway network manager at Norwich City Council in writing.

Risk assessment

Please remember that organisers of events have a legal responsibility to ensure the health, safety and welfare of any employees, volunteer helpers or contractors involved in arranging the event and to the public and participants attending. This should be ensured by carrying out a detailed risk assessment, in which all hazards associated with the event should be identified, the level of risk assessed and appropriate action taken to reduce these risks to an acceptable level.

All events must comply with recognised safety standards and you must take all reasonable precautions to ensure the event takes place safely. A formal record should be kept of the risk assessments. A simple guidance note and an example form is provided with this pack. Completed forms should be retained by the organiser, for future reference. Where the event consists of more than one attraction eg a summer fete, a written risk assessment may be required for each activity. In these circumstances, the enclosed risk assessment form can be photocopied. Any contractors involved in the event should also carry out risk assessments. Where relevant, you should obtain copies of these.

More information regarding risk assessments can be obtained from:

- Health and Safety Executive (HSE) publications. HSE Books t: 01787 881165. www.hsebooks.co.uk
- Environmental Services or HSE infoline 08701 545500.

Stage 1 – Pre-planning

At this stage pre-planning is essential to ensure the event is successful and the following need to be considered:

Where. Make sure the venue you have chosen is adequate for the proposed event. Consider the impact on the local community, how easy it will be for people to get to the venue and any car parking requirements. Consider the suitability of the venue and any existing hazards, which may be on the site such as water hazards, overhead power lines etc. Consider whether or not emergency routes will be adequate.

You will need to gain permission for a road closure, use of private/public land and venues etc.

When. Consider the time of year, including the consequences of extreme weather conditions at an outside event. The day of the week and time will also need consideration regarding the nature of the event, noise and ease of travel etc.

Who. Identify the aims of the event. Are particular groups or types of people to be targeted, such as young children, teenagers, the elderly or disabled? If so, specific facilities may be required to accommodate them or additional stewards to ensure adequate safety standards are maintained.

What. Decide on the type of activities to be held. Will there be any specific hazards such as animals or high risk sports? If possible also try to establish the size of the proposed event and whether or not an entrance fee will be charged.

Specialist equipment. Will the activities require the use of any specialist equipment. If so, does this equipment pose any specific hazards? Will a particular activity need barriers etc? Equipment such as a stage will require certificates of erection by a competent person.

Code of practice. There will be a need to comply with guidance particularly the *Code of practice for outdoor events* published by the National Outdoor Events Association t: 0208 6698121, which gives advice on structures, marquees, tents and electrical matters. The HSE *The event safety guide* is also a very useful reference document.

Welfare arrangements. The organiser must estimate the number of attendees to the event and consider its duration. Toilet and first aid requirements should be based on these estimations. Advice is given in the *Code of practice for outdoor events* referred to above. Permanent toilets should be checked for adequacy and maintained during the event. The provision of drinking water may be necessary. Depending upon the scale of the event, refreshments and other facilities may be required. In a few of the parks there is a permanent parks cafe. Provision also needs to be made for lost children, missing persons, baby changing and lost property.

Special permission and licences. Under the Licensing Act 2003 it is likely that a *Temporary event notice (TEN)* or *Premises license* will be required for any of the following licensable activities:

- the sale by retail of alcohol
- the supply of alcohol by or on behalf of a club to, or to the order of, a member of a club
- the provision of regulated entertainment and
- the provision of late night refreshment.

Regulated entertainment, subject to specified conditions and includes:

- a) a performance of a play
- b) an exhibition of a film
- c) an indoor sporting event
- d) a boxing or wrestling entertainment
- e) a performance of live music
- f) any playing of recorded music
- g) a performance of dance
- h) entertainment of a similar description to that falling within (e), (f) or (g).

A *TEN* can be issued for events for up to 499 people (including staff, stewards and performers) and for a maximum period of four days. Applications must be given to the police and the council at least 10 working days before the event in question. An application for a premises license needs to be made a minimum of 58 days before your event.

For application form and further information please contact Norwich City Council licensing department t: 01603 212761 / 212760 / 212762.

