

Review of Events, Culture and Tourism Task and Finish Group

Members

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A meeting of **Review of Events, Culture and Tourism Task and Finish Group** will be held on **Tuesday, 19 December 2023** commencing at **3.00 pm**

The meeting will be held remotely via Zoom (the links to the meeting are set out below)

Join Zoom Meeting

<https://us02web.zoom.us/j/85016908060?pwd=Wjh0aHpudnV6SHAxcXZYdm5nUXhRdz09>

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Agenda

- 1. Apologies**
To receive apologies for absence, including notifications of any changes to the membership of the Review Panel.
- 2. Declarations of Interest**
 - a) To receive declarations of non pecuniary interests in respect of items on this agenda.

For reference: Having declared their non pecuniary interest members may remain in the meeting and speak and, vote on the matter in question. A completed disclosure of interests form should be returned to the Clerk before the conclusion of the meeting.

- b) To receive declarations of disclosable pecuniary interests in respect of items on this agenda.

For reference: Where a Member has a disclosable pecuniary interest he/she must leave the meeting during consideration of the item. However, the Member may remain in the meeting to make representations, answer questions or give evidence if the public have a right to do so, but having done so the Member must then immediately leave the meeting, may not vote and must not improperly seek to influence the outcome of the matter. A completed disclosure of interests form should be returned to the Clerk before the conclusion of the meeting.

(Please Note: If Members and Officers wish to seek advice on any potential interests they may have, they should contact Governance Support or Legal Services prior to the meeting.)

3. Events

(Pages 4 -
65)

1. To consider the criteria for, enabling, delivering and funding events on Council owned land.
2. To consider how the success of events is measured and evaluated.
3. To consider if the Council and Destination Management Group has sufficient resources and capacity to deliver the Events Strategy and Destination Management Plan (DMP) and what opportunities there are to utilise resources from outside the Council.
4. To consider how the Council uses data to inform decision making in relation to events.

Information Required:

- The criteria for, enabling, delivering and funding events on Council owned land and evidence of how this has been used.
- Details of how the success of events is measured and evaluated.
- The resources of the Events Team and what other resources could help deliver the Events Strategy and DMP.
- Details of the data used to inform decision making in relation to events.

Key Lines of Enquiry:

- What are the criteria for, enabling, delivering and funding events on Council owned land and does this prohibit events that the Council may wish to support taking place and how has this been used to determine

- which events should go ahead?
- How is the success of events measured and evaluated and does this make a difference to future events?
- Does the Council and Destination Management Group have sufficient capacity to deliver the Events Strategy and DMP and who else could help deliver this?
- How and what data is used to inform decision making in relation to events?
- Are there other data sources which would provide greater benefits?
- What data sources do other local authorities use?

Other background documents:

- Responses to key lines of enquiry Events and Destination Management Plan
- Events in Torbay a Guide for Organisations Appendix 1
- Event Notification Procedures and Public Safety Advisory Group Appendix 2
- Torbay Council English Riviera (Outdoor) Events Strategy 2021 – 2027
<https://www.torbay.gov.uk/DemocraticServices/documents/s112183/Events%20Strategy%20Appendix.pdf#:~:text=This%20strategy%20has%20a%20focus%20on%20outdoor%20events,Council%20and%20by%20the%20Torbay%20Council%20Events%20Team.>
- English Riviera Destination Management Plan 2022 – 2030
<https://www.torbay.gov.uk/council/policies/economic-regeneration/dmp/>

4. Communication and Engagement

(Pages 66 - 67)

1. Business benefits from tourism and culture and how they can help promote it.
2. To consider how the Council engages and works with community and voluntary organisations on events.
3. To consider what opportunities there are to facilitate benefits to our care experienced young people and foster families in respect of events.

Information Required:

- Details of how the Council and English Riviera Business Improvement District (ERBID) communicate and engage with local businesses.
- Details of how other local authorities engage with local businesses, community and voluntary sector organisations.

Key Lines of Enquiry:

- How are businesses made aware of what is happening in Torbay from a tourism and culture perspective.
- How are businesses able to engage with and influence tourism and culture activities.
- How do other Councils engage with local businesses, community and voluntary sector organisations and what can be learned from this.
- How can our local businesses and business leaders help promote tourism and culture.
- How can we maximise opportunities to benefit our care experienced young people and foster families in respect of events.

Other background documents:

Response to Key Lines of Enquiry for Communication and Engagement.

3) Task and Finish Group 19 December 2023 – 3pm to 5pm

- To consider the criteria for, enabling, delivering and funding events on Council owned land.
- To consider how the success of events is measured and evaluated.
- To consider if the Council and Destination Management Group has sufficient resources and capacity to deliver the Events Strategy and DMP and what opportunities there are to utilise resources from outside the Council.
- To consider how the Council uses data to inform decision making in relation to events.

Information required

- The criteria for, enabling, delivering and funding events on Council owned land and evidence of how this has been used.

The criteria for enabling events who apply to use our land is fairly broad – a positive impact on the local economy, good for the local community – of value and interest that will benefit our community, good for raising awareness – quality events that show the area at its best. The criteria are currently not at all prohibitive – we don't really say no to events unless they are poorly organised – their initial paperwork is poor and doesn't improve after consultation.

We are not exactly swamped by events companies who want to put events on in this locality at the moment. It is therefore mainly via a process on our Events Application System APPLY4 that links in with the area's Public Safety Advisory Council (PSAG). PSAG's remit is to review all significant event applications in the area from a services coordination and health and safety perspective. It is made up of the blue light services including the coastguard, the harbour authority, Torbay Council's Events Team, the Council's Corporate H&S Manager, Licensing Officers, Highways authority etc. Most events are given the go-ahead unless there are clear issues in their event management plans, their previous poor delivery or their operational practices are unacceptable.

See attached PSAG Terms of reference and also visit [Event safety - Local authority Safety Advisory Group \(hse.gov.uk\)](#)

Following the development of the Events Strategy, a monitoring panel was organised to track the elements of the events strategy that needed to be reviewed, and also to review event applications for the seed funding element of the strategy and any new events. The panel was made up of the Cabinet member and representatives from across the community, with the council's Senior Events Officer and was called Torbay Events Advisory Panel. This has fallen away since the Senior Events Officer has been away from work on long-term sick leave since May, it has been difficult to maintain this level of support. The group wasn't working as well as it should do, mainly because all of the main funding decisions had already been made. However, the group did consider and put together an Events Charter which events organisers sign up to when they go through the application process. Visit [English Riviera Events Charter - Torbay Council](#). The panel's decision-making process in relation to deciding on seed-funding became largely academic as the funding that was ear-marked for seed-funding events was used to part-fund a funding agreement for events with the ER BID Company in line with the Destination Marketing Plan (DMP) and their BID 2 Business Plan.

There was no set direct funding criteria for funding events from the Events, Culture and Heritage (ECH) Fund, it was in-part to support the Events Strategy. However, it was made clear that the funding was revenue funding for event projects and not for capital works. A separate amount was set aside for capital works to improve events spaces but this was later withdrawn

when it became clear the funding source was not available due to sufficient corporate income levels not being realised.

Event funding from ECH Fund was appraised with the Director of Place (as was) in line with the events strategy and the Destination Management Plan (DMP). For instance, Kevin Mowat former Director of Place agreed £100k per year for three years from the ECH Fund to support the ambitions of the ER BID Company's tourism strand that links in with the DMP and the Events Strategy.

Seed funding for a food festival was however set aside, originally as part of the agreement with ER BID and a council procurement process was subsequently undertaken, as per Procurement rules. Unfortunately, the events company concerned subsequently went out of business. A food festival is still a part of the events strategy and something that would fit in with the DMP. When it is looked at again, I would suggest looking at growing it organically with local suppliers rather than via a complex procurement process which didn't achieve what we wanted previously.

Most events on council land are long-standing community events. At present these have been exempted from paying a fee to use the land and considering most of these operate on a really limited financial footing, relying on community donations and income, they would potentially go under if such a charge was implemented. It has been a rule of thumb that we charge new and commercial events the agreed fee (detailed in part 2 of the events strategy) or for larger commercial events, ask for a proposal to use the land that we will agree, or otherwise. This is usually based on usual fees within the events industry (usually £1 or £1.50 per head of attendees) to ensure we're in line with what such an event can stand, and is fair. But we also take direction from members and senior officers for how we treat new events. For instance, members suggested that no land usage charge be applied in the first year for Torbay Pride which is a new community event with potential to grow into a significant visitor event, and is also featured as a development proposition in the events strategy.

For the annual circus there is a licence with an agreed payment structure. For the fair, an offer is made to use Paignton Green and Abbey Meadows on an annual basis. The fee generally rises in line with inflation and is significant to the department's income targets.

- **Details of how the success of events is measured and evaluated.**

For the Airshow this year, an economic and social impact study was undertaken. This is expensive at £9,500+vat each time, but the data is worthwhile collecting and showed a net return of £15.56 for every £1 invested by the council, amongst a lot of other good data about visitors etc.

For most events, success is measured through a mixture of the benefit to the community - economically and socially, whether there were any issues, i.e. if the event didn't supply the requisite number of stewards/security as promised, didn't follow their Event Management Plan, and there were resultant noise issues or issues such as a proliferation of drug use at the event; then it would be reviewed with PSAG and either would not be able to happen again or could happen again (last chance) with a strong change in oversight.

Another success factor is income to the council. The events team has a hefty income target each year and need events that are prepared to pay a suitable fee and a reinstatement bond each time.

Another critical factor is feedback from the hospitality sector and accommodation sector. If there is perceived limited benefit to the local economy we may advise an event organiser to consider investing in an economic (and/or social) impact study, or other mechanism to prove the value of the event locally (we have asked for this for Electric Bay).

Primarily, it is that wider benefit to the community, either socially or economically that is the measure of success, and a judgement is made on these factors.

- **The resources of the Events Team and what other resources could help deliver the Events Strategy and DMP.**

The Culture and Events Team structure chart shows that there are three officers - a senior events officer and two events officers, currently employed to deliver the events service for the council, but this not the complete picture. The Senior Events Officer has been on long-term sick leave since May with the Culture and Events Service Manager, and the remaining officers picking up most of their work, to the detriment of other workload. One of the Events Officers, a very experienced officer, is currently on maternity leave, and a temporary officer with limited experience is covering their absence. The other Events Officer is primarily responsible for Civic events including Remembrance Sunday and Mayoral events, as well as overseeing Torquay Town Market issues, Town Centre income activity, theatre and other commercial poster boards and banner sites, and therefore only has limited capacity to support event development, and support the processing and site visits (sometimes multiple) relating to the 140 event applications received each year (more than 140 each year in 2022/23 and 2023/24).

In terms of staff resources. The events team budget was cut just ahead of the Events, Culture and Heritage Fund being implemented and as such, the Senior Events Officer funding is paid for out of the ECH funding. This post will potentially disappear at the end of March unless more budget funding is set aside.

As such, the team are really stretched and with the additional ask - the running of the English Riviera Airshow being brought back in-house (with significant additional activities added into the mix) - staff are having to do many hours in excess of their contracted hours, unpaid, which is unsustainable. Therefore, additional staff resources need to be added to the team. Also, there has been a deterioration of the level of admin. support service for the wider team (shared with other departments) over the past three years which means that the team has to undertake more work themselves. To put this into perspective, Eastbourne has a very similar number of events and activity in their locality, and they have six full time events staff. This is also similar in Bournemouth, although services and staffing and are currently under review.

The ideal scenario would be to retain a Senior Events Officer post March, and create another full-time Events Officer post, and another part-time Events Officer post, which should be sufficient to undertake the current commitments of the Events Strategy and the DMP. Without any uplift in staffing support, members will need to make a difficult decision about what events and services to keep and what to drop.

In terms of other resources. The lack of capital investment into event sites presents a challenge. An amount of £150,000 was set aside three years ago to support helping Abbey Meadows and Paignton Green become proper events sites rather than open spaces used for events. But this funding was later withdrawn.

