

GUIDE TO ORGANISING AN OUTDOOR EVENT ON CRAWLEY BOROUGH COUNCIL- OWNED LAND

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Introduction

Organising an event can be a daunting prospect but with careful preparation it can be a rewarding and fantastic opportunity to bring communities together. There are a multitude of events which we can host in Crawley. They can be beneficial to the local community, help promote businesses, and are a great way of fund raising for local and national charities. Events can also contribute to the economy of the area, raise the profile of the town, can promote health and wellbeing through sporting events and generate an income for the council to contribute towards the local area.

Whether you are organising a street market, a family fun day, a music festival or a spectacular firework display this guide can help you through the process of ensuring your event is well planned, well managed, safe and within the law.

Applying to hold an event

Before organising your event you will need to check the area of land is available for use on the date you wish to hold your event and it is suitable for what you are planning. To do this you can complete the online [expression of interest form](#) which asks basic details for yourself and your event. We have several locations throughout Crawley which are ideal for hosting outdoor events.

Popular parks for events include;

- Tilgate Park and Walled Garden
- Goffs Park
- Southgate Park
- Memorial Gardens
- Cherry Lane including the Adventure Playground.

Popular areas in the town centre for events include;

- Queens Square (newly refurbished in autumn 2017)
- Historic High Street.

We have several other parks and areas in the town centre that have played host to smaller, community-led events such as fun days, fetes and fayres.

If you are interested in holding an outdoor event in your area we would be happy to advise which sites may be appropriate. For larger events we can hold an on-site meeting to discuss plans, please contact us for further information.

Size and type of your event

Once we have confirmed the date and location are available and suitable we will send you the relevant application form to complete along with our terms and conditions which must be agreed to. The size and type of your event will determine the application process and the fees payable.

Street parties

Organising a street party just for residents and neighbours is very simple and does not need a licence unless you plan to sell alcohol as part of the event.

If you're thinking about having a street party, and need to close your road, please read through some [street party guidance](#). If necessary, complete a [road closure request form](#). If no road closure is required, please complete an [organising an event form](#).

If you have any questions about organising a street party or other event in Crawley please email [Events](#) or call 01293 438049.

Public events

These include, but are not limited to, events such as street markets, product launches, pop-up food or drink units, sporting events, such as football tournaments or 5/10K runs, sponsored walks, festivals, family fun days, fetes and fayres, firework displays, funfairs, circuses and open air performances, including dance, film, theatre or music.

Size	Capacity	How to apply	Timescales
Small	Under 500	Submit an outdoor application form	Applications must be submitted a minimum of six weeks* prior to the start of the event set up date.
Medium	500-999	Submit an outdoor application form	Applications must be submitted a minimum of three months* prior to the start of the event set up date.
Large	Over 1000	Submit an outdoor application form followed by a full event management plan.	Applications must be submitted a minimum of six months* prior to the start of the event set up date.

*For events which require licensing, permits, a high level of risk or a main road closure a longer lead time is often required.

Small and medium events

The event organiser submits an outdoor application form within the minimum timeframe. The application form is assessed by the outdoor events team within two weeks and they may come back with further questions or requirements to assess your event. Where an event is considered to have significant impact on an area, site or residents or requires a considerable emergency services operation it may be considered a large event regardless of the estimated audience size.

A risk assessment is required for all event activities as well as appropriate public liability insurance. Events cannot be permitted without these so you must ensure you are able to provide the relevant documentation when requested.

Once your event has been approved you will be issued an event consent form. This may have some conditions attached. All conditions must be satisfied prior to your event, in order to validate the consent form. Failure to satisfy the conditions will result in your event consent form being retracted and your event will not be allowed to go ahead.

Large events

An initial discussion is had with the Events Team which is followed up with a completed application form within the minimum timeframe. Events which require licencing or a permit will require a longer timeframe of up to 12 months. Licenses and permits must be applied for separately. See guidance on licensing on [page 10](#) of this guide.

The application form is assessed over a four week period by the Events Team and other council representatives. You may be requested to attend an on-site meeting at the proposed location to discuss your plans. If the event is deemed feasible you will be requested to submit a full event management plan within an agreed timescale.