Further information is available from the DCMS website: www.culture.gov.uk

Licences for structures placed on the highway. A licence is required for any structure eg scaffolding and stages, placed on the highway. It should be noted that a separate permission will be required for any street trading. Applications have to be advertised for at least 28 days and if any objections are received then the application will be considered by the council's regulatory committee who meet on the second Tuesday of each month (other than August). Applications should be submitted at least two months prior to the event to allow consideration of any objections received. Applicants are required to provide a plan showing: the exact location and dimensions of the area and structure(s) to be licensed; a description of the structure(s); and evidence of public liability insurance with a minimum limit of indemnity of £5,000,000. If the event is deemed to be commercial in nature then a fee of £100 will apply, if the event is non-commercial then no fee will apply.

For an application form and further information please contact Norwich City Council licensing department t: 01603 212761 / 212760 / 212762.

Insurance. All organisers of events will require public liability insurance with a limit of indemnity of £5m per claim. All contractors and performers will also need their own public liability cover. Depending upon the nature of your organisation and the proposed event other insurances may also be required. Quotations should be obtained from your insurance provider.

Timescale. Set out the proposed timescale and give yourself as much time as possible to organise the event. You may need as much as 9 to 12 months planning. Some specialist advice may be required, and special permission could take time. Do not forget the summer can be a busy time with hundreds of events taking place within your area.

Event plan. This should include all your health and safety arrangements. Once you have resolved all the issues referred to above, keep records of the proposals as a formal plan for the event. This will help you when carrying out your risk assessments.

Stage 2 – Organising the event

Once you have decided on the fundamental objectives behind the activities, you can then start to organise the event in detail. Remember to write things down as you go and to keep the event plan up to date.

Establish a committee. Identify specific responsibilities for all committee members. One person should be identified as the event manager and be responsible for liaison with other organisations such as the council, the local police force and other emergency services. You should have a named health and safety officer to whom all queries can be referred about safety procedures in case of an emergency.

Liaison. You may need to tell the local police, fire brigade, ambulance and first aid providers about the event and ask them for advice. Decide what additional information is required regarding specific activities and make contact with the council and/or the relevant organisations. The council may require a round table meeting with representatives from the emergency services, traffic management and health and safety officers, where you will be required to present your event plan.

Risk assessments. You must complete a risk assessment for your event. Taking everything into consideration, you should establish which specific hazards require individual risk assessment. Initial assessments should be undertaken and any remedial action specified in the updated event plan. A timescale should be specified where necessary. See assessment form and information on pages 13 to 16.

Attendances. The maximum number of people the event can safely hold must be established. This may be reduced dependant upon the activities being planned. The numbers of people attending the event may have to be counted to prevent overcrowding. Remember that one particular attraction may draw large numbers of visitors.

Emergency plan. A formal plan should be established to deal with any emergency situations, which may arise during the event. The complexity of this will depend upon the size and nature of the event itself. A simple easy to follow plan will be acceptable for a small event. Organisers of larger events may wish to liase with the emergency services, and the council’s emergency planning officer and create a planning team to consider all potential major incidents and how you would deal with them.

Contingency plans. Consider the implications on the event of extreme weather conditions. Will the event be cancelled? Could specialist tracking be hired in at short notice? Or could the event be moved to an alternative inside venue. There could also be other scenarios, which should be planned for, such as dealing with a disappointed crowd if the main attraction has not turned up.

Site plan. Draw out a site plan identifying the position of all the intended attractions and facilities. Plan out and designate the entrance and exit points, circulation routes, vehicle access and emergency evacuation paths, services, and security and stewards positions.

Stage 3 – Provisions and services

You will need to calculate what provision and services will be required for the event. This should include all of your contractors, entertainment and welfare for your intended audience. Listed below are a few examples:

Bouncy castles. If a bouncy castle is used at your event you must follow the HSE guidelines – <http://www.pipa.org.uk>. You will also be required to take out specific public liability insurance for bouncy castles.

Catering. The provision for catering will be granted at the council's discretion. All catering units must be registered with the local authority where the unit is kept. Details of all catering units, including the name of the home local authority must be submitted to environmental health service at least 14 days prior to the activity. All catering units must be open for inspection by the environmental health services. If they do not comply with regulations they will not be allowed to trade. The current food safety and health and safety legislation shall apply. Adequate space should be left between catering facilities to prevent any risk of fire spreading. Ask to see caterers' food hygiene certification. You may wish to use only caterers who are members of the Mobile Outside Caterers' Association. You should obtain a list of their menu and charges to ensure their prices are reasonable.

Clearing up. Arrangements may be required for waste disposal and rubbish clearance both during and after the event. Individuals should be designated specific responsibilities for emptying rubbish bins and clearing the site.