Swisco have quoted £45,000 to maintain Paignton Green, Torre Abbey Meadows and the Banjo area of Princess Gardens at the requisite levels, this work should really be part of the cyclical

arrangement but isn't, so the ask of the Events team is this amount, when the team only have an amount of £20,000 available from bonds relating to events this year, and this should really only be for reinstatement works relating to issues caused by the circus or the fair, and so is disputed by these land users. However, a feasibility study to upgrade the sites was quoted for in June 2021 but never delivered due to Swisco's workload and transition from the Council at the time and then the withdrawal of the £150,000 set aside for works. But this could and should be revisited in order to achieve more usable and more robust event spaces. The total cost is unknown until the feasibility study has been undertaken. As things stand, these event spaces are over-used, with only three events and the month-long fair on Abbey Meadows being permitted and this is seen as too much by the team at Swisco. It is a similar story at Paignton Green. There are limited other suitable spaces for events, although the Strand development may support events in due course. There are significant drainage issues at Abbey meadows that need addressing.

Abbey Meadows and Paignton Green would also benefit from better services in terms of water and power supply, also making events less polluting (diesel generators) and more sustainable. This would be costly investment and there is currently no available budget for this work.

In terms of events infrastructure, the team has been working with the English Riviera Events Collective (ERAC) and use funding from the ECH funding to provide infrastructure that a number of events organisers including the council can use to stage events. This includes event radios.

- **Details of the data used to inform decision making in relation to events.**
Information is gathered from event organisers, through our Apply4 system. This largely relates to health and safety issues in relation to the Purple Guide for event management, visit: [The Purple Guide](#) and the council's liability which is paramount. The safety of people attending events comes before all other considerations. And this is also what is discussed as part of PSAG deliberations. Further details can be found in the attached **Guide for Organisers** document.

This information forms part of the weekly discussion that the Events Team has with the Culture and Events Service Manager. It's a matter of discussing any issues and asking pertinent questions. The service manager will take the discussion (mainly about new events) to the Divisional Director or Members if required.

As discussed previously, new events and events with potential issues will be discussed at PSAG. And event organisers are often invited in to present their plans.

For all events, but mainly those that are commercial events, and we don't have that many as yet, we will be interested in numbers attending, income to the council, and ahead of a second year, attendee demographics. We are also interested in impact locally on the hospitality and accommodation sectors. With the Food Festival procurement there were a whole raft of other questions that were asked as part of the Procurement process.

Key issues arising

- **What are the criteria for, enabling, delivering and funding events on Council owned land and does this prohibit events that the Council may wish to support taking place and how has this been used to determine which events should go ahead?**
The events strategy is the key document that guides us. In addition to the points already made above... Income is received by the council from events such as Electric Bay, as well as the fair (at

two locations) and the annual circus. There are occasional sports events (mainly pre-pandemic) that have also brought in income and people (triathlon).

So far, there are no events that have applied that I am aware of that any of our criteria has prohibited. Just health and safety issues where an event organiser couldn't demonstrate to our satisfaction that an event would be run safely.

We do not tend to stop events from taking place without good reason, we tend to work with event organisers where we have concerns, and clearly we have the events strategy and DMP to guide us. This may become an issue with available space and capacity in due course but for now it's not. Since the pandemic, we have available space in the calendar where events have not come back, such as on the first May bank holiday weekend where BMAD used to be on Paignton Green for instance. Land restoration costs are an increasing issue that needs factoring in.

- How is the success of events measured and evaluated and does this make a difference to future events?

As above. But also, in most cases for key events, they are reviewed afterwards and successes assessed. There are few that we don't ask to tighten up operations in some way and this will be via mutual discussion regarding future iterations of events. There is only one recent example I can recall where an event was told they couldn't carry on, and this was due to them not fulfilling their agreed obligations in their Event Management Plan – they had limited security and none of the 23 agreed stewards turned up. This put attendees at risk, and also meant that the events team had to step in and help with operations on the day which we weren't prepared for.

- Does the Council and Destination Management Group have sufficient capacity to deliver the Events Strategy and DMP and who else could help deliver this?

I do not believe that the Council has sufficient capacity to deliver the events strategy as detailed above. I cannot comment on behalf of the DMP, but I believe there are limited associated resources attached to it. There are event organisers who can be commissioned to fulfil event delivery but these come at a cost.

There is a difference between the Council fulfilling its obligations in respect of its liability relating to the 140+ events on council land and the council investing or enabling new events in the area.

- How and what data is used to inform decision making in relation to events?

As above.

- Are there other data sources which would provide greater benefits?

Yes – demographic data of attendees is always valuable but difficult when most of our events are open and free to attend. Such studies are also very costly. The next best thing is footfall data tracked through use of mobile phones in various event locations. We are waiting the renewal of a contract that relates to this that is due to start in the new year. More data from the hospitality and business sector would be useful if we can find an easy way for this to be collated.

- What data sources do other local authorities use?

Eastbourne and Bournemouth responses below.

Eastbourne response

Events have always been perceived to be one of the key drivers of tourism to Eastbourne. We have collected data / surveys on an event by event basis, utilising the local university but for wider data we have previously commissioned economic impact surveys which have used a mix of data from the Cambridge model which uses the following data sources.

- Local: audit of accommodation stock, average room and bed occupancy (local survey), number of visits to attractions (local survey), retail footfall from large retail outlets.
- National: Great Britain Tourism Survey, international Passenger survey, Great Britain day visits survey, census of employment, census of population, annual survey of hours and earnings, annual business inquiry.
- Other data is obtained from the Hospitality Association and ward councillors.
- The events that we operate have been running for many years, however when new event ideas are suggested we are required to present a business case and budget. Which requires many approvals (main approvals CEO, CFO, Leader and portfolio holder) In recent years the key questions are will it break even and will it have a positive impact on the local economy.
- Some of our event sites are restricted due to historical land ownership agreements, others are restricted due to neighbouring residential dwellings.
- We generally accept all types of events, however we ensure there is a mix and not too many of the same type.

Bournemouth response

- For major events like the Air Festival, we commission in alternative years an economic impact assessment.
- For Christmas events we will get feedback from businesses who invest in those Christmas events and we can use visitor insights to look at footfall demographics and catchment.
- There is no specific policy on which events we encourage or don't although we would also check against the fit to the Councils Corporate Priorities. We would often look at the type of event in relation to environmental impacts to local community including noise traffic audience profile and audience behaviour as well as frequency of events in that area.
- We have cultural and tourism strategies that encourage events festivals that help support the economy and support vibrant communities.

TORBAY COUNCIL

Events in Torbay A Guide for Organisers

This guide has been produced by the Torbay Public Safety Advisory Group (PSAG) and Torbay Council's Events Team. It has been designed to assist Event Organisers and Organisations proposing to hold an event within the Torbay Council area. A range of useful checklists are included in the guide which is applicable to events of all sizes which may take place on open land or the public highway. These events could include:

- Fairs and Fetes
- Carnival Processions
- Firework Displays
- Outdoor Concerts
- Charity Events
- Sporting Events (such as: Half Marathon & Triathlon's)
- Markets
- Community Events

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SECTION 1 – Public Safety Advisory Group (PSAG)

Introduction

Where large gatherings of people take place there is the potential for dangerous situations to occur or public safety issues to arise.

This was clearly shown at the Hillsborough Stadium disaster in 1989 and the Bradford Football ground fire in 1985. Following these two tragedies, new laws were introduced to increase safety at sports grounds with the Football Licensing Authority and its subsequent replacement The Sports Ground Safety Authority worked hard to promote safety at sports events.

However, many public events are not covered by the strict controls that govern sports events and if on private land could take place without consultation with the safety expertise that is available through Local Authorities and the emergency services.

What is the Torbay Public Safety Advisory Group?

The Advisory Group was formed to provide a forum for the Local Authority and the Emergency Services to work together collectively to ensure events were safe and where appropriate to work collectively to prevent any significant public safety risks to affect those attending or being near those events. This is achieved in part by ensuring that organisers comply with their statutory obligations. The groups' terms of reference include encouraging organisers to take advantage of safety advice with the objective of ensuring that events take place in a safe manner.

The Advisory Group will raise the profile of public safety at events throughout the Torbay area. The vehicle for achieving this aim is to utilise the existing personnel in those organisations already involved in securing safety at events.

This document will guide you, as the organisers of public events, on the safe running of your event and may even be able to help promote the event for you.

Events can be brought to the attention of PSAG via several routes. These include direct from any member of the group, a neighbouring local authority, or a department within Torbay Council. Event Organisers can also seek advice and support and contact the group directly.

Members of the group include:

- Devon and Cornwall Constabulary
- Devon & Somerset Fire & Rescue Service
- Southwest Ambulance Service Trust
- Marine Coastguard Agency
- Torbay & South Devon NHS Foundation
- Torbay Council

Torbay Council departments include:

- Community Safety
- Emergency Planning
- Events Team
- Licensing

- Parking Services
- Harbour Authority

Attendance by representatives from other organisations, voluntary groups, press officers and other service providers may be appropriate for certain events.

The information given by all the agencies on the Advisory Group is free and is often in addition to any legal requirements and statutory guidance that may apply to your event.

As well as offering guidance to anyone organising a public event, the Group will endeavour to ensure that such assistance is consistent and will encourage a minimum standard of safety at all events held throughout Torbay.

Of course, if the Group identifies public events that are likely to take place with the potential to compromise the safety of people attending them, then it may have to work collectively to take action to prevent such events from taking place, unless necessary safety improvements are implemented.

What do you need to tell PSAG?

To assess the potential risk presented by your event and thereby determine the degree of assistance that can be offered, you will need to supply an Event Management Plan, which will inform the Group of the following:

- The name and type of event including a description
- Name and contact details of the Event Organiser(s), including a Public Enquiries number
- Location of the event and is it open to the public or is it a ticketed event
- The time and date of the event.
- How many visitors are estimated to attend the event (if more than 50) and what welfare facilities will be provided
- Has adequate parking provision been made for the event, or are people attending using public transport? This would normally be in the form on a transport management plan.
- Details of any activities which will be taking place, with particular attention to timings and noise
- The risk assessments and fire risk assessments that you have carried out, including your Covid-19 mitigation
- Is your event taking place on the public highway, and does the road need to be closed?
- Is your event intended to be in a public place, such as a park, or open space?
- Is your event intended to be at a private venue, but due to its size and/or type of activity planned, there may be concern for the safety of those attending or living nearby?
- Is food and drink available, particularly alcohol, and that adequate provision is made to manage those associated risks

This will not be an exclusive list and increasing detail will be needed the larger the event becomes. You should give notice of your proposed event to the Group at least six months in advance, though again larger events will need more time. New or high-risk events will require at least twelve months' notice and all paperwork needs to be submitted 12 weeks prior to the event taking place.

You may require planning permission to erect some structures over a period, as well as an appropriate licence and a temporary highway closure.

If the land you wish to use is Council land (e.g. Torre Abbey Meadows Babbacombe Downs, Paignton Green, St Mary's Park Brixham, parks, beaches, etc.) you will need to complete the Events Application Form on the website at [New link to be added](#)

What happens next?

For small events the Council's Events team will usually lead and offer safety advice where required. Under normal circumstance PSAG will not be required to take any further action. However, in some cases, PSAG may require you to change or alter slightly some of your existing plans to help improve public safety at your event.

For large or major events, PSAG will take a more active role; for example, they may wish to meet with Event Organisers to discuss plans and arrangements in more detail.

1.5 Who is responsible for safety at public events?

The Event Organiser(s) and/or landowner are responsible for public safety at public events.

The Law requires Event Organisers to have a named person who is responsible for the safety at your event. For large and major events this may be a dedicated safety officer with a support team.

SECTION 2 - Event Guidance

Introduction

This guidance pack has been designed to provide information to organisations wishing to arrange an event in Torbay. The forms contained within the pack can be used for all events regardless of size, however some parts may not be relevant for smaller events.

The guide gives general advice that should be used when arranging any type of event. However, it must be remembered that events can be extremely diverse, ranging from a simple Fete/Fayre to a large outdoor carnival and therefore this guidance cannot be considered exhaustive. It is likely that additional guidance will be required for specialist events and larger scale activities.