The event plan will be distributed amongst the Safety Advisory group (SAG) and you may be requested to attend a safety advisory meeting with the group to discuss your event plan. Permission to hold the event will be subject to their advice being adhered to. For more information on the Safety Advisory Group please see [page 8](#)

Once your event has been approved you will be issued a contractual agreement between both parties for the hire of the land with conditions attached specific to your event. The agreement must be signed by the organiser and the representative from the council. Your event must be executed within the parameters of the agreement. Failure to execute the event within the agreement will result in your event being cancelled and/or future events being refused.

The Event Plan

The event plan should provide a comprehensive overview to all the planning aspects for the event.

The following is a suggested event plan layout which may assist you in that process:-

- **Introduction detailing:**

- Background to event*

- Event synopsis*

- Event timetable*

- **Event management detailing:**

- Event safety policy statement*

- Organisation chart with key contact details*

- Levels of safety responsibility*

- Statement of Intent*

- **Event risk assessments**

- **Specific details of the event including:**

- Venue design*

- Structures*

- Audience profile*

- Event capacity*

- Communications*

- Concessions*

- Contractors*

- Electrical*

- Welfare issue to include: toilets, refuse, water etc.*

- Fire precautions*

- First aid*

- Special effects/pyrotechnics etc.*

- Access and exits*

- Music levels, etc.*

- Lost/found children*

- Lost/found property*

- Severe/extreme weather*

- **Site safety plan detailing:**

- Scaled site plan*

- Site safety rules*
- Site crew managers and safety coordinator*
- Structural safety calculations and drawings*
- **Crowd management plan detailing:**
 - The numbers attending*
 - Numbers and types of stewards*
 - Methods of working*
 - Chains of command*
 - Barriers*
 - Access and egress*
- **Transport management plan detailing:**
 - Parking arrangements,*
 - Highway management issues*
 - Public transport arrangements*
 - Vehicular access and egress*
 - Emergency vehicle access and egress and designated 'green' route*
- **Emergency plan detailing major incident planning (emergency planning) in liaison with emergency services and local authority with due consideration given to:**
 - Fire/explosion*
 - Terrorism*
 - Structural failure*
 - Crowd surge/collapse*
 - Crowd disorder*
 - Lighting or power failure*
 - Weather, e.g. excessive heat/cold/rain*

Also specific action to be taken by designated people in the event of a major incident or contingency with further consideration given to the following:

 - Identification of key decision-making workers*
 - Identification of emergency routes and access for the emergency services*
 - Identification of holding areas for performers, workers and the audience*
 - Alerting procedures*
 - Public warning mechanisms*
 - Evacuation and containment measures and procedures*
 - Identification of rendezvous points for emergency services*
 - Identification of ambulance loading points and triage areas*
 - Location of hospitals in the area prepared for major incidents and traffic routes to such hospitals*
 - An outline of the roles of those involved including, contact list and methods to alert them*
- **First-aid plan detailing:**
 - Procedures for administering first aid on site and arrangements with local hospitals and Ambulance Service Trusts.*

The items in *italics* are for guidance only and not a definitive list

Fees and charges

Hire fee

This fee covers the cost of hiring the site. Fees for holding outdoor events are dependent upon the type, size, location and nature of the event. 50 per cent of the hire fee is payable once consent has been granted. The balance is payable 30 days prior to the start of your event set up date. The fees applied depend on whether an event is:

- Commercial
- Charity (local or national)
- Enthusiast
- Community/not for profit.

Commercial

These events provide a commercial benefit to a profit making business, operation or person including funfairs, product launches, corporate events, and other marketing and promotional activities. This can include some community events where there is a profit making element to the event.

Charity

Events organised by registered charities that are predominantly fund raising events for the benefit of the charity.

Enthusiast

Events that are not for profit and are organised by groups such as a motor club to exhibit vintage vehicles for example.

Community

Any event organised by not for profit, community or voluntary groups that directly benefit the residents and visitors of Crawley, and do not provide significant advertising or other commercial benefit to a profit-making business or organisation.

