

Guidelines for the planning of events in the city of Gloucester



Gloucester
City Council
Transforming Your City

Mission statement

The city of Gloucester is keen to promote events to contribute to our vibrant culture, environment and economy by working with event organisers, film production companies and our partners and services.

We aim to promote the city as a great location for special events and filming activities alongside our commitment to residents, businesses and visitors to ensure that these activities continue to be safe, lawful, successful and fair.

Introduction

We want to make your experience of putting on an event in Gloucester a pleasurable one and the purpose of this document is to provide guidance to anyone considering staging an event in Gloucester by providing guidelines, suggestions, links and contacts with various organisations and documents that may help you to plan your event.

These guidelines may be updated from time to time so please make sure you have the most up to date version, which will be available on our website: www.gloucester.gov.uk

I Before you apply

Before you begin to plan your event, please consider the following points:

1.1 What is your event?

Clearly identify the purpose of your event (e.g. commercial, community, demonstration, live music).

1.2 Location

When you have decided where you want to hold your event, check who owns or manages the venue. If your event is being held on private land or property, you will need to obtain the permission of the landowner and follow their guidance relating to their venue.

You also need to consider whether the location is safe and suitable for your event and for the participants who will be attending.

1.3 Check you have enough time

We and our partners need a certain amount of notice to be able to support your event effectively. We will do our utmost to help you to put on your event but please be aware that, the earlier we know about what you want to do, the more likely it is that we can support you and your event will go ahead safely and successfully.

As a general rule, you should notify us at least **three months** before the event. Ideally, larger events of 499 people or more should be notified at least **six months** in advance. This will help ensure that you have adequate time to plan and to obtain the necessary permissions e.g. licences, road closures etc.

1.4 Private or commercial events using public highways

If you are planning an event that is due to take place on private property but is likely to spill out onto the highway, or an event on a public highway that may impact on local businesses, communities or residents (for example a private party, or event opening with



celebrities which may need crowd barriers), you will need to apply to Gloucestershire County Council by emailing streetworks@gloucestershire.gov.uk.

For private events, the highway cannot be used as an extension to premises.

1.5 Don't advertise just yet

Before you advertise your event, you will need to apply to us by contacting heretohelp@gloucester.gov.uk.

Applying early allows you to check that your proposed event date does not clash with other planned events, building construction or road works.

1.6 Next steps

When we receive your application, we will contact you to let you know that we are processing it. If the date or location you request is unavailable, we will let you know and suggest alternative dates or locations if possible..

If your dates and venues are available, we will contact you and let you know. Further details may be requested from you at this stage.



2 Event application

We will need a full application form (available on our website) with a declaration and signed indemnity, accompanied by evidence of valid public liability insurance if you have it, to process your application. Whilst you may not have public liability insurance at the initial stages of planning, it will be required for the event, usually a minimum of £5million. Failure to provide public liability insurance will invalidate your application.

When you complete the form, please be aware of the following issues:

2.1 Your audience

You will need to consider your target audience and what will be appropriate for them in terms of licensing, branding and sponsors. Please be aware that, if you are considering alcohol or gambling-related sponsors, this may be subject to additional conditions by us and/or our partners. You must also consider the effect of your event on the public and if it is suitable for all ages.

2.2 Your staffing needs

Do you or your organisation have the capacity to plan and manage your event? If you are unsure, it may be worth considering employing a professional event planner, safety co-ordinator, traffic management company or other specialists.

2.3 Crowd management

Does your event require crowd management? Organisers are responsible for their event and, if you are expecting a large number of participants or spectators you may need to employ security officers, stewards or marshals to manage your event area safely. Stewards are responsible for looking after spectators whilst marshals are responsible for event participants so are relevant for road and cycle races or similar.

2.4 Licensed areas

Gloucester City Council holds premises licences for the following areas:

- Blackfriars
- City Museum and Art Gallery
- Gloucester Folk Museum
- The Arbor (Gloucester Crematorium)
- Plock Court
- Hillfield Gardens
- Barnwood Park Arboretum
- Kings Square at Kings Walk
- Gloucester Guildhall
- City Centre Entertainment Area
- North Quay
- Carnival Procession
- Gloucester Park
- Market Area
- King George V Playing Fields
- Hempsted Meadow Market Site



Where your event requires the use of the city council premises licence, we will let you know whether the licence is available, as there is an annual limit on the number of events that can be covered. If we agree that our licence can be used for your event then all of the conditions of that licence will be agreed by the council's licensing team.

If you need a new premises licence application for a location, you will need to apply to the council using the premises licence application form and notify any responsible authorities for Gloucester:

If your event is for 499 people or less, you can apply for a temporary event notice. If your event is for more than 499 people, you will need to apply for a premises licence.

You will also need to show in your event plan where you want licensed activities to take place. In some cases this may be the whole of the event area or may be contained in separate zones.

For licensing information and application forms, see:
<http://www.gloucester.gov.uk/licensing>



Other Licences

If you want to sell alcohol, food or have street trading, you need to apply for a licence. Further details can be found at <http://www.gloucester.gov.uk/licensing>

2.5 Budget and insurance

You may incur unexpected expenses (for example making good damage to property which occurred during your event). Please check that your budget will cover all expenses and charges, whether from us or those from other agencies. As previously mentioned, you will also need to consider public liability insurance for your event. The minimum acceptable insurance cover is usually £5 million. On consideration of your application, we will recommend if that amount needs to be increased.