Should you consider that more information is required there are many national associations and clubs who may be able to offer advice on specific types of events

Application Deadlines for Council Land use

These apply to applications for all events on Council Land and form part of the conditions under which any permission may be granted:

Small Events are events with **audience capacity numbering 499 or below**. Initial enquiries/applications should be received no less than 6 months in advance of the event set up on site begins. Once a request to stage an event on Council land has been granted, full applications and paperwork for small events must be submitted a minimum of twelve calendar weeks before event set up on site begins. Where an event is new or considered to have potential for significant impact on an area, site, or residents, or where it has proven difficult to achieve appropriate event planning paperwork in the past it will be considered as a new or high-risk event regardless of estimated audience size (see below).

Large Events are events with an **audience capacity of 500 or more**. Initial enquiries/applications should be received no less than 6 months in advance of the event set up on site begins. Once a request to stage an event on Council land has been granted, full applications for large events must be submitted, along with the associated paperwork a minimum of twelve calendar weeks before event set up on site begins. Unless it is a new or high-risk event (see below).

New or High-Risk Events are all events that have not run before or are considered substantial risk by the Torbay Council Events Team or PSAG will need additional time to be considered and for plans to be fully worked through and understood in collaboration with the Public Safety Advisory Group (PSAG). New and high-risk events will need to allow at least twelve months' notice to be fully considered by PSAG and events officers and for all elements to be adequately in place.

Once a completed event application form and any necessary paperwork has been received it will be considered as appropriate and permission granted or refused.

Please note that the deadlines do not allow for the research, consultation preparation, planning drawing up of event management plans and traffic management plans, the seeking of other permissions and authorities etc. which the event organiser may need to undertake prior to the submission of an event application

Flow charts

Small & Large Events (Outline Process)



New or High-Risk Events

12 months
plus

- Give consideration to the concept
- Complete online application form for Torbay Council
- Check all appropriate authorities and permissions for the event are met
- Prepare documentation to present to the Public Safety Advisory Group (PSAG)

6 months
plus

- Receive permission for your event to be planned

12 Weeks
plus

- Submit all relevant paper work requested including:
 - Event Management Plan
 - Risk Assessments (to include Covid-19 and Safeguarding Risk Assessments)
 - Emergency Plan
 - Site plan
 - Indemnity form and signed terms and conditions
 - Proof of Public Liability insurance
 - For a full list of required paperwork please see appendix 1

28 days
plus

- Submit street trading licence application via www.torbay.gov.uk/street-trading (if applicable)
- Submit TENS application form via www.torbay.gov.uk/Licences (if applicable)

Your duties as an event organiser

An event organiser has a general duty to:

- Plan, manage and monitor the event to make sure that the public are not exposed to health & safety risks (health & safety does not have to be complicated and for many events, it is some obvious manageable risks)
- Plan and manage an event in such a way as to minimise disruption
- Obtain all relevant permission/licences and other authorities required to hold the event
- Ensure they have adequate resources, assistance, funds etc. to deliver the event.
- Consider the effect on the fabric of the area and damage limitation and meeting site specific limitations
- Consider the effect of event on regular users of public spaces, stakeholders, and residents i.e., is the event to be fenced off and a charge made for entry?
- Consider the timing of the event
- Plan the size of location, numbers attending, or numbers estimated to attend, provide an outline site plan showing the positions of permanent structures, toilets, first aid, emergency vehicle access, stalls, marquees, performance areas, lost child point etc.
- Consider the impact on transport infrastructure to support the event e.g., parking, increased use of public transport and road closures
- Ensure the quality of the event
- Provide an outline risk assessment
- Ensure the creation of opportunities for local participation
- Demonstrate the impact of the event on local business
- Ensure there is no financial risk to Torbay Council for events which are external to the Council
- Operate within legal constraints
- Comply with conditions specific to the event location and the Terms and Conditions.

For many events all that is required is a basic series of tasks and this document, although not exhaustive, will take you through some basic steps and help you make sure you are doing what you need to do, while encouraging a sensible and proportionate approach.

The amount of time event organisers needs to set aside for planning will be very much dependent upon the size, type, and duration of the event. For major and new events, experience shows that 12 months beforehand is a suitable time to start.

Each event is unique! This guide is therefore only intended to give event organisers general advice towards safe event planning and management and cannot replace the specific detailed knowledge of the event that the organiser has, nor can it replace the need for the event organiser to consult with others and carry out their own research as necessary. A list of useful sources of information, some of which are referred to within this document, is included in *Further Information* of this document.

Not all the information in this document may apply to you. If you are organising a small event with less than 500 people in a static location which is away from a road, street, or precinct you may not need to provide all the information discussed here. Once your event has been agreed someone from the events team will contact you and let you know specifically what information is needed from you.

Stage 1 - Pre-Planning

Detailed pre-planning is essential to ensure the event is successful. The following needs to be considered at this stage:

Where. Make sure the venue you have chosen is adequate for the proposed event. Do not forget to 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 emergency routes will be adequate for the size of the event you wish to hold. If holding your event on the public highway you will be required to complete a Temporary Road Closure Application form, along with your Risk Assessment and Public Liability Insurance giving a minimum of 12 weeks in advance of the proposed date of the event. Road Closure Applications will not be accepted after this time.

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. You will probably need to arrange lighting for an evening function. Try and avoid other major events which may have been organised for the same date as your proposal. Please contact the Events Team who can inform you if your proposed event clashes with other already planned events.

Who? Identify the aims of the event. Are 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 water sports? If possible, also try to establish the size of the proposed event.

Specialist equipment. Will the activities require the use of any specialist equipment such as bungee jumps, fair rides, bouncy castles, etc.? If so, does this equipment pose any specific hazards? Will a particular activity need barrier etc.? Some equipment may require certificates of erection by a competent person.

Code of practice. For larger events there will be a need to comply with guidance particularly the purple guide available at www.thepurpleguide.co.uk and the Code of Practice for Outdoor Events published by the National Outdoor Events Association (NOEA) - <https://www.noea.org.uk/> which gives advice on structures, marquees, tents and electrical matters. The HSE Guide to Safety at Events is also an especially useful reference document - <https://www.hse.gov.uk/event-safety/>.

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. The onsite facilities cannot be relied upon, and additional portable toilets must be hired. . The provision of drinking water will be necessary. Depending upon the scale of the event, refreshments and other facilities may be required. Provision also needs to be made for lost children, missing persons, baby changing and lost property.

Special permission (Licensing requirements). You may require several different licences for your event, particularly if you are intending to sell alcohol, provide entertainment including music, dancing, singing or similar, or if it includes a display or exhibition of boxing, wrestling, judo, karate, or similar sport. These events require a premises Licence or a Temporary Event Notice to be submitted.

<http://www.torbay.gov.uk/business/licensing/alcohol-and-entertainment/ten/>

All events where items or services are sold must obtain Street Trading Consent, though there are no charges for those that are entirely charitable. For more information contact the Licensing Team on or visit <https://www.torbay.gov.uk/business/licensing/street-and-trading/>.

Insurance. The Council requires proof of your Public Liability Insurance cover. Until this is received, permission to hold the event is unable to be granted. Event Organisers are required to hold a current policy of Insurance in respect of Public Liability or Third-Party risks (including products liability where appropriate). The relevant limit of indemnity shall be no less than £5M but it remains the responsibility of the event organiser / operator having taken independent professional advice to determine the appropriate level of cover having regard to the nature of their operation and the perceived level of risk. The council reserves the right to require a higher limit if deemed necessary.

All contractors and performers need their own Public Liability cover and depending upon the nature of your organisation and the proposed event other insurances may also be required. The event organiser should obtain and retain a copy of the Public Liability insurance details for any performer/contractor/caterer or Third-Party taking part in the event. It is not sufficient just to ask if insurance is in place; evidence will be required in the event of a claim.

Timescale. Set out the proposed timescale and give yourself as much time as possible to organise the event. You may need as much as 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 Management Plan (EMP). 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. Please see [appendix 1](#) for the full list of information required in the EMP

Fees and Charges. All events are liable for fees and charges. For the up-to-date fees and charges please see the current Events Policy document.

For events on the Highway please also see [appendix 2](#)

Once you have established the basic ideas for your event you should complete the Events online application form available from [need to add in link to new page](#). Once completed your application will be considered by the team and undergo our decision-making process, we may well request additional information from you. For Small and Large events, the initial form should be sent to us no less than 6 months prior to the event for new or substantial risk events you will need to have your completed application submitted by 12 months prior to the event.

A checklist for all sections in this stage can be seen in [appendix 3](#)

Stage 2 - Organising the Event

Once you have received the approval decision for the event from the council and 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. One person, with suitable experience, should be given overall responsibility for health and safety and another person co-ordination and supervision of stewards.

Liaison. Contact the local police, fire brigade, ambulance and first aid providers via the Torbay Public Safety Advisory Group. Tell them about the event and ask them for advice. Decide what additional information is required regarding specific activities and contact the council and/or the relevant

organisations. Other emergency services may also need to be contacted such as HM Coastguard and Torbay Harbourmaster for waterborne events at sea or on the harbour area.

Costs and Notice Periods. Establish as early as possible what costs may be involved in hosting your event. An item such as Licenses, Temporary Road Closures, Parking Suspension Notices and Highways signage involves completing legal processes which have stipulated timescales. Failure to give sufficient notice may affect your event taking place on your chosen date. Please see the [flow charts](#) to see the timescales required. Torbay Council staff will monitor events in situ, to ensure compliance with our policy and the location hire agreement. The costs of these visits are not recharged. However, where the Council is required to provide staffing, equipment or other resources to the event, the cost of such resources will incur an additional charge to the event organiser.

Where possible these costs will be agreed before the event, but when an unforeseen situation arises which requires immediate action by Council staff this action may be taken without negotiation. Where the event organiser is responsible for this situation, they will remain liable for costs incurred by such action.

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.

Emergency plan. A formal plan should be established to deal with any emergency situations, which may arise during the event including an evacuation. For indoor events, the building you are using may already have a procedure in place. 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. You may have to liaise with the emergency services, local hospitals, and the council's emergency planning officer (which may be chargeable) and create a planning team to consider all potential major incidents and how you would deal with them. Organisers of larger events may wish to contact the council for further information. An explanation of the medical provision that you have sourced for your event will be required. For example, how will you transport patients to hospital without impacting on the local NHS Ambulance Network?

Temporary structures. Many events will require temporary structures such as staging, tents, 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 dependent upon the number of people likely to attend. Temporary structures should only be obtained from experienced suppliers.

- **Catering.** Ensure any caterers are registered and have the trading consent from the Council and that they will be sensibly positioned such as away from children's activity areas and near to water supplies etc. They must hold a minimum of a 3* food hygiene rating or above and you must notify the licensing team of any food vendors using the food vendors notification form. Ask to see caterers' food hygiene certification or look it up on ratings.food.gov.uk. Adequate space should be left between catering facilities to prevent any risk of fire spread. You may wish to use only caterers who are members of the Mobile Outside Caterers Association, please visit <https://www.ncass.org.uk/> for more information. You should obtain a list of their menu and charges to ensure their prices are reasonable. The event organiser should obtain and retain a copy of the caterer's public liability insurance and Risk Assessments.

Stewards. You must have enough stewards for the size and type of your event. The number of stewards you need will depend upon several factors.

- If the event is indoors or outdoors.
- How many children are likely to attend?
- If it is dark or light.
- If there are unsound surfaces.
- If the weather is bad.
- If vulnerable people are there.
- If alcohol is being served.

Smaller events may use helpers and volunteers as stewards, while major events will often need professional stewards hired for the occasion. All stewards must be professionally trained and briefed. Stewards are likely to require registration with the Security Industry Agency (SIA).

The number of Stewards/SIA Security personnel required will be determined using the Event Organisers Event Management Plan, Risk Assessments, and consultation with Torbay Council Events Team, and PSAG meetings.

Stewards at larger events 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 professionally 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 firefighting. Stewards may require personal protective equipment (PPE) 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.

Any SIA personnel contracted for Search roles should adhere to <https://www.bsia.co.uk/Portals/4/Publications/231-security-searches-cop.pdf>

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, and the provision of a public address system. Raised concert style 'pop/mojo barriers' can only be used if you have trained and experienced stewards, who are familiar with how they work.