The classification of the event type is subject to the council's discretion and may affect any of the following:

- Whether an application is accepted
- The application and hire fees charged
- The length of time needed for an application to be considered
- The nature and duration of the consultation to be undertaken.

Other Fees

Reinstatement deposit

A refundable deposit may be required to be lodged with the council where there is a potential risk of damage to the physical environment from the event. The deposit will be required at the time the hire fee is due and will be used to fund any repairs or damage caused by the event. The level of deposit required is outlined in the table below.

Damage risk	Attendance	Low risk	Med risk	High risk
Small events	up to 500	£250	£1,000	£3,000
Medium events	500 - 1,000	£500	£2,000	£4,000
Large events	1,000 - 1500	£750	£3,000	£5,000
Special events	1,500+	£1,000	£4,000	POA

Licensing Fees

Under the Licensing Act 2003, if your audience is 499 or more you will need a premises licence to stage an event that includes regulated entertainment, sale of alcohol or late night entertainment. If the activity is for fewer than 500 people, a Temporary Event Notice (TEN) may be used and costs £21 per notice.

Waste management

Event organisers are required to have arrangements in place to minimise waste, promote recycling and, where unavoidable, dispose of waste. Normal service levels are provided by the council for the cleaning of public areas. If the event organisers' arrangements are not sufficient and result in an increased service level being provided the costs will be charged to the event organiser.

Highways – road closure and signage costs

Where road closures are required to comply with Highway regulations and enforcement, a fee will be made to the event organiser for these formal road closures.

Parking – loss of income in car parks and parking bay suspensions

Where the event organiser requires parking bay suspensions to be put in place for an event, a fee may be charged to the event organiser. The council also requires at least 48 hours' notice. In addition, if a car park is closed or partially accessible on an event day due to an event a percentage loss of income (relative to normal usage) may also be required from the organiser.

Monitoring of events

The Events Team will monitor the large events to ensure compliance with the terms and conditions 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 for the event, the costs for such resources may be charged to the event organiser.

Discounts

Community events that demonstrate significant benefit to local people and the community and that minimise the negative impacts of the event may be eligible for a discretionary discount of up to 100 per cent of the hire fee. Local and national charities are also eligible for a reduction in hire fees. Please complete the discount application section on the form.

Consultation process

The level of consultation will be dependent upon the scale and location of the event with reference to the impact on its surroundings. The consultation process may include consultation with:

- Initial consultation by the organiser with the Events Team to ensure it is suitable
- Council departments
- Emergency services
- Transport providers
- Ward councillors
- External partners specific to an event location
- Communities of interest specific to the event.

Criteria for approval

The following criteria will be used to determine whether approval will be given to a specific event. These criteria will be considered during the application process to ensure compliance with this guide and the requirements for holding an event.

- Type of event
- Timing of the event
- Size of location, numbers attending or numbers estimated to attend
- Compliance with conditions specific to the event location
- Ability of the event organiser to manage the financial requirements of the event
- Ability of the organisers to effectively plan, manage and control the event
- Public safety and security issues
- Impact of the event on regular users of public spaces, stakeholders and local residents
- Impact on transport and traffic infrastructure to support the event e.g. parking, increased use of public transport and road closures
- Impact upon the environment and damage limitation
- Creation of opportunities for local participation
- Ability to demonstrate commitment to Crawley Council's equal opportunities statement
- Legal constraints
- Compliance with statutory requirements as required by the council as the Highways or Environmental Health and licensing authority e.g. noise disturbance and food hygiene
- Impact on traffic and transport infrastructure for those not participating in the event.
- Advice given from the Safety Advisory Group.

Safety Advisory Group (SAG)

The purpose of the Safety Advisory Group (SAG) is to offer guidance in order to help organisers discharge their responsibilities. The advice given is based on the application form or event management plan submitted as part of the application process. The Group will consider plans presented by the organisers on the content and structure of the safety elements of the event. It is not the role of the group to assist in the planning of the event or the writing of the plan. The members of the group will not accept or adopt any of the responsibilities of the organiser. SAG will advise on whether an event should proceed on the grounds of safety only. Failure to follow advice from the SAG may affect your public liability insurance, licence permissions and leave you exposed to possible litigation. Landlords consent may also be withdrawn upon advice by SAG on safety grounds only.