Communication. You will need to communicate to event personnel and it is recommended that you have a radio communications system. For larger events you may need to set up a control room. Adequate PA systems should be in place to communicate to the public as well as an information point for public enquiries.

Contractors. You should ensure that your contractors are competent to undertake the tasks required of them. Wherever necessary personal references should be obtained and followed up. Ask contractors for a copy of their safety policy and risk assessments, and satisfy yourself that they will perform the task safely. Always ask to see their public liability insurance certificate, which should provide a limit of indemnity of at least £5 million. Provide contractors with a copy of the event site rules and details of their responsibilities while on the site.

Crowd control. The type of event and the numbers attending will determine the measures needed. Consideration will need to be given to the number and positioning of barriers, signs, stewards and the provision of a public address system.

Disabled provision. Specific arrangements should be made to ensure disabled visitors have adequate facilities, parking and specific viewing areas and can safely enjoy the event.

Electricity and gas. Where electricity, gas or water is to be used, detailed arrangements must be made to ensure the facilities are safe.

- **Electrical appliances.** All portable electrical appliances including extension leads will be tested in accordance with the IEE Code of Practice for in-service inspection and testing of electrical equipment. All valid inspection and test records on all equipment will be made available prior to any equipment being put into service. Any hired equipment must come with a valid inspection and test record. The Electricity at Work Regulations 1989 will apply.
- **Electrical installations.** The hirer shall obtain approval from the council for the use of generators at the event. Generators must be operated in a safe manner and segregated from the public or protected by suitable covers or barriers, so as to prevent access by members of the public. All generators shall be earthed at their neutral point by means of a suitable earth electrode and all systems shall be configured TNS. All electrical equipment shall be maintained so as to prevent danger, as far as is reasonably practical. Norwich City Council requires the entire electrical installation be subject to tests no less stringent than those required by BS 7671:2008 and that a current electrical test certificate be available for inspection. Residual current circuit breakers with a tripping current no greater than 30ma shall be used and if possible the power supply stepped down to 110volts. Residual current circuit breakers shall have no intentional time delay fitted.

You will need to supply a current Periodic Inspection Certificate for the electrical installation, completed by a registered third party accredited company. All cables will have to be safely routed to eliminate any electrical and tripping hazards. Potential hazards due to extreme weather should not be overlooked at outside events.

All these arrangements should be clearly shown on the site plan. Additional information can be obtained from the council's environmental health offices.

- **Gas supplies.** Portable gas supplies for cooking should be kept to a minimum in secure designated areas away from the general public. The same should apply to any fuel supplies for portable generators etc. Gas systems should conform to and operators have regard to the LP Gas Associations Code of Practice 24. Use of LPG cylinders part 3:2000. Use of LPG in *Mobile catering vehicles and similar commercial units*. They may also wish to refer to HSE LAC 52/13 *The keeping and use of LPG in vehicles and mobile catering units*.

Funfairs. Funfairs may only operate at events with the council's permission. All fairground equipment must comply with the *Fairground and amusement parks – A code of practice* published by the HSE number HS(G)175. The council requires all electrical systems be inspected and tested in accordance with BS 7671:2008 by an competent third party accredited electrical contractor and schedules of test results and certification from an suitably qualified independent chartered structural engineer, or similar. The organiser must state, in the form of a signed declaration, that the electrical systems and structures comply with the Health and Safety Executive guidance notes and are safe to operate and this declaration must be submitted four normal office hours prior to the event.

Medical cover. It is your responsibility to arrange for adequate first aid provision and medical cover. For audiences of less than 5,000, St John or the Red Cross can provide first aid. For audiences of over 5,000, The East Anglian Ambulance Trust must be consulted.

Performers. All performers should have their own insurance and risk assessments and the same considerations will apply as for contractors. Where amateur performers are being used, discuss your detailed requirements with them and ensure they will comply with your health and safety rules and event plan.

Security. Depending upon the nature of the event, specific security arrangements may be necessary, including arrangements for securing property overnight. Cash collection should be planned to ensure this is kept to a minimum at collection points and that regular collections are made to a secure area. Counting and banking arrangements should be given careful consideration.

Sound amplification. Most of our open spaces are set in residential areas and you will need to be sensitive to this. If you wish to amplify sound at your event you will need permission from us. Not all areas are suitable for musical events and the events team will be able to advise you accordingly.