Numbers attending. The maximum number of people the event can safely hold must be established. This may be reduced dependent upon the activities being planned. The numbers of people attending the event may have to be counted to prevent overcrowding. You will be required to adhere to the maximum number of attendees per square metre.

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

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. Following your risk assessment, stewards or helpers collecting cash may require money belts or other carrying facilities. Counting and banking arrangements should be given careful consideration. Ultimately, it is expected that event organisers would define security and non-security roles and their expectations of those undertaking them in line with a risk assessment of the event. They would then need to take a rational decision about whether these roles are in pursuit of Schedule 2 activity and

therefore require licensing. If in doubt, the SIA can work with organisers to give advice on this decision-making.

On-site traffic. Contractors and/or performers vehicles and other traffic should be carefully managed to ensure segregation from pedestrians. Vehicular access should only be carried out at specific times and not during the event itself unless it is for emergency access. Separate entrances should be provided for vehicles and pedestrians with specific arrangements for emergency vehicle access. Car parking facilities will be required at most events, and these will have to be stewarded and you will need to consider where such facilities should be situated. It is advised that organisers promote a hazard off policy on event sites. If driving is essential, on the events site, drivers must have their hazard lights on to warn any pedestrians nearby. Vehicles should be driven slowly, with caution and if possible, with someone wearing a high vis, walking in front of the vehicle to warn pedestrians. For further information please see www.hazardsoff.org.uk

When driving is essential on an events site if drivers do so with their hazards on, they are unable to indicate their intentions. It is therefore advised that any driving of vehicles is done slowly and with caution but without hazards on. For further information please see www.hazardsoff.org.uk

Off-site traffic. 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 and Torbay Council.

Road Closures. Adequate directional road signage must be provided in prominent positions on the approaches to the event. Where a public highway is to be closed for an event to take place, an application must be made to Torbay Council for a 'Temporary Traffic Regulation Order'. Any suspension of current parking restrictions must be agreed with Parking Services and the Highways Team., The Highways team will process any traffic diversions required. Please click on the following link for more information: <https://www.torbay.gov.uk/roads/highways-licenses/road-closures/>

Signage. You must provide clear directional and information signage at your event. Multilingual signs may also be required. All signage placed on/or adjacent to the public highway must be agreed with the Highways department and placed out by a qualified person, who is Chapter 8 Trained. When the highway is to be closed for an event to take place, signage must be placed out 14 days prior to the event taking place.

Transportation. The local rail and bus companies should be advised of larger events to establish if existing services will be adequate. As the event organiser you will also need to liaise with them if road closures or diversions are intended.

Contractors. All contractors should be vetted to ensure they are competent to undertake the tasks required of them. Wherever possible 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 an adequate sum of indemnity (minimum Indemnity £5 million). Provide contractors with a copy of the event plan and arrange liaison meetings to ensure they will work within your specified parameters. The event organiser should obtain and retain a copy of the contractor's Public Liability Insurance and Risk Assessment.

Performers. All performers should have their own insurances and risk assessments and the same considerations must 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. The event organiser should obtain and retain a copy of the performer's Public Liability Insurance and Risk Assessment.

Noise: Events that are held at either open air sites or within lightweight buildings. The most common source of complaint is from music events, but other activities can also cause problems. For example, motor vehicles, fairground rides, tannoys and fireworks.

Noise associated with events can cause significant problems. Events that finish late evening and they will require careful planning to prevent complaints being received and the possible intervention from Environmental Health officers. Thought must also be given to the siting of potentially noisy equipment such as generators and compressors.

Firework displays are another issue; generally, they should start and finish as early as possible. Careful consideration should be given as to whether it is appropriate to use “mortar shells” and similar high noise fireworks.

To minimise the disturbance and annoyance that can occur, the organiser should follow the appropriate guidance and codes of practice. The Event Guidance Pack includes advice for open-air events and for those inside buildings.

For open-air events: the Code of Practice on Environmental Control at Concerts, produced by the Noise Council in 1995 this can be viewed at www.cieh.org/uploadedFiles/Core/Policy/Environmental_protection/Noise/NoiseCouncilCodeonNoiseControlatConcerts.pdf

Advice can be sought from the Licensing team, on 01803208025.

Utilities: Where electricity, gas or water is to be used, detailed arrangements must be made to ensure the facilities are safe. All portable electrical appliances including extension leads etc. should be tested for electrical safety and a record kept. Any hired equipment should come with a certificate of electrical safety.

Where events are taking place outside, residual current circuit breakers should be used and if possible, the power supply stepped down to 110volts. All cables will have to be safely hung or matted/restrained to eliminate any electrical and tripping hazards. Potential hazards due to extreme weather should not be overlooked at outside events. Portable gas supplies for cooking should be kept to a minimum in designated areas away from the public. The same should apply to any fuel supplies items such as portable generators etc. Generators must be suitably secured by a fence or barrier to prevent public access from public areas. All these arrangements should be clearly shown on the site plan.

Toilet Facilities: The Event Organiser will need to ensure that an appropriate number of toilets are hired to provide service for the anticipated number of people at their event. This must include several types of toilets to cater for all participants attending your event. Public Toilets cannot be relied upon.

The number of toilets required will depend on the number of people expected to attend your event, based on the British Standard. Note: the table below shows a general guideline for an event over a 6-hour period. These figures may be too high for short duration, non-peak period events such as community events and garden parties, or too low for events with elevated levels of fluid consumption:

**Female conveniences:
1 toilet per 100 females**

**Male conveniences,
1 toilet per 100 males, plus 1 urinal per 150 males
1 toilet for every additional 600 males plus 1 urinal per 175 males**

When siting toilets remember to make them accessible and allow room for queues. Cleaning and emptying the toilets is also a vital consideration, as well as adequate lighting if you are planning an evening event.

Please submit details of your proposals to include method of disposal and, the name and address of the hire company in your Sanitary Plan as part of your Event Management plan.

Fire Risk Assessment. From October 2006 the Regulatory Reform (Fire Safety) Order 2005 came into effect. Under this new legislation, a “responsible person” at every premises is required to carry out a fire risk assessment and take steps to reduce or remove the risk.

Event organisers must:

- Carry out or nominate someone to carry out a fire risk assessment identifying the risks and the hazards
- Consider who may be especially at risk
- Eliminate or reduce the risk from fire as far as is reasonably practical and provide general fire precautions to deal with any residual risk materials are stored or used
- Create a plan to deal with any emergency and document your findings
- Review your findings as necessary.

More information, along with new guides are available from Devon and Somerset Fire and Rescue Services at <https://www.dsfire.gov.uk/>

Contingency Plans. Consider the implications on the event of extreme weather conditions. Will the event be cancelled? Could specialist matting be hired at short notice? Or could the event be moved to an alternative inside venue? This will involve a lot of planning and may be too complex for anything other than the smallest of events. 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.

Communications. You must have a reliable method of communication in place for the event. It is essential for the stewards and organisers to be able to communicate during the event. In addition, there should be at least one office on site, jointly staffed by all the organisations taking part. Equally vital is the method of communication with the public. This is particularly important if the site must be evacuated.

First Aid: You must provide and pay for an agreed level of first aid, paramedical and medical facilities at your event. For example, how will you transport patients to hospital without impacting on the local NHS Ambulance Network?

Recycling and Waste: If you are organising any event, as the organiser must comply with national waste legislation. You must ensure that all litter and rubbish (known as ‘waste’) is removed from your designated event area during and after when your event has finished. By law you cannot put black bags into the back of a van and take them home to go out with your general rubbish. This is illegal. It is important to plan to make it as ‘green’ as possible by managing it sustainably.

Torbay Council and our partners SWISCo will therefore supply a basic package which will cover your minimum requirements for waste and recycling. We will arrange a convenient time and date to discuss the basic package and cost in further detail. This is mandatory for all events held on Council Land. Any additional containers or collection must be arranged with the Events Team.

Twelve weeks prior to the event you must submit a waste management plan which must consider the following:

- Who is going to collect what materials and how it will be recycled, if possible? If you are inviting traders/concessions, ensure that they know about recycling and litter arrangements. If you are inviting food and drink vendors then your agreement with them might include them taking their own waste away for disposal, providing they have a license.
- Torbay Council’s partner, SWISCo offers waste and recycling services for events. If you use another waste company, they must be registered with the Environment Agency and you must have a Duty of Care notice from them detailing where the waste and recycling is processed.
- Think about placing containers near places where people are going to throw things away, ensuring recycling bins are next to litter bins, label properly and get the right number of bins for the size of your event.

- Larger bins for storing the waste must be sited in an area that is not accessible by the public but easily accessible for a refuse collection vehicle to empty them without having to drive over grass.
- Publicise what you are doing to recycle so that people are aware about the recycling facilities and how your event will be sustainable. Use the registration/entrance point as an opportunity to let people know.
- You should also consider how you can cut down your waste in the first place. There are lots of things you can do, to work towards making your event almost waste-free:
 - Only allow concessions that use recyclable, compostable or reusable cups, plates, and utensils to trade at your event
 - Start by using recycled products, like toilet roll, pencils, vending cups and paper
 - Serve condiments, like sauces, in bulk rather than individual servings
 - Reducing printing for advertising the event through using e-newsletters and local websites. If you need to use paper, make sure you use both sides
 - Stationary, use white boards rather than flipcharts, reuse name badges and for signage, make sure you can easily change the date, so they can be reused
 - Avoid plastic bags.

Please note: It is the event organiser's responsibility to arrange removal of all rubbish from the site. The event organiser should ensure that the site is regularly litter-picked during the event and at the end of each day to ensure that the council's obligations under the Environmental Protection Act 1990 - Code of Practice on Litter and Refuse is discharged. If this has not been completed to the satisfaction of the Council, it shall be lawful for the Council to do such work as deemed necessary and recover the costs thereof from the hirer.

You will not be permitted to use any Council Skip / Litter Bins on site for disposal or remove the waste from site as you do not have a waste transfer licence.

Risk assessments: Taking all the above 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. 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. 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 can be found on our website, under ????. Completed forms should be retained for future reference. Where the event consists of more than one attraction, e.g., 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 and you will need to obtain copies of these. More information regarding risk assessments can be found on our website: ???

Child protection: Organisers are expected to make such efforts as necessary to remove risk of the abuse or mistreatment of children at events and to respond appropriately if event staff identify situations of abuse or mistreatment whether related to the event or not. Event organisers will be expected to submit a child protection policy statement and lost children procedure as part of their application for the event.

All event organisers have a 'statutory duty of care' especially to children and vulnerable adults, event organisers must ensure that all providers of children's activities have a Disclosure and Barring Service check. Where appropriate see www.gov.uk/government/organisations/disclosure-and-barring-service. All event organisers will also need to complete the Council's Safeguarding Risk Assessment.

Sale of Alcohol/Provision of Entertainment: If you are proposing the sale of alcohol or have entertainment at your event you will need to make appropriate licensing arrangements, though there are some exemptions for small events. This is administered by Torbay Council's licensing team. For more information on applying for licences please visit: <https://www.torbay.gov.uk/business/licensing/alcohol-and-entertainment/>

Some activities will be exempt from the requirement for licensing and for specific details you should contact Torbay Council's Licensing Team. Email licensing@torbay.gov.uk or phone 01803 208025).

There are two types of authorisations under the Act that may apply to an event organiser for the location of the event. There is also a separate licence which authorises a person to sell alcohol. Please see additional information below:

- Premises Licences
- Temporary Event Notices
- Personal Licences

Premises Licence The licence will allow the holder to use specified premises for licensable activities. This applies to any land, not just buildings. A premises licence can be granted either for a fixed time or indefinitely. There are no statutory limitations to the hours during which events can provide licensable activities, however consideration must be given to the potential impacts and measures put in place to control them, i.e., noise, crime, and disorder. All applications will be considered by several agencies including The Police, Public Protection, Health and Safety, Fire and Child Protection etc. For more information see the Licensing Act 2003 page on Torbay Council's website, www.torbay.gov.uk/business/licensing

If you intend to apply for the sale of alcohol, you must have a Designated Premises Supervisor and this person must hold a Personal Licence.