The core members of the Safety Advisory Group are:

- Crawley Borough Council
 - Health and Safety Officer
 - Environmental Health
 - Licensing
 - Safeguarding
 - Neighbourhood Services
- West Sussex County Council
 - Building Control
 - Highways
 - Safeguarding
 - Emergency Planning

- Sussex Police
- West Sussex Fire and Rescue Service
- South East Coast Ambulance Service.

Event planning and management

The following sections provide advice and further details on various elements of event planning and management.

Risk Assessment

Where an event is to be held on council land, organisers are required to conduct a thorough risk assessment covering all event activities from arrival on-site to departure from the premises. Assessing the risk at your event is also a legal requirement. Where possible, we will assist by sending template risk assessments (for reference purposes only) as guidance to event organisers. Your risk assessment should be considered as the most important document to be prepared. We can advise as to its structure and layout in accordance with best practice. A detailed plan of the event site must accompany the risk assessment to indicate the precise location of all activities. For events on council land, we can provide a blank plan of the premises for this purpose.

The purpose of your risk assessment is to:

- Determine the hazards and identify the associated risks for all event activities
- Establish who is likely to be at risk
- Identify what will be done to manage any hazards and minimise the associated risks
- Grade each risk as low, medium or high based on how likely it is to happen and how severe it would be if it did.

The risk findings will need to be recorded and a system developed to ensure that the risk assessment is reviewed and, if necessary, revised.

Insurance

Public liability insurance is now a key concern (and expense) to consider when organising an event. For events on council land, we will advise as to the minimum level of cover required depending on the activities or equipment involved and the numbers of people in attendance.

The event organiser must provide evidence that they hold adequate insurance appropriate to the scale and nature of the event. The council will require a copy of a valid public liability insurance certificate prior to the commencement of an event. In addition, we strongly advise organisers to take out insurance covering damage to equipment, property, employers' liability and possibly event cancellation. If your organisation is a member of a larger governing body then you may be able to obtain preferential insurance cover through them. Check first - it may be cheaper than buying a one-off policy.

Licensing

Event organisers must ensure that all required permissions and licenses are acquired in an appropriate and timely manner including, but not necessarily limited to:

- Consent to use council land
- Performing Rights Society (PRS)
- Phonographic Performance Limited (PPL)
- A Temporary Events Notice (TEN) or a premises licenses.

The council holds some licenses for outdoor events in the main parks and open spaces across Crawley but they do not have licences to permit the sale of alcohol. The Events Team can advise whether you need a license depending on the size and nature of your event.

Certain activities common to many events are licensable by law. The main licensable activities are listed below:

Supply of alcohol – for consumption on or off the premises

This could include a beer tent or other bar area, or drinks included in the entry price. Whether it be being sold directly or indirectly by a third party the sale of alcohol is a licensable activity.

Regulated entertainment - in the presence of an audience

This includes:

- The performance of a play
- Exhibition of a film
- Performance of live music
- Playing of recorded music to entertain an audience (non-incidenta)
- Performance of dance
- Any similar entertainment to the above
- Providing facilities which enable the above.

If your event is likely to contain any licensable activities it must be licensed using one of the following methods in order to comply with the law.

Temporary Event Notices (TEN's)

Under the Licensing Act 2003 organisers of smaller events can now apply for a Temporary Event Notice (TEN). Each site can hold a maximum of 12 events covered by a TEN in any year and each separate event must be a minimum of 24 hours apart. A TEN application must be made to the Licensing Authority at least 10 working days in advance of the event.

The event organiser must apply for a TEN to cover the entire duration of the event (no longer than 96 hours). Crawley Borough Council requires bars at an event on council land must be operated by a personal licence holder. A TEN can also cover the provision of regulated entertainment as described earlier, but this must be stipulated by the organiser when applying.