Stewards. Stewards must be fully briefed on all aspects of the event including crowd control and emergency arrangements. Written instructions, site plans and checklists should be provided to them.

It is important that stewards can be easily identified by the public and that they can effectively communicate with each other, their supervisor, the person responsible for health and safety, and the event manager. All stewards should be properly trained and competent as they will need to be constantly on the lookout for hazards, which could develop during the event. They may also be required to guide vehicles, clear emergency exits, and sort out any behavioural problems. Specific training should be provided for basic first aid assistance and fire fighting.

Stewards may require personal protective clothing such as hats, boots, gloves or coats. For evening events, they may need to be issued with torches. At all day events, duty rotas will be required.

Temporary structures. Many events will require temporary structures such as staging, marquees, stalls etc. Decide where this equipment is to be obtained, who will erect it and what safety checks will be required. The location of any such structures should be identified on the site plan. Consider whether barriers will be required to protect the public against specific hazards such as moving machinery, barbecues, vehicles and any other dangerous displays etc. In some cases, barriers will need to have specified safety loadings dependant upon the number of people likely to attend. Temporary structures should only be obtained from experienced suppliers.

An independent structural engineer shall be engaged by the hirer to certify all structures in accordance with the Institute of Structural Engineers guidance note: *Temporary demountable structures guidance and procurement design and use: March 1999*. All marquees must be fire retardant to current British Standards.

Toilets. You will need to provide adequate facilities for toilet provision for the numbers attending. Toilets must be well lit at night, readily accessible and clearly signed. They must be kept in a clean and hygienic condition throughout the event and hand washing facilities must be provided. **The basic requirements are set out below:**

Female: 1 WC per 100 females.

Male: 1 WC per 100 males, 2 WC per 202 to 500, 3 WC per 501 to 1,000.

A guidance for toilet provision should be worked out using a ratio of 60 males:40 females.

Traffic

On-site – Contractors and/or performers vehicles and other traffic should be carefully managed to ensure segregation from pedestrians. Only permit vehicular access at specific times and not during the event itself. Separate entrances should be provided for vehicles and pedestrians with specific arrangements for emergency vehicle access.

Off-site – Unplanned and uncontrolled access and egress to a site can result in a serious accident. Traffic control both inside and outside the site should be discussed with the police. Adequate signs and directions should be provided in prominent positions on the approaches to the entrances. If road closures, signs on the highway, traffic diversions and/or the placement of cones are required then an application must be made for a traffic regulation order and/or approval from the highway authority.

Stage 4 – Final preparations

Just prior to the event a detailed safety check will have to be carried out. **This should include the following:**

Routes. Ensure clear access and exit routes and adequate circulation within the site. Pay particular attention to emergency routes.

Inspections. A walk through inspection of the site should be carried out immediately prior to, during and after the event to identify any potential hazards and to check out communications are working. You may want to carry out more than one inspection during the event. All defects should be noted and also any remedial action taken.

Siting. Make sure that all facilities and attractions are correctly sited as per your site plan. Be certain that the first aid facilities, fire extinguishers and any cash collection boxes are in place. Check waste bins are in their correct locations.

Signage. Ensure adequate signage is displayed where necessary. This should include emergency exits, first aid points, information and lost children points and other welfare facilities such as toilets and drinking water.

Vehicles. Check that all contractors, performers and exhibitors vehicles have been removed from the site or parked in the designated area before the public are permitted to enter.

Structures. Ensure all staging, seating, marquees and lighting structures have been erected safely and that certification has been obtained from the relevant contractors as a record of this.

Barriers. Check that all barriers and other protection against hazards are securely in place and there is no risk of falling from staging or other facilities.

Stewards. Make sure that all staff have arrived and are in their correct location. Ensure all stewards are wearing the correct clothing for easy identification.

Lighting. Check all lighting is working, including any emergency lighting.

Public information. Make sure the public address system is working and can be heard in all areas.

Briefing. Check that all stewards and staff have been fully briefed and understand their responsibilities.

Stage 5 – After the event

Site condition. After the event, another inspection should be carried out to make sure nothing has been left on the site which could be hazardous to future users. This inspection should also identify any damage which may have been caused during the event. If any structures are left overnight, it must be ensured they are left in a safe condition and are safe from vandalism etc. Specific security arrangements may be required.