Personal Licences Every supply of alcohol under a premises licence must be made or authorised by a person who holds a Personal Licence unless the event is covered by a Temporary Event Notice (see below). You can apply for a personal licence with the Local Authority of where you reside. If you reside in Torbay, you can apply for a Personal Licence by clicking on the following link: <https://www.torbay.gov.uk/business/licensing/alcohol-and-entertainment/>

Temporary Event Notices (TENs) These notices relate to temporary events with less than 500 attendees where "licensable activities" are planned. Applications can be made online via www.torbay.gov.uk/ten

A fee is payable with each notice. This fee is non-refundable and covers the cost of processing the Notice. It remains non-refundable if the application is withdrawn, invalid or is issued a counter notice.

For specific details about which type of licence you require, what supporting documents are required, periods of notice, etc., please seek advice from Torbay Council's Licensing Section or visit the Licensing Act 2003 page of the website www.torbay.gov.uk/business/licensing

Security: If you are intending to use door security staff, the men/women must be registered with the SIA (Security Industry Authority). They are a non-departmental government body. It is a criminal offence to use persons not registered with them and the Police will prosecute if necessary. For more information, please visit: <https://www.gov.uk/government/organisations/security-industry-authority> If you are using volunteer stewards, then SIA requirements do not apply in all cases.

Street Trading Notifications: A Street Trading Permit needs to be applied for sell or expose goods / services for sale in areas to which the public have access without paying a fee. For fee paying events no consent is needed. We can issue a variety of Consents, covering different trading periods from 1 day to 1 year. Trading at a charitable fair may require Consent to cover the entire site and, provided

that all the trading is for the benefit of the charity, no charge will be made. If commercial traders are involved, each will, on application, be charged an appropriate fee. The following fees are applicable if an event is supported by us.

Charitable street trading events supported by us are free (with agreement from us). If the event is Charitable and all the profit from these stalls or units will be donated to the Charity, then a Charitable Street Trading Consent can be applied for. Please apply at least 21 days prior to the event taking place. There will be no charge for these Consents.

If the event is Charitable and all the profits go to the Charity, but you have invited itinerant traders to come to the event to provide food and refreshments to persons attending the event they will need their own Street Trading Consent.

Please note, a minimum of 28 days' notice is required for street trading applications. For more information, please visit: www.torbay.gov.uk/street-trading

Other Licences. You may also need a Phonographic Performance Limited licence or a Performing Right Society licence if you are proposing to play music at your event and it is prohibited to use Drones, without a licence and consent from the Council.

Promoting your Event. You must ensure that you have received written permission from Torbay Council for your event to run before you start to promote it. Social media and online advertising are good inexpensive ways of promoting events. Do not forget to use local events listings such as the local paper, radio stations and tourist information websites. Your event will also be listed on Torbay Councils Event page.

Outdoor advertising. The display of banners and posters must only be done so with permission from the landowner and local authority. The Council have two designated banner sites. Details can be requested by emailing: banners@torbay.gov.uk. Where unapproved fly posting can be linked to an event, the event's organiser will be deemed in breach of their contract with the Council and will subsequently incur any associated costs arising through the Council having to remove such material. Where possible, prosecutions will be taken and future applications from offenders will not be accepted. You can place a promotional vehicle or movable sign on the designated event area i.e., Paignton Green, in agreement with the events team, if the movable sign or promotional vehicle complies with Planning regulations (28-day rule). A fee is payable in line with the charge for town centre sales/promotions.

Event Participation List. You will need to provide a full list of all provider participants in your event. Please see [appendix 4](#)

A checklist for all sections in this stage can be seen in [appendix 3](#)

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. Ensure you pay particular attention to emergency routes.

Inspections: Walk through safety inspections should be carried out immediately prior to, during and after the event. More than one inspection may be needed during the event. Using the form in [appendix 5](#) note all defects and the remedial action taken. The emergency (out of hours) number for SWISCo is: 01803 701318

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 and clear 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 exhibitor's vehicles have been removed from the site or parked in the designated area before the public are permitted to enter. If vehicles are being placed on the highway it is the driver's responsibility to ensure parking restrictions are adhered to as failure to do this may result in the issuing of a Penalty Charge Notice (PCN).

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. You will need to submit a copy of your Stage Build Risk Assessment.

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 PPE 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 and what to do in an emergency.

A checklist for all sections in this stage can be seen in [appendix 3](#)

Stage 3 - 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. If numerous structures are

left, specific security arrangements may be required. This will need to be agreed by the Events Team in advance.

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. You will also need to advise your own insurance company and make a statutory accident report if necessary. 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 completed accident form.

What to do if things go wrong: Remember, as the organiser of the event, you are responsible for the safety of everyone who is involved. If anyone is hurt or injured because of your negligence, you are likely to end up in Court.

If an incident occurs at any event on Council Land, PSAG will ask:

- Were plans in place to manage a major incident?
- Were the risk assessments completed, including all the items included in the checklists.
- Were there enough emergency services resources on site?
- Was there a detailed casualty treatment, management, and evacuation plan?
- Were the emergency procedures properly explained and practiced?
- Was there a clear chain of command and control?
- Were communications between key personnel and the crowd adequate?
- Were emergency exits clearly displayed?

Remember careful planning and organisation will help ensure that your event is successful and safe.

Manslaughter: The underlying principle behind the success of any event is that the health and safety of all persons attending the event is paramount. A charge of involuntary manslaughter caused by gross negligence is the worst-case scenario for individuals organising major events, such as members of a committee and company directors.

For a prosecution to succeed it must prove that:

- The Defendant owed a duty of care to the deceased.
- That the Defendant had breached that duty.
- That the breach had caused death; and
- That the “Defendant’s conduct departed from the proper standard of care incumbent upon him, involving as it must have done a risk of death for such that it should be judged criminal” (The House of Lords in R –v- Adomako in 1994).

Individuals who organise a major event owe a duty of care to all those persons who attend the event for whatever reason not to place them in an obvious life-threatening position.

Gross negligence manslaughter is a serious crime that carries a maximum sentence of life imprisonment on conviction. On the same facts, somebody charged with gross negligence manslaughter could also be charged under health and safety legislation and upon conviction could face significant fines.

Note: if you have insurance, it will only cover against civil claims and not criminal as these are uninsurable.

Under Civil Law an adult can claim against the organisers from up to 3 years after the event. It is therefore important to keep all relevant documents after the event e.g., risk assessments (to include Safeguarding and Covid-19 mitigation), safety check records (reporting “default free”), safety plans, insurance documents.

It could be difficult if an organiser or committee were being sued much later, for them to provide evidence that they exercised their “Duty of Care” if they had not kept these documents secure. Local Authorities will require a copy of your health and safety plan before your event takes place.

Safety Inspection: Walk through safety inspections should be carried out immediately prior to, during and after the event. More than one inspection may be needed during the event. Using the form in [appendix 5](#) note all defects and the remedial action taken.

Further Information & useful contacts

To obtain further information before notifying us of your event, please contact the contact officers detailed below:

Torbay Council Departments

Events on Council Land
Tel: 01803 208862
events@torbay.gov.uk

Emergency Planning
Tel: 01803 701318
emergency.planning@torbay.gov.uk

Health and Safety Team
Tel: 01803 208039
licensing@torbay.gov.uk

Licensing Section (including noise)
Tel: 01803 208025
licensing@torbay.gov.uk

Highways (Torbay Council)
Tel: 01803 207657
highways@torbay.gov.uk

Parking Services
01803 207417
parking@torbay.gov.uk

Harbours
Tel: 01803 292429
Harbour.events@torbay.gov.uk
Harbour.Authority@torbay.gov.uk

Planning Department
Tel: 01803 207801
planning@torbay.gov.uk

Other Useful Contacts

Devon and Cornwall Constabulary Licensing Section
licensing.torbay@devonandcornwall.pnn.police.uk

Devon and Somerset Fire and Rescue Service
dsfire.gov.uk

Health and Safety Executive
formsadmin.plymouth@hse.gsi.gov.uk

HM Coastguard
 01326 317 575
zone26@hmcg.gov.uk
Falmouth-cg@hmcg.gov.uk

Southwestern Ambulance Service Trust
 Tel: 01392 261500
publicrelations@swast.nhs.uk

Useful Publications and Websites

The following is a list of useful publications, which give excellent advice about event safety.

Organising Firework Displays	https://www.hse.gov.uk/explosives/fireworks/using.htm
Guide to Safety at Sports Grounds	http://www.safetyatsportsgrounds.org.uk/publications/green-guide Tel 0207 930 6693
The Event Safety Guide (the Purple Guide)	ISBN 0 7176 24536 Produced by the Health and Safety Executive available from www.thepurpleguide.co.uk
Industry Guide to Good Food Hygiene Practice: Catering Guide	Published by Chadwick House Group Ltd www.cieh.org/uploadedFiles/Core/Policy/Publications and information services/Policy publications/Publications/CIEH Outdoor Mobile Catering Guidance Final Consultation.pdf
Five steps to risk assessment ING163	www.hse.gov.uk/pubns/indq163.pdf
Managing Crowds Safely HSG 154	www.hse.gov.uk/pubns/books/hsg154.htm
Safety Guidance for Street Arts, Carnival Processions and Large-Scale Performances	ISBN 0-9544892-1-7 Produced by the Independent Street Arts Network available from https://outdoorartsuk.org/
Fire Safety Risk Assessment Open Air Events & Venues. This is aimed at events for up to 500 persons	https://www.dsfire.gov.uk/safety?outdoors
Torbay Council: Licensing Policy	www.torbay.gov.uk/licensing
	www.streetartnetwork.org.uk

APPENDICES

Appendix 1: Event Management Plan & Documentation Checklist

You will need to submit an Event Management Plan (EMP) a minimum of 12 weeks prior to your event. For new events and depending on the size of event, EMP's maybe required 6 months – 1 year prior to your event taking place. Your EMP can be formatted as you wish however it must be clear and must contain the following information/documents:

- Access provision
- Child and vulnerable adult protection statement
- A detailed site plan showing the positions of permanent structures, toilets, first aid, emergency vehicle access, stalls, marquees, performance areas etc.
- Impact statement on transport infrastructure to support the event e.g., parking, increased use of public transport and road closures
- Proof of valid and current public liability insurance (minimum cover £5million) (organiser to additionally have copy of public liability insurance certificates for third party suppliers/providers of services for the event), the Council's insurance officer may request an increased amount after reviewing the application.
- Crowd management plan
- Emergency control plan
- Environmental impact assessment
- Equal opportunity statement
- Event communication plan
- Fire procedures and fire risk assessments
- Stage Build Risk Assessments
- Health and safety risk assessments (organiser to obtain copies of third-party suppliers/providers at the event)
- Covid-19 Risk Assessment
- Medical plan / first aid provision
- Food safety plan
- Noise management plan
- Lost child procedure and Safeguarding Risk Assessment
- Marketing plan
- Full risk assessments
- Sanitary plan
- Security and stewarding provision
- Production and event timetable
- Transport infrastructure plan
- Waste management plan
- Disposal of grey water
- Protection of the land and reinstatement
- Full traffic management plan

In addition to your EMP you will also need to submit the following documents. Please note that depending on the scale of the event not all documents are required for all events, those marked with an asterisk are required for all events.

- Event Management Plan *
- Risk Assessments *
- Safeguarding Risk Assessment *
- Covid-19 Risk Assessment *
- Emergency Plan *

- Site plan *
- Indemnity form and agreed terms and conditions *
- Proof of insurance *
- Toilet Provision *
- Food Business Notification Form
- Road Closure Application Form
- Signage & banner requests
- Temporary Event Notice
- Street trading application form
- Charity Collection Return Notification
- Accident Report form (after the event if there is an accident to report)
- Event Participation list (see [appendix 4](#))

Appendix 2: Events held on the Highway – Safety Checklist

In addition to the general safety checklist items, the following issues must be considered when organising events on the highway to ensure public safety:

Timing: Try to avoid holding your event in the dark as poor visibility and tiredness can make accidents more likely.

Planning your route: Whenever possible your event should be held in a park, sports ground or on country footpaths away from the public highway. Remember that charity walks need careful planning, so try and plan the route away from roads wherever possible. Try not to use roads without proper footpaths or verges. Do not use roads where there is roadworks as these can be dangerous.