The capacity of the licensed event area covered by a TEN must be closely monitored by SIA qualified stewards and is strictly limited to 499 people (including staff and performers).

If your event requires the provision of regulated entertainment to an audience of more than 500 people it cannot be covered by a TEN. Please contact us well in advance of your event (minimum 90 days' notice required) if this is the case.

Premises licences

For larger audiences over 499 a premises licence must be applied for the given park or open space to permit regulated entertainment or sale of alcohol to larger audiences (e.g. 500-4999 people). In general, the council's approach to premises licensing will be to facilitate a programme of cultural and community events at sites where larger audiences can be safely accommodated.

Charitable collections

If you are collecting money for or on behalf of a charity as part of your event you may need to apply for a permit. Street collections in the town centre will always require a permit and require 28 days' notice. There are a limited number of places for street collections so it is advisable to check beforehand. Application forms can be downloaded from our [website](#). We can also issue a permit for streets outside the town centre i.e. neighbourhood parades or if a collection is 'on the move'. Again, allow plenty of time in submitting your application.

If you are collecting on behalf of a charity we will require a confirmation letter from the charity to confirm your support and you will need to complete a [returns form](#) after the event. Please see our street condition regulations for information regarding age of collectors, processes that need to be followed in managing the collection containers etc.

Collections in public parks do not require the same level of permit however will require permission from the parks and open spaces events team which can be done as part of the application process.

For more information on charitable collections please contact taxis@crawley.gov.uk or call 01293 438944. More information can also be found on our [website](#).

Food and catering

Food and drink can often form an important part of an event and be profitable for organisers.

We recommend that you employ a professional caterer if you are aiming to supply food or drink to a large number of people. Reputable, professional caterers should be registered with their local authority and be able to provide you with their latest food inspection report and National Food Hygiene Rating Score. We would recommend that you pick a caterer with a score of three or more.

Event organisers involved in managing charity events, small local fetes for example, still have a duty of care and need to ensure arrangements are in place to provide safe food. For events on council land we ask that anyone providing food or drink to the public complies with the Food Safety Act 1990 and associated food hygiene legislation.

LPG cylinders are often used for mobile cooking by a professional caterer and should also be included in your risk assessments. Cylinders should be fitted with automatic cut off valves and be protected from tampering, should be kept away from heat and

ignition sources and have suitable signs indicating 'Caution – LPG' and 'Highly flammable' should be displayed. All gas equipment should be Gas Safe certified.

Crowd management

Your main consideration should be for the safety of people on site throughout the duration of your event, whether they are visitors, staff, contractors, volunteers or even passers-by. You will need to thoroughly assess the event site and determine whether you will need to divert people away from certain areas. This could involve the adequate provision of professional Stewards (licensed by the Security Industry Authority), marshals, signage and security fencing.

If your event is in an enclosed area, identify how many stewards will be at each entrance/exit and how emergency exits will be staffed. Detail the chain of command for crowd management and the methods of working for stewards and security staff. All stewards and security staff should be briefed prior to the start of the event. It is advisable to make a note of those who attended the briefing and what instructions were given to them. If possible give them a bullet point summary of the points mentioned at the briefing.

Emergency services

Consultation with the emergency services is essential before all events; it is the organiser's responsibility to notify the police, ambulance and fire services accordingly. Give as much notice as possible, you may be required to organise additional resources at your own expense. In the majority of cases the emergency services will not need to be heavily involved, but they should always be informed.

Emergency planning

The council works closely with the police, fire and ambulance services in emergency planning for larger, higher profile events. If you are hoping to attract a large number of people (e.g. more than 499) to your event, it may be necessary to hold a Safety Advisory Group meeting well in advance. We will typically discuss the nature of your event and the impact it is likely to have on the local community on the day. The group will then decide what would be done in an emergency should a major incident occur.

First aid and accident reporting

You will need to provide adequate first aid provision in line with the size and scope of your event. This could range from a few qualified volunteers with first aid kits, to ambulances on standby. Event organisers must record all accidents or incidents in writing and provide a copy of each report to the council if the event is on council land.