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 form should be completed and a copy sent to the council. In addition to the statutory requirement to notify certain accidents under the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). You will also need to advise you own insurance company. If any accident or dangerous occurrence is reported, action must be taken to prevent any further incidents taking place.

Claims. Should any person declare an intention to make a claim following an alleged incident associated with the event, you should contact your insurers immediately. They may also require a copy of the completed accident form.

Debrief and report. After the event you should meet with/ask comments from all the agencies involved in the event for an event debrief. You should write an evaluation report which will help you refine your future events.

Event risk assessment

Guidance notes

A full risk assessment should be carried out for all events. This will be a legal requirement in many circumstances. The following guidance should aid you in carrying out your risk assessments. A form to record your findings has also been provided at the back of this document.

Identifying the hazards

All hazards should be identified including those relating to the individual activities and any equipment. A hazard is something with the potential to cause harm. Only note hazards which could result in significant harm.

The following should be taken into account:

- any slipping, tripping or falling hazards
- hazards relating to fire risks or fire evacuation procedures
- any chemicals or other substances hazardous to health
- moving parts of machinery
- any vehicles on site
- electrical safety eg use of any portable electrical appliances
- manual handling activities
- falls eg from ladders, structures or trailers
- high noise levels
- poor lighting, heating or ventilation
- any possible risk from specific demonstrations or activities
- crowd intensity, movement and pinch points.

This list is by no means exhaustive and care should be taken to identify any other hazards associated with the activities at the event.

Identifying those at risk

For each hazard identified, list all those who may be affected. Do not list individuals by name, just list groups of people.

The following should be taken into account:

- stewards
- employees
- volunteers
- contractors
- vendors, exhibitors and performers
- members of the public
- vulnerable persons
- potential trespassers
- local residents.

Areas to consider

The following are examples of areas to consider:

- type of event
- potential major incidents
- site hazards including car parks
- types of attendees such as children, elderly persons and the disabled
- crowd control, capacity, access and egress and stewarding
- provision for the emergency services
- provision of first aid
- fire, security and cash collection
- health and safety issues
- exhibitors and demonstrations
- amusements and attractions
- structures
- waste management.

Assessing the risk

The extent of the risk arising from the hazards identified must be evaluated and existing control measures taken into account. The risk is the likelihood of the harm arising from the hazard. You should list the existing controls and assess whether or not any further controls are required.

The following should be taken into account:

- any information, instruction and training regarding the event and the activities involved
- compliance with legislative standards, codes of good practice and British Standards
- whether or not the existing controls have reduced the risk as far as is reasonably practicable.

Further action necessary to control the risk

Classify risks into high, medium and low. Examples of risks falling into these categories are as follows:

- | | |
|---------------|---|
| High | An unsecured inflatable being used in adverse weather conditions by young children. |
| Medium | A display of animals in a roped off arena. |
| Low | A mime artist performing amongst the crowd. |

For each risk consider whether or not it can be eliminated completely. If it cannot, then decide what must be done to reduce it to an acceptable level. Only use personal protective equipment as a last resort when there is nothing else you can reasonably do.

Consider the following:

- removal of the hazard
- preventing access to the hazard eg by guarding dangerous parts of machinery
- implement procedures to reduce exposure to the hazard
- the use of personal protective equipment
- find a substitute for that activity/machine etc.

Record the risk assessment findings

Use the attached risk assessment form to record all significant hazards, the nature and extent of the risks, and the action required to control them. Keep this for future reference or use. You could also refer to other documents you may have, such as manuals, codes of practice etc.

Review and revise

If the nature of the risks change during the planning of the event, the risk assessments will need to be reviewed and updated.

Information

Where the risk assessment has identified significant risks, you must provide information to all those affected, regarding the nature of the risk and the control measures to be implemented.

event risk assessment form

event		date of event		venue		organiser	
hazards identified	persons at risk	risk (high, medium, low)	measures required to control the risk	action taken by (name)	date completed and signature		

name of assessor (printed) _____ date _____ (continue on additional sheet if necessary)
 signature _____

The following is a quick reference for you to use during the planning of your event. Some of these sections may not be relevant to your specific event and this is not meant as a definitive list. (Check list taken from; *Events: from start to finish*. Sue Stayte & David Watt Institute of Leisure & Amenity Management)

The site

- Suitability
- Capacity
- Access and egress routes
- Car parking area
- Surrounding roads
- Security
- Safety – water, uneven ground
- Site plan