Signposting your route: The Police cannot provide signs for your event. Before any signage is placed on the highway you must discuss this with the Highways department at the Council, to ensure that the signs are compliant with current regulations. All signage costs must be met by event organisers.

Organisation on the day: Try to start and finish your event away from the highway. Mass starts are dangerous, and they should be avoided. Enter and leave the highway without causing inconvenience to road users. Do not obstruct the highway. Never allow cars to follow closely behind groups of participants. Support vehicles should travel slowly, not causing obstruction or inconvenience to other traffic. Ensure that you have enough marshals to supervise the whole route. Make sure the marshals are properly briefed and clearly identified. Make proper arrangements to look after people who drop out.

Using crossing places on the route: Remember only Police Officers have the power to stop traffic. Your marshals must not try to do this – they can only advise people when it is safe to cross. Crossings should be at places where there is good visibility.

Changes in the route: Make sure that the Police and Council are advised well in advance of any changes to your route and that they are satisfied that legally enforceable safety measures are in place. Make sure that everyone taking part knows about any changes through the marshals or signage.

Advice for those taking part: You should pass on the following advice to everyone taking part in your event: If any part of the event takes place in the dark, everyone should wear reflective or white clothing. Remember that fluorescent clothing helps people to be seen during the day but is of little use at night. If on foot, stay in small groups, using only footpaths and verges. Use torches, where possible.

- If there are no footpaths, face oncoming traffic, no more than two abreast. Use the proper crossing places and always cross in a group – be extremely careful on busy roads.
- Remember – children tire easily and may become a danger to themselves and others.
- If you take animals, keep them under control.
- Comply with road traffic signals and the advice given in the Highway Code.

Road Closures

Torbay Council must be informed of **ANY** proposed temporary road closures for an event. A Temporary Traffic Regulation Order may be required. For further advice please contact Parking Services on email parking@torbay.gov.uk or phone 01803 207417.

If the Council agrees your proposal for a temporary road closure this will be followed by a 5-day consultation period to inform the Emergency Services and Stagecoach Ltd. This allows for any objections to be raised at an early stage.

Your application must also fulfil the following criteria:

1. The Event Organiser will pay any administrative costs associated with any road closures or parking suspensions required.
2. The Event Organiser will liaise directly with the Police and relevant Council departments required to hold the event.
3. The Event Organiser will comply with the Public Safety Advisory Group requirements as well as their own legal responsibilities in holding the event.
4. The Event Organiser will be responsible for the placing and removal of all advisory and diversionary route signs and barriers associated with diverting traffic and for any cost thereof.
5. The Event Organiser will be responsible for ensuring access for all emergency vehicles during the period of the road closure.
6. The Event Organiser will provide evidence of a current Public Liability Insurance policy for the event to Torbay Council's Events Manager.

Parking Suspensions

Contact Parking Services if you wish to suspend the parking on/around the road where your event is to take place. The Council is legally obliged to inform the public of their intention to suspend any parking. Notices and cones will then be placed out 7 days prior to the parking suspension taking place. There will be a cost for this legal process to take place.

Appendix 3: Event Guidance Note Checklist for Stages 1-3

Introduction

To ensure that you have fully considered and acted upon all the issues raised in Stages 1 – 3 of this form (Pre-planning; Organising the event; Final preparation) tick them off below. An action column has been provided to allow you to monitor progress. Space has been given at the foot of each stage to allow for brief notes.

Stage 1 Pre-planning

	Done	To do	By when	By whom
Where				
When				
Who				
What				
Specialist Equipment				
Code of practice				
Welfare arrangements				
Special permission				
Insurance				
Timescale				
Event Management Plan				
Fees and charges				

Notes:

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Stage 2 – Organising the event

	Done	To do	By when	By whom
Establish a committee				
Liaison				
Cost and Notice Periods				
Site plans				
Emergency Plan				
Temporary structures				
Catering				
Stewards				
Crowd control				
Numbers attending				
Security				
On-site traffic				
Off-site traffic				
Road Closures				
Signage				
Transportation				
Contractors				
Performers				
Noise				
Utilities				
Toilet Facilities				
Fire Risk Assessment				
Contingency Plans				

	Done	To do	By when	By whom
Communications				
First Aid				
Recycling and Waste				
Risk Assessments				
Safeguarding Risk Assessment				
Covid-19 Risk Assessment				
Child Protection				
Sale of Alcohol/ provision of entertainment				
Premises Licence				
Club Premises Licence				
Personal Licences				
Temporary Event Notices				
Security				
Street Trading Notifications				
Other Licences				
Promoting your event				
Outdoor Advertising				
Event Participation list				
Stage Build Assessment				

Notes:

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Stage 3 – Final preparations

	Done	To do	By when	By whom
Routes				
Inspections				
Siting				
Signage				
Vehicles				
Structures				
Barriers				
Stewards				
Lighting				
Public information				
Briefing				

Notes:

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Appendix 4: Event Participation List

Name of Event: Event Date:

	Name of Activity (i.e., Caterers, exhibitors, ground entertainment, inflatables, fairground equipment, dance groups, bands etc). Please include their Charity Registration Number (if applicable).	Insurance Details & Risk Assessments Attached Yes/No	If 'No' Please give details
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Appendix 5: Safety Inspection Checklist

(Before, during and after the event)

Walk through safety inspections should be carried out immediately prior to, during and after the event. More than one inspection may be needed during the event. Using this form note all defects and the remedial action taken. This is not an exhaustive list and care should be taken to identify any other hazards associated with the activities at the event.

Location: **Date:**.....

Before the event - It is recommended as minimum inspections are carried out at least daily prior to the start of the event.

	Prior to Event	
	Yes	No
Site access/egress		
Are entrances/exits clear?		
Are staff/stewards in place?		
Can emergency vehicles gain access?		
Are pedestrians segregated from vehicles?		
Are security precautions in place?		
Have adequate signs been provided?		
Site condition		
	Yes	No
Is site free from tripping hazards e.g., cables, potholes, footpath defects, uneven ground etc?		
Are permanent fixtures in good condition e.g., seats, fencing, signage, etc?		
Has vegetation been cut back, debris removed, and the area made safe?		
Have current weather conditions created new hazards to be addressed?		
Attractions/activities/structures		
	Yes	No
Have all structures been completed and weighted down appropriately?		
Have all structures been inspected and approved by a competent person where required?		
Are all activities/attractions sited correctly and checked?		
Have all activities/attractions supplied evidence of insurance and health and safety requirements?		
Are all potentially hazardous activities segregated and/or fenced as required?		

Have temporary flags/decorations been installed correctly and checked?		
Have any unanticipated hazards been introduced?		
Event Provisions	Yes	No
Is firefighting equipment in place?		
Is lighting in place where required?		
Have electrical supplies/equipment been checked/certified?		
Have toilets been provided where required and fencing available to secure them when not in use?		
Are first aid facilities in place?		
Is control centre in place and public address system working?		
Are adequate waste bins in place?		
Are stewards in place?		
Is all signage clearly displayed, including emergency exit points?		

Defects noted:

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Remedial action taken:

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Printed Name of Inspector:

Signature:

Date & Time of Inspection:

Location:

During the Event

	During the Event	
	Yes	No
Site access/egress		
Are entrances/exits clear?		
Are staff/stewards in place?		
Can emergency vehicles gain access?		
Are pedestrians segregated from vehicles?		
Are security precautions in place?		
Have adequate signs been provided?		
Site condition		
	Yes	No
Is site free from tripping hazards e.g., cables, potholes, footpath defects, uneven ground etc?		
Are permanent fixtures in good condition e.g., seats, fencing, signage, etc?		
Has vegetation been cut back, debris removed, and the area made safe?		
Have current weather conditions created new hazards to be addressed?		
Attractions/activities/structures		
	Yes	No
Have all structures been completed and weighted down appropriately?		
Have all structures been inspected and approved by a competent person where required?		
Are all activities/attractions sited correctly and checked?		
Have all activities/attractions supplied evidence of insurance and health and safety requirements?		
Are all potentially hazardous activities segregated and/or fenced as required?		
Have temporary flags/decorations been installed correctly and checked?		
Have any unanticipated hazards been introduced?		
Event Provisions		
	Yes	No
Is firefighting equipment in place?		
Is lighting in place where required?		
Have electrical supplies/equipment been checked/certified?		

Have toilets been provided where required?		
Are first aid facilities in place?		
Is control centre in place and public address system working?		
Are adequate waste bins in place?		
Are stewards in place?		
Is signage clearly displayed, including emergency exit points?		

Defects noted:

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Remedial action taken:

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Printed Name of Inspector:

Signature:

Date & Time of Inspection:

Location:

After the Event

Exhibitors/Attractions	After the Event	
	Yes	No
Have all attractions been dismantled and removed?		
Have all exhibitors vacated the venue?		
Have all vehicles left the venue?		
Temporary Facilities		
Has all equipment been dismantled and removed?		
Have all structures been dismantled and removed?		
Have temporary markers such as stakes, ropes, flags, etc, been removed?		
Have any holes/trenches etc been made good?		
Have all temporary electric installations been isolated and made safe?		
Waste Collection		
Has all waste been collected satisfactorily?		
Has all waste been removed from the site?		
Have all residue fire hazards been checked e.g., fireworks, bonfires?		
Venue Condition		
Has any damage to permanent facilities, building or the ground been reported?		
Has any damage been found during inspection?		
Agree condition with the landowner.		

If the answer to any of the above is yes, then describe briefly below.

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Incidents/Accidents	Yes	No
Were any incidents/accidents reported during the event?		

If yes, describe briefly below. (If there was personal injury then please complete accident report form and return to the Council).

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Remedial action taken:

(Please advise the Council of any damage found and remedial action taken).

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Printed Name of Inspector:

Signature:

Date of Inspection:.....

EVENT NOTIFICATION PROCEDURES AND THE PUBLIC SAFETY ADVISORY GROUP

TORBAY COUNCIL Community Safety	Part :
	Section:
	Page: 1 of 15
	Issue: 2
Section Title:	Date: 19 th January 2019
Procedure Document : Event Notification Procedures and the Public Safety Advisory Group	Approved:

**Event Notification Procedures
and the
Public Safety Advisory Group**

- 1. INTRODUCTION**
 - 2. PSAG MEMBERSHIP AND ADMINISTRATION**
 - 3. TERMS OF REFERENCE**
 - 4. MEETINGS OF THE PSAG**
 - 5. ROLES AND RESPONSIBILITIES OF MEMBERS OF PSAG**
 - 6. NOTIFICATION OF EVENTS**
 - 7. SUMMARY OF PROCEDURES FOR DEALING WITH PROPOSED EVENTS**
 - 8. GENERAL**
 - 9. INDEMNITY**
 - 10. SAFETY ADVISORY GROUP CONTACT LIST**
- APPENDIX A – ACKNOWLEDGEMENT OF EVENT LETTER**

1. INTRODUCTION

- 1.1 Torbay Council and its partners aim to promote reasonable, practical standards of public safety at all public events and to encourage the wellbeing of the public at all these public events. In recognition of this, the Torbay Public Safety Advisory Group (PSAG) operates to coordinate the numerous Council departments, Maritime Services, other outside agencies such as the emergency services and Primary Care Trust in providing a timely response to planned events. The objectives of the group are:-
- To promote high levels of safety and welfare at events, the safety of the public and those attending the event;
 - To minimise disruption to local businesses and the community;
 - To promote good practice in safety and welfare planning for events committees and organisers;
 - To disrupt and prevent incidents of disorder, breaches of the peace, criminality and antisocial behaviour;
 - To oversee traffic regulation with the legal powers provided by statute i.e. a road closure order (Town and Police Clauses Act 1847, in the event of a parade lasting less than 30 minutes) or a traffic regulation order (Road Traffic Regulation Act 1984 for closures in excess of 30 minutes). Support will normally take the form of advice and guidance.
- 1.2 The PSAG will endeavour to promote high standards of public safety at all public events in the Torbay area, encourage the wellbeing of the public at those events, and ensure as far as possible that any inconvenience to residents, businesses and the general public arising from events is minimised.
- 1.3 To further these objectives, Torbay Council Events Team will:
- act as a first point of contact for event organisers (on Council land);
 - maintain a register of all notified events occurring (on Council land) within the Torbay Council area; and
 - ensure that all events are agreed in line with its current policy.
- 1.4 To further these objectives, Torbay Council Licensing and Public Protection Team will:
- act as a first point of contact for event organisers (on private land); and
 - maintain a register of all notified events occurring (on private land) within the Torbay Council.