The city council has set charges for different types of events and venues. Further details can be found on our website: www.gloucester.gov.uk

2.6 Council resources

You will need to give us some information about any resources from public bodies (e.g. council, police, ambulance service) that you expect to need for your event (e.g. parking, road closures). You do not have to give too much detail at this point. Applications should include any requests for the use of assets such as buildings, schools, street furniture, employment of our cleansing teams or other specialists. Please also include details of any use of intellectual property, such as Gloucester City Council branding and logos.

2.7 Submitting your form

If you wish to go ahead with your event and you have confirmed that your preferred dates and locations are available, please complete your application form and send it to heretohelp@gloucester.gov.uk

If you want to discuss your application in more detail at any point during the application process, you can contact heretohelp@gloucester.gov.uk or 01452 396396 for advice.

Alternatively, applications can be delivered by post to the address details below:

Gloucester City Council
Herbert Warehouse
The Docks
Gloucester
GL1 2EQ

2.8 Next steps

Once we receive your application, we will let you know that we are processing it. If the venue is available we will provisionally book the date/s. Confirmation of booking will be issued when we are satisfied that there will be appropriate controls in place for the event to run safely and smoothly and the relevant documentation received.

Your event will be assessed and, if we believe that we would be unable to support it taking place in its current form, we will contact you to explain why this is and offer advice on ways that it could be adapted to ensure a safe and successful event.



3 Planning your event

When planning your event, please be aware of the following issues:

3.1 Event plan

If you are planning a very simple local event, you will not need this but the majority of events will need an event plan. The event plan is a live document which records the development of your event and records any agreements, changes or issues that may come up. We can provide you with an event plan template to follow and this is available at www.gloucester.gov.uk

To begin with it may be better to have an outline of your event, which you can add detail to as your event takes shape.

Please consider the following areas:

Event area

Clearly identify the area of the planned event.

Local impact

Show any impacts of your event on the surrounding area (such as residents and businesses). Impacts you may wish to consider are:

- Leafleting
- Alcohol management
- Crowd control

Traffic management

What impact on traffic will the event have? Event organisers should liaise with Gloucestershire Highways to discuss the traffic management implications for any planned event. Temporary road closures, traffic restrictions and alternative routes all require careful consideration. Depending on the scale of the event, this initial consultation may include representatives of the emergency services and take place through the safety advisory group. The traffic management plan should not include the use of police resources in order to control/direct traffic and, if you do require police resources for this role, you may incur a cost dependant on the nature of your event.

Controlled area

If you need to control access to areas within your event area, consider and identify the method of control you wish to use, for instance the issue of badges, passes, wristbands or a similar system.

Consultation

As part of your event plan, you should consult with local businesses and residents and (where relevant) contact business and residents associations so that they are aware of your event and can discuss any concerns with you.

Records of notifications and permissions

Please include records of any licences you have applied for, permissions and agreement in writing to your event taking place from any impacted business, community or resident associations and private landlords.

Review of previous events

If you have held this event (or a similar event) before, include any review debrief reports from your previous event in your plan, and show that any issues from that event have been addressed.

3.2 Risk assessment (event safety plan)

As the event organiser, you are responsible for carrying out a risk assessment for your event and your contractors or suppliers will also need to carry out risk assessments. If you employ a safety officer this can be part of their responsibilities. Your risk assessments should be included in your event plan.

3.3 Production schedule

If your event needs equipment or installations such as stages, lighting or barriers to be moved on to and off a site, include a production schedule in your event plan.

The schedule should include details of the methods that you intend to use to allow vehicles and pedestrians to move safely around your construction area (using diversions where necessary) and to keep inconvenience to the general public to a minimum. You should provide full timings from first arrival on site through the build, event and de-rig and final removal from site. The schedule should also accommodate time set aside for all necessary health and safety inspections.

3.4 Council contracted works

If you agree with us to remove and replace street furniture or any other work involving any property owned or managed by us as part of your event, you will need to agree a programme of works using our approved contractors.

Approval for these works will need to be agreed between various partners before your planned event date and we will arrange this for you as part of the planning for your event. Any work must be carried out by our own contractors with you bearing the costs as organiser.

If you want to use any street furniture and other fixings such as existing catenaries (hanging cables) or fixing points for your event, please let us know.

4 Safety advisory group

There is a safety advisory group (SAG) for the city of Gloucester that exists to ensure that large events or gatherings of people can take place safely with the knowledge of all the relevant agencies.

Some types of event will require you to attend one of the SAG meetings to discuss your proposals. Other smaller events may not require your attendance.

By discussing what is happening within the city on a particular day, all the agencies can ensure that there are sufficient resources available should there be an incident for which they are required.

Further information

For further information and guidance to help you plan your event, visit:

www.gloucester.gov.uk

www.gloucestershire.police.gov.uk

www.hse.gov.uk

www.gloucestershire.gov.uk

www.marketinggloucester.co.uk

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