Entertainment license

- Is one needed
- Fee
- Safety policy and risk assessment

Stage

- What type
- Seating

Technical crew

- Site manager
- Electrician
- Health and safety person

Power

- What needs power
- Generators, how many, location

Stewards

- How many
- Fluorescent vests
- Chief stewards
- Briefing

On site signage

- Toilets
- First aid
- Exits

Toilets

- How many
- Location

Car Parking

- Condition of ground
- Lighting
- Stewards
- Disabled provision

Lighting

- Do you require additional lighting
- Location

Fencing

- Hazard areas fenced off from public

Entertainers

- On site facilities

Litter clearance

- Bins
- Skips
- Litter bags
- Stewards

First aid cover

- Number of first aiders
- Location

Police

- Do you need to notify them
- Do they require a presence

Fire

- Fire fighting equipment on site, marquees, stage, fireworks etc
- Will the fire brigade be required to be in attendance?

Communications

- Radio's
- Mobile phones
- Key personnel

Emergency procedures

- Evacuation of site
- Closing down of event
- Weather conditions

Publicity

- Leaflets/posters distribution

Road closure for public event on the highway



Application form

Please fill in the following form and email it to us at least six weeks before your proposed event to events@norwich.gov.uk. Ensure you read the guidance notes document before completing the form. If you need any help please contact the culture and events team t: 01603 212138 or 01603 212126 e: events@norwich.gov.uk

Section 1: organiser details

Name of organisation

Address

Postcode Email

Name of event organiser Telephone Mobile

Name of site manager Telephone Mobile

Registered address of the organisation

Enquiries number for the public

Organiser's mobile number (for the day of the event)

Section 2: event information

Is this a community event? Yes No

Is this a commercial event? Yes No

Location in the city

Name of activity

Activity date

Activity times from to

Anticipated number of people

What is your audience profile?

Public liability insurance details

Have you organised this event before? Yes No

Road closure requirements

from (date/time) / to (date/time) /

Roads or footpaths to which the order applies

Class of traffic to be restricted eg all vehicles, motor vehicles, pedestrians

Please also attach a site plan showing road(s) to be closed and signage to make this possible. If you are emailing the form, please attach your plan as a separate PDF.

Section 3: event outline

Please describe what your event is and what the elements are.

Please give details of any entertainment, bands, displays, stalls catering, inflatables etc?

Please give reasons why it is necessary to hold this event on the highway.

Do you intend to have trading and/or catering stalls? Yes No

If yes, how many?

Please note that street trading consent will be required for each trader. [Click here](#) for more information.

Section 4: key contacts and roles and responsibilities

Who are the key contacts for your event? You do not have to have all of these contacts, but they might include:

Event manager

Site manager

Health and safety manager

Stalls manager

Entertainment manager

Staff and security manager

Services manager

Finance manager

PA company

Marketing manager

Police contact

Council contact

Highway contact

Others
(please list)

Section 5: plan, aim and objectives

What are you trying to achieve in this event? Is it to bring the community together, raise money, showcase local talent etc?

Section 6: crowd management, stewarding and security

How are you going to manage the people who attend?

Please describe the stewards and security will you be providing, where they will be positioned, what times are they working and what are they doing?

Please outline any areas which may need particular attention? Stalls, bar areas, children's areas.

Your site plan must ensure that pinch points and areas that may get congested are taken in to account.

Section 7: emergency and evacuation procedures

What are you going to do if you have an emergency?

Who would you need to get involved?

If you needed to evacuate the site how would you do this?

Section 8: traffic management – on and off site, including emergency access

How are you going to manage the set up and break down of the site?

What road closure and diversion signs will be in place?

What company are you employing for the traffic management?

If people are driving to your event, where are they going to park? What provision have you put in place for this?

Section 9: services

What services are you bringing on site? Please list all of these with details of the service providers.

Area	Do you have insurance for them?		What safety checks will you be conducting for structures and electrics?
Stage	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="text"/>
PA	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="text"/>
Generators	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="text"/>
Barriers	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="text"/>
Portaloos	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="text"/>
Marquees	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="text"/>
Caterers	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="text"/>
Inflatables	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="text"/>
Fairground	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="text"/>
Stalls	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="text"/>
Other (please list below)			
<input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="text"/>
<input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="text"/>

Section 10: severe weather and event cancellation

What conditions will require you to cancel the event and how will you communicate this to the public?