- 1.5 When a new event is notified to Torbay Council Licensing and Public Protection Team or Events Team, all agencies listed at paragraph 2.2 will be sent details of the event. Any agency having concerns over the event or wishing to contact the event organiser for any reason can then make direct contact with the organiser. The organiser may also contact those agencies to seek advice. Event organisers are expected to liaise with appropriate agencies and to follow any recommendations that are made. Every effort should be made by the event organiser to resolve any issues of concern direct with the appropriate agency thus avoiding the need for a formal meeting of the Public Safety Advisory Group (PSAG).
- 1.6 If any agency has safety concerns over the event that cannot be resolved directly with the event organiser then a formal meeting of the PSAG may be convened. The organiser and those agencies which can offer specialist advice will be invited to attend.
- 1.7 The role of the PSAG (when convened) is to consider the safety of events and make recommendations to the organiser where necessary. These recommendations will be included within the minutes and sent to the event organisers, using the template letter in Appendix A. The PSAG will generally be concerned with large scale events although smaller events that cause concern may also be the subject of a meeting or sub-meeting. In general, but not exclusively, a “large scale public event” will be treated as being an event where more than 500 people are expected to attend. Common events could include, but not be limited to outdoor events which require a premises licence under the Licensing Act 2003, firework displays, carnivals, parades, music festivals and other large scale events of a similar nature.
- 1.8 Each autumn PSAG, will agree their general work plan, which will consist of reviewing events that have been collectively agreed need their consideration, scrutiny or/and potential support and advice. The key criteria will be whether they are new events, the size of the event, whether there are particular public safety challenges or due to previous/current concerns with their planning process and management. This will be laid out in the minutes. It is anticipated this will be no more than five or six events, though the eventual number will be dependent on the issues arising.
- 1.9 Each event will be considered on its merits and the event organiser will be responsible for the safe planning and running of any event, regardless of size and complexity. It is not the role of the PSAG or the individual organisations to plan the event or to write management plans or produce risk assessments. The purpose of the PSAG and its members is to offer guidance in order to help organisers discharge their responsibilities for safety and certain areas of licensing legislation. The Public Safety Advisory Group cannot accept or adopt any of the responsibilities of the organiser.
- 1.10 PSAG will expect that draft event management plans are available 12 weeks before the event, though in practice terms this needs to be sooner for new and larger events. It also will expect any significant issues are resolved six weeks

before an event, and failure to achieve this may result in one of more members of the PSAG withdrawing their support for the event.

- 1.11 Where an event or part of an event needs to be licensed under the Licensing Act 2003, Torbay Council is the Licensing Authority. It will exercise its powers under that Act, taking into account the Council's Statement of Licensing Policy, and any representations received. It will also take into account any enforcement and other protocols agreed between the Council and responsible authorities.
- 1.12 Torbay Council is an enforcing authority as defined in the Health and Safety (Enforcing Authority) Regulations 1998 for work activities on private land where the main activity includes cultural, entertainment or sporting activities. It will enforce the relevant statutory provisions to ensure the health, safety and welfare of employees, members of the public and any other person affected by a work activity. This includes all outdoor public events including the erection and dismantling of any structures or equipment used in the event.
- 1.13 Where Torbay Council is the land owner, or where agricultural activities take place, the Health and Safety Executive is the enforcing authority as defined in the Health and Safety (Enforcing Authority) Regulations 1998 for work activities where the main activity includes cultural, entertainment or sporting activities. In the case of Torbay Council's own land the role of advice will be Torbay Council's own Health and Safety team.

2. PSAG MEMBERSHIP AND ADMINISTRATION

2.1 The PSAG will consist of:-

- (a) A group of core members; and
- (b) Invited representatives

2.2 The **core members** will comprise officers from the following agencies:-

➤ **Torbay Council:-**

Licensing and Public Protection (including Environmental Health)

Parking Services (on street and off street)

Internal Health and Safety Advisor

Emergency Planning Officer

Events Officer

Tor Bay Harbour Authority – Harbour Master

Parking and Highways representatives

- **Devon and Cornwall Constabulary**
- Torquay, Paignton and Brixham Sector Inspectors
- Regional Events and Emergency Planning Officer

- **Devon and Somerset Fire and Rescue Services**
- Group Manager

- **South Western Ambulance Service NHS Trust**

- **Marine Coastguard Agency**

- **South Devon Healthcare NHS Foundation Trust**

2.3 The PSAG shall be chaired by a representative from Torbay Council.

2.4 The core members may invite (either from time to time or by a standing invitation) representatives of other agencies to PSAG meetings. Although not formally part of the PSAG's decision-making process, invited representatives will be encouraged to take a full part in proceedings and to share their expertise and advice with core members. They shall be entitled to have their views presented/reported, considered, and recorded.

2.5 **Invited representatives** may be drawn from anybody which the PSAG considers appropriate.

These may include:-

- The licence holder under Licensing Act 2003 and/or event organiser (as appropriate)
- Torbay Council Cabinet Member for Community Safety
- First aid representation
- English Riviera Tourist Board
- Torbay Coast and Countryside Trust
- Community Partnerships

2.6 Sub-Groups of the PSAG may be convened to deal with specific operational issues or events as required. These sub-groups will only involve those representatives relevant to the issues in question. The Chair or any other core member may request the setting up of a sub-group, and the Chair shall invite

such representatives as are considered appropriate to meetings of such a sub-group.

3 TERMS OF REFERENCE

- 3.1 To ensure as far as possible that risk to public safety is minimised for all events that are subject of a meeting of the group.
- 3.2 To maintain an overview of forthcoming events within the Torbay Council area.
- 3.3 To act in an advisory capacity to both the organiser of an event and other agencies/individuals involved.
- 3.4 To provide a forum within which the Local Authority and other agencies may develop a co-ordinated approach to event safety.
- 3.5 To review each large scale event through a formal de-brief where necessary and make recommendations where appropriate for improving safety.
- 3.6 To advise and develop generic risk assessment processes/best practice where appropriate.
- 3.7 To ensure that there are in existence agreed contingency plans for dealing with major incidents at events.
- 3.8 To monitor compliance with the standards agreed.
- 3.9 The Public Safety Advisory Group as such cannot take any decisions on behalf of Torbay Council or any individual agency. The Local Authority's decision making power remains with the relevant regulatory committee, or with relevant officers within the Council's approved Scheme of Delegation.
- 3.10 Core members of the Public Safety Advisory Group must declare any material conflict of interest in relation to any item put before the Group, prior to any discussion on that matter. If the interest could be considered prejudicial, then that person should consider if they should withdraw and be replaced by an appropriate party agreed with the Group.

4. MEETINGS OF THE PSAG

- 4.1 The PSAG shall meet as required to consider specific events or for any other matter of safety of the public at events. Any core member may request a meeting or meetings of the group, whether in response to a particular event or otherwise.
- 4.2 Where matters arise which require urgent consideration by the PSAG a meeting may be called at short notice.

- 4.3 All relevant agencies should be represented at a meeting of the PSAG or sub-group and representatives must be fully briefed to ensure a consistent approach and at a rank or level to enable decisions to be made and implemented where necessary.
- 4.4 The PSAG may request an inspection of the site of a public event (whether before, during or after an event) as determined by the Chair of the Group in consultation with the event management. Such members as the Group considers appropriate can attend the inspection. Formal minutes and a record of the inspection will be circulated to all relevant parties.

5. ROLES AND RESPONSIBILITIES OF MEMBERS OF PSAG

5.1 Chair of Group

- To ensure that meetings of the Public Safety Advisory Group take place as required
- To ensure that due account is taken of the views of all members of the Safety Advisory Group, including those attending by invitation
- To ensure Minutes are taken at each Meeting, including actions, advice and recommendations

5.2 Torbay Council Licensing & Public Protection Team (Including the Food and Safety Team)

- Act as a first point of contact for event organisers (on private land)
- Work with Torbay Council's Events Team to inform the organisations/persons listed at paragraph 2.2 of all notified events
- In conjunction with Torbay Council's Events Team, maintain a register of all notified events occurring within the Torbay Council area (in consultation with the Council Events Officer)
- Determine whether an event requires licensing under the Licensing Act 2003 and Street Trading policies and process applications for such licences in accordance with statutory requirements and Torbay Council policy.
- In conjunction with Torbay Council's Events Team, formally advise event organisers of the outcomes from the PSAG meeting that are relevant to their event.
- Co-ordinate PSAG meetings with relevant agencies/event organisers for licensed or non-licensed events
- Co-ordinate de-brief after event if required
- Seek Torbay Council legal advice when required

- To advise on the control of noise levels at any event to prevent the occurrence of a noise nuisance
- To ensure cleansing issues are addressed and catered for by the event organiser to the satisfaction of PSAG.
- To provide technical support to the PSAG in relation to the above issues;
- In conjunction with Torbay Council's Food and Safety Team, provide advice to applicants on requirements of the Health and Safety at Work etc. Act 1974 and methods of compliance for licensed and unlicensed events.
- In conjunction with Torbay Council's Food and Safety Team, investigate accidents and complaints relating to public and employee safety in venues during operation and during the set up and dismantling of the site. [It should be noted that the Health and Safety Executive is the enforcing authority on Torbay Council and agricultural land].
- Enforcement of the Health and Safety at Work etc. Act 1974 on private land.
- To provide advice and enforce the law in relation to food hygiene, food safety and trading standards at events.

5.3 Parking Services (on street and off street)

- To support, wherever possible, all lawful and responsibly run events being held on the public highway.
- To ensure event organisers are aware of statutory timescales and guidance available so they give full consideration to potential road closures or parking suspensions required to hold an event on or adjacent to the public highway.
- As a Highways Authority ensure all statutory road user groups are notified by way of consultation regarding potential road closures or disruption on a public highway because of an event.
- Ensure Torbay Council fulfils its statutory obligation to write temporary road closure orders for events held on the public highway using traffic regulations within the delegated powers provided by statute, i.e. road closure order (Town Police Clauses Act 1847 s.21), or Special Traffic Event Order (Section 16A Road Traffic Regulation Act 1984).

5.4 Internal Health and Safety Advisor

- Offer supporting advice and guidance to the group and event organisers on health and safety legislation and best practice where this may be required in addition to that given by other specialist group members.

- Enquiry and/or investigation of accidents and incidents relating to employees and the public where those accident/incidents occur in connection with the way the Council carries out its operations and duties and on Council owned land.
- Member of the Council's cascade with regard to major incident plans.

5.5 **Torbay Council (Emergency Planning Officer)**

- As a member of the PSAG, provide advice on emergency plans to event organisers.
- Co-ordinate planning, training and exercises, to ensure that in the event of a major emergency the Council is able to:
 - Notify and engage appropriate staff to respond to an emergency;
 - Provide resources to mitigate the effects of an emergency;
 - Support the emergency services;
 - Co-ordinate the response by voluntary organisations;
 - Liaise with neighbouring authorities and other responders to share information and, if required, arrange mutual aid;
 - Provide support and care for the local and wider community;
 - Maintain normal services at an appropriate level to the unaffected part of the community;
 - Take the lead role to facilitate the rehabilitation of the community and restoration of the environment.

5.6 **Events Team**

- Responsible for ensuring the latest Events Policy is implemented and ensure that the notice required to be given for the use of Torbay Council land is adhered to.
- Responsibility for the supervision of all events carried out on Council land and link with "charities /organisations" to ensure all the necessary documents are complete and insurances are in place and to provide advice.
- Work with Torbay Council Licensing and Public Protection Team to inform the organisations/persons listed at paragraph 2.2 of all notified events.
- Maintain a register of all notified events occurring within the Torbay Council area.