Section 11: first aid – both public and staff (including performers)

What first aid provision will you have on site?

Section 12: fire precautions and equipment

Will you have fire extinguishers on site? Yes No

Are any marquees fire retardant? Yes No

Section 13: communications

How are you going to communicate with all the people running the event?

What communication do you have on site with the public eg a PA system?

Are you printing leaflets to promote activities or events? Yes No

Section 14: media

Are there any media partners? Yes No

If, so who are they?

Section 15: waste management

How are you going to keep the site clean?

Section 16: noise management plan

If you have a PA system how are you going to ensure that the noise levels are acceptable for the area you are in?

Section 17: lost children policy

How are you going to deal with lost children?

Section 18: site plans

Please also attach a site plan showing where everything will go, including stewards, security, vehicle and public access and exit points. If you are emailing the form, please attach your plan as a separate PDF.

Section 19: licensing conditions

Do you have a premises licence or a temporary events notice for this event?

Yes No

If yes, please give the number of the licence or notice:

Section 20: risk assessments

Please include your risk assessment. If you are emailing the form, please attach as a separate document. Also see page 16.

Section 21: event time line

What are the key deadlines that you must reach before your event?

Section 22: other information

Please include any other information you may wish to provide:

Section 23: insurance

Event organisers are required to hold a current policy of public liability insurance or third party risks (including products liability where appropriate). The relevant limit of indemnity shall be at least £5 million per claim and the council reserves the right to require a higher limit if deemed necessary.

Organisers will be required to produce evidence of their insurance cover.

Note: All documentation must be produced before the exchange of contracts.

Section 24: references

Please supply names and contacts of two people who will give a reference detailing your past experience in event organisation.

Name:	<input type="text"/>	Name:	<input type="text"/>
Occupation:	<input type="text"/>	Occupation:	<input type="text"/>
Address:	<input type="text"/>	Address:	<input type="text"/>
Telephone:	<input type="text"/>	Telephone:	<input type="text"/>
Email:	<input type="text"/>	Email:	<input type="text"/>

Equality monitoring form



Confidential

We believe everyone should have equal and fair access to services and facilities. We aim to prevent anyone being discriminated against. To help us make sure we are meeting these aims please complete the section below.

You do not have to answer these questions. If you choose not to answer these questions it will not make any difference to the service you receive.

The information you provide will be only used for monitoring and is strictly confidential.

Date of birth: Gender: Male Female

First part of postcode (eg NR1):

Ethnic group

White

British

Irish

Any other white background

Mixed

White and black Caribbean

White and black African

Any other mixed background

Asian and Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background

Any other

Please specify

Black and black British

Caribbean

African

Any other black background

Chinese

Chinese

Chinese other

Gypsy/Traveller

Romany Gypsy

Traveller – Irish origin

Traveller – other

Do you consider yourself as having a disability? Yes No

Contact list

<u>Reference and address</u>	<u>Name and position</u>	<u>Telephone no.</u>
City centre police Bethel Street Norwich NR2 1NN		01603 275715
Culture and Events team Norwich City Council St Peters Street City Hall Norwich NR2 1NH events@norwich.gov.uk	For bookings Culture and event manager	01603 212126 01603 212138 01603 212137
First aid East of England Ambulance Service Trust Norwich Office Hospital Lane Hellesdon Norwich NR6 5NA	Emergency planning officer	01603 424255
Highway network management team Norwich City Council St Peters Street City Hall Norwich NR2 1NH highways@norwich.gov.uk		0344 980 3333
St John Ambulance 13 The Ridgeway Norwich NR1 4NB		01603 431639
Red Cross Coronation Road Norwich NR6 3HB		01603 426361

Norwich City Council

St Peters Street
 City Hall
 Norwich NR2 1NH

- Engineers
- Legal
- Lord Mayor
- Environmental health
- Licensing
- Sound amplification

Contact: Customer Contact Team 0344 980 3333

Fire prevention

Norfolk County Council
 Bethel Street
 Norwich NR2 1NW

Area safety officer
 Central fire safety

01603 621461

Traffic police

Norfolk Constabulary
 Police Station
 Bethel Street
 Norwich NR2 1RG

01603 276662

Other useful contacts:



If you require this form in another language or format
 eg large print, audio cassette or Braille, please call
 0344 980 3333 or email info@norwich.gov.uk

www.norwich.gov.uk