- To manage the liaison and operation of funfair and Circus within Torbay and ensure all Health and Safety legislation is carried out.
- To be responsible for ensuring that adequate health and safety regulations and guidelines are adhered to at all event locations prior to, during and after the event.
- To ensure the Council is protected against liability in connection with events.
- To withdraw the councils support for events which do not comply with the stated requirements.

5.7 Devon and Somerset Fire and Rescue Service

- Offer supporting advice and guidance to the group on fire safety legislation and best practice where this may be required.

5.8 Devon and Cornwall Constabulary

- To offer advice to event organisers around the prevention and detection of crime.
- To offer advice and guidance around event security and emergency plans.
- To offer advice around traffic management.
- To obtain details and plans of local events and where relevant share them within the force.
- Where appropriate to work alongside partner agencies and event organisers to oversee the running of a safe and crime free event.

5.9 South Western Ambulance Service NHS Trust

- To provide advice on suggested medical provision, (it is the Event organisers responsibility to ensure they have adequate / suitable medical cover).
- To provide input where required relating to the Emergency Plan / Major Incident Contingencies
- To ensure the event has minimal / no impact on South Western Ambulance Service NHS Trust normal operations.
- To obtain information and an Emergency Management Plan including a medical plan from the designated providers.

5.10 Maritime Coastguard Agency

- To consider the implications of any event on maritime and coastal activity

- To ensure that all necessary safety requirements are met by event organisers

5.11 Tor Bay Harbour Authority – Harbour Master

- To consider the implications of any maritime event within Tor Bay Harbour limits.
- To consider the implications of any event which is held on the Harbour Estate (quays, piers, wharfs, etc).
- To ensure that all necessary safety requirements are met by event organisers.

5.12 South Devon Healthcare NHS Foundation Trust

- To consider the implications of any event on the Healthcare Trust

6 NOTIFICATION OF EVENTS

6.1 Where an event is notified to any member of the PSAG, it is the responsibility of that member to notify Torbay Council Licensing and Public Protection Team of the event by e-mail.

6.2 Torbay Council Licensing and Public Protection Team will then inform the organisations/persons listed at paragraph 2.2 of the event, through the mailing list.

NB Proposals for an event should be notified at the earliest opportunity. When planning a large event, a minimum of six months' notice should be sought. All statutory timescales for the licensing of the sale of alcohol, regulated entertainment and late night refreshment must be met under the requirements of the Licensing Act 2003.

7. SUMMARY OF PROCEDURES FOR DEALING WITH PROPOSED EVENTS

7.1 The following procedure has been approved for use by the core members of the Public Safety Advisory Group:-

- Torbay Council Licensing and Public Protection Team and Events Team will jointly maintain a register of all notified events occurring within the Torbay Council area
- Torbay Council Licensing and Public Protection Team will act as a single point of contact for event organisers for private land, while Torbay Council's Events Team will act as the contact for Council land. Torbay Council Licensing and Public Protection Team will act as single point of contact for core members of the PSAG

- Torbay Council Licensing and Public Protection Team will notify all agencies listed at paragraph 2.2 of any proposed event coming to its notice by way of the Register
- Any agency having concerns over the event will contact the event organiser and advise appropriately
- The organiser may contact core member agencies to seek advice.
- Event organisers are expected to follow any safety or legal recommendations that are made. If the event organiser does not comply with the advice offered then the event organiser will be notified by the appropriate authority of its decision not to support the approval of the event.
- If the event requires a licence under the Licensing Act 2003, the Licensing Team of Torbay Council deal with the application under its licensing policy procedures
- If any agency has safety concerns over the event that cannot be resolved directly with the event organiser then a formal meeting of the PSAG or a meeting of a sub-group may be convened. The organiser and those agencies which can offer specialist advice will be invited to attend.
- The responsibility for completion of any safety actions identified at any stage of the process lies with the event organiser

8. GENERAL

- 8.1 All members of the PSAG and associated sub-groups will operate within the areas identified as their roles and responsibilities in Section 5 above.
- 8.2 Where a member of the PSAG objects to a proposed event, the objection will be in line with their identified roles and responsibilities as mentioned in paragraph Section 5 above and to promote the objectives of the group stated in section 1.
- 8.3 All members of the Group will retain a high degree of professionalism and probity at all times and will not at any time act in any way which may compromise the position of the Group or members of the Group.

9. INDEMNITY

- 9.1 The advice and guidance provided by the PSAG and its members are not in any way an assumption of the rights of ownership or responsibility for the Event Plan submitted by Event Organisers. The purpose of the PSAG is to offer guidance in order to help organizers discharge their responsibilities. The members of the PSAG will not accept or adopt any of the responsibilities of the organiser.

- 9.2 The liability for the maintenance of the Event Plan and the adherence to is during the course of the event is not the responsibility of the PSAG.
- 9.3 The advice and guidance of the PSAG and its members does not detract from the statutory responsibilities of Torbay Council with regards to the enforcement of legislation and prosecution of offences committed.

**ACKNOWLEDGEMENT OF EVENT BY
TORBAY COUNCIL LICENSING AND PUBLIC PROTECTION TEAM**

Dear

Proposed Event:

Date:

Venue:

Torbay Council Licensing and Public Protection Team has received notification of your proposed event.

With today's expectation for public safety and good organisation, the planning process for events can appear daunting and the consequences of insufficient preparation and poor public safety can be far reaching for the organiser. This letter and the enclosed documents are issued to assist you with the processes involved.

Each event is considered on its merits and the event organiser is responsible for the safe planning and running of any event, regardless of size and complexity.

The need for agencies, organisations and emergency services to be aware of events, and where appropriate consulted, or involved at the planning stage is necessary to ensure organisers are aware of and comply with HSE guidance and current legislation. This acknowledgement letter confirms that key agencies have been informed about your proposals. The enclosed documentation will assist you to see how those organisations may be able to help you and how you can contact those organisations.

You can contact any of the agencies for advice. Where there are minor concerns individual agencies will contact you. Please comply with any requirements that any of the agencies may request of you.

For more complex or large scale events, or in other cases of difficulty, you may be invited to present your proposals before a Public Safety Advisory Group. When required, this group will be formed from the various organisations detailed in this correspondence. The Public Safety Advisory Group will help you identify and discharge your responsibilities – it will not, however, relieve you of your responsibilities.

Please note that as an organiser you should ensure that you have adequate risk assessment and management processes and employee and public liability insurance. If you are in any doubt as to your legal responsibilities, potential liabilities or your capabilities in planning and managing the event then you should seek your own legal advice and/or employ the services of a professional event organiser.

Please be aware of the following:

This letter and any enclosed documentation are not a full and authoritative statement of the law, statutory guidance or best practice in planning, organising and managing public events and do not constitute professional or legal advice.

This letter and any enclosed documentation are provided as information designed to give you an overview of the requirements for running an event and to enable you to contact the organisations that may be able to help you plan your event.

You are encouraged to make full use of the information and contacts available. Should any of the organisations feel that a formal Public Safety Advisory Group meeting is required to safely plan your event then you will be informed.

If you require further assistance on the contents please contact the following:-

Licensing and Public Protection Team
Torbay Council
Tel:
E mail:

May I take this opportunity to wish you well for your event.

Yours sincerely

Licensing Officer

Enclosures:

Event Notification Procedures and the Safety Advisory Group
Event Planning Guidance Notes

**ACKNOWLEDGEMENT/FEEDBACK OF EVENT
FOLLOWING ATTENDANCE AT PSAG**

Dear

Proposed Event:

Date:

Venue:

Thank you for attending the Public Safety Advisory Group on _____
20XX to discuss your proposals.

With today's expectation for public safety and good organisation, the planning process for events can appear daunting and the consequences of insufficient preparation and poor public safety can be far reaching for the organiser. This letter and the enclosed documents are issued to assist you with the processes involved, and provide you with a summary of the issues raised at the meeting.

Each event is considered on its merits and the event organiser is responsible for the safe planning and running of any event, regardless of size and complexity.

The need for agencies, organisations and emergency services to be aware of events, and where appropriate consulted, or involved at the planning stage is necessary to ensure organisers are aware of and comply with guidance and current legislation.

The Public Safety Advisory Group were pleased to hear of your plans.....

Please be aware of the following:

This letter and any enclosed documentation are not a full and authoritative statement of the law, statutory guidance or best practice in planning, organising and managing public events and do not constitute professional or legal advice.

This letter and information on our website www.torbay.gov.uk/events are provided as information designed to give you an overview of the requirements for running an event and to enable you to contact the organisations that may be able to help you plan your event.

If you require further assistance on the contents please contact the following:-

Licensing and Public Protection Team

Torbay Council

Tel:

E mail:

May I take this opportunity to wish you well for your event.

Yours sincerely

Licensing Officer

Enclosures:

Event Notification Procedures and the Safety Advisory Group
Event Planning Guidance Notes

4) Task and Finish Group 19 December 2023 – 3pm to 5pm

- **Business benefits from tourism and culture and how they can help promote it.**
- **To consider how the Council engages and works with community and voluntary organisations on events;**
- **To consider what opportunities there are to facilitate benefits to our care experienced young people and foster families in respect of events**

Information required

- Details of how the Council and ERBID communicate and engage with local businesses.
We mainly make contact with local businesses in relation to events via ERBID. I believe ERBID issue update information to their funding stakeholder organisations.

For council-run events such as the airshow we have produced updates that ERBID can share with its funding stakeholder organisations. For the airshow, we also try to make contact with the local businesses to inform them what's going on during the planning stage and also a few weeks ahead of the event, to inform about road closures etc. We have also attended meetings run by the licencing team for licensed businesses in the area to inform these of plans. This year's airshow is being looked at in a different way, where we are looking to the community for more involvement and support for the event, so we have attended a business breakfast (as we have in the past) to discuss financial support and inform businesses of our plans.

We also issue regular press/media releases with details about how individuals and organisations/businesses can get involved. We maintain a website of the same information.

For the Bay of Lights Illumination Trail, we do similar to the airshow – we visited all the businesses enroute and discussed our plans and also issues media releases and worked with ERBID to promote the event to businesses.

- Details of how other local authorities engage with local businesses, community and voluntary sector organisations.
I have asked Eastbourne and Bournemouth for this information. Please see below.

Key issues arising

- How are businesses made aware of what is happening in Torbay from a tourism and culture perspective. *As above. Press/media releases. Direct engagement where relevant. Via ERBID. Via procurement process.*
- How are businesses able to engage with and influence tourism and culture activities.
Via ERBID. We meet with ERBID on a monthly basis to discuss events in relation to their funding organisations. Businesses are able to feed back to us via ERBID directly, or have an a key influencing by investing in the council's and others events..
- How do other Councils engage with local businesses, community and voluntary sector organisations and what can be learned from this.

Eastbourne response

We (visit Eastbourne marketing team and the events team) work closely with the local BID, Hospitality Association, Friends Groups, private promoters and venues. We have also engaged with voluntary sector organisations that help facilitate and host smaller community events (generally grant funded national celebrations).

Bournemouth response

We liaise with BID Companies, Destination Management Board, Bournemouth Area Hospitality Association as well as cultural and community organisations particularly for the Arts by the Sea Festival. We consult with local ward councillors and residents in areas where events are being organised

- How can our local businesses and business leaders help promote tourism and culture. Through their websites and through event and Geopark engagement – use of logo and newsletters to businesses through ERBID and related interaction.

- How can we maximise opportunities to benefit our care experienced young people and foster families in respect of events.

We already do this in a variety of ways, given the resources we have, especially for events that we own or directly commission. But we rely on the Childrens Services to support with funding or direct support. i.e. for the King's coronation celebrations and Queen's Jubilee we supported children's services with activities for children. We also support with enabling an annual event with the fair, we provided free tickets for the circus, we provided vouchers for the international market during the summer, we have enabled the big wheel operator to offer free and discounted entry. Recently we provided tickets for Childrens Services at Torre Abbey, and Father Christmas at Torre Abbey. For the Jubilee tried to have young person's voice on organising committee but were unable to get anyone to commit time. We have supported with a hospitality table at the airshow. We are investigating the possibility of a STEM event at this year's airshow.