Weather and ground conditions

One thing we can't help you with is the weather! This will play a big part in the success of your outdoor event. The vast majority of outdoor events on Crawley land take place in May, June, July and August. Even though these are supposed to be the summer months, we cannot guarantee that the weather will be fine and dry. Therefore, you should plan for all kinds of weather, keep an eye on the forecasts and be prepared for change.

If it's likely to be hot and sunny, there should be a good supply of water available to visitors and plenty of shade from the sun. If wind and rain are forecast, the ground could become slippery or inaccessible and certain temporary structures may need to be secured or removed.

Ground conditions can vary a great deal from day-to-day and site-to-site. Event organisers will need to be aware of any steep slopes or undulations in the ground as well as wet or slippery surfaces. It may be necessary to divert the public around certain hazards in the ground. The best way to assess this is to hold a site meeting and 'walk-the-course'.

Crawley Borough Council reserves the right to cancel events as a result of unsuitable weather or ground conditions. If the weather has been particularly bad in the week(s) leading up to your event, we will arrange to meet you on-site to discuss the matter. You should devise a wet weather contingency plan should your event be at risk.

Ground reinstatement and waste management

Please leave the site in the condition that you found it in. Event organisers will be responsible for the removal of all waste produced in connection with their event. In addition you will be responsible for the costs of repairing any damage to the ground as a result of your event.

Car parking

Organisers must consider the impact their event will have on car parking in the area. Provision must be made for visitors to the event to park safely and legally without causing disturbance and annoyance to local residents. You may need to request the suspension of certain parking bays. If so, the council will require at least 48 hours' notice. In your publicity for the event, detail the location of existing off-street car parks, and also consider where you will park your event vehicles. Where applicable, the council will permit vehicles onto a designated area of park or open space under the control of the event organiser and subject to ground conditions. This will require adequate planning, including risk assessment, marshalling, signage and a maximum speed limit of 5mph on grassed areas.

Noise – generators and public address systems

Parks and open spaces are situated in all areas of Crawley, from the town centre to more rural areas. When there is an event in any public open space, the organiser must take all reasonable steps to minimise disturbance to local residents. Generators should be quiet running and any other noise-making equipment must be located as far away from neighbouring properties as possible. The location of noise-making equipment should be clearly indicated on the event site plan.

As a courtesy to neighbouring residents, you should inform them in writing of the time, date and nature of your event at least 14 days prior to your arrival on site. This notification must stipulate the operating time of the event and the contact details of an on-site representative who will be present on the day.

Inflatable structures

Although popular, inflatable units (such as bouncy castles) can be extremely dangerous if operated incorrectly. Therefore, all inflatable units must be operated in accordance with the [HSE guide on inflatable play equipment](#). Crawley Borough Council requires any inflatable used on council land to be built to the current British Standard (BS EN 14960) and tested under the PIPA or ADIPS schemes.

Should you wish to include an inflatable structure as part of your event, your risk assessment must indicate adequate control methods to facilitate the safe operation of the equipment. It is recommended that event organisers employ a professional supplier to install inflatable equipment. The organiser will be responsible for the operation and risk assessment of inflatables in connection with their event.

Marquees and other temporary structures

If your event involves the use of a marquee or other temporary structure (e.g. staging unit), you will be required to obtain a plan and technical specification of the structure and provide a copy to the council. It is recommended that event organisers employ the services of professional contractors in the set-up and de-rig of any temporary structures. All temporary structures are subject to a fire risk assessment by law and must also be tested to ensure they are securely anchored and safe for use.

Funfairs and circuses

Travelling entertainments such as funfairs and circuses have been popular visitors to Crawley for many years. During this time, we have built strong working relationships with the most reputable operators in the area. Given the nature of the activities and equipment involved and the limited number of available sites, any new funfair and circus operators are required to contact the council to request to be an accredited operator for Crawley.

Bonfire and firework displays

For safety reasons, the council only allows certified professional pyrotechnic operators or recognised and experienced bonfire societies to conduct bonfire and firework displays on its land. If you are planning a firework display at your event, you should ensure the operator is a member of the British Pyrotechnics Association (The BPA) or The British Fireworks Association (the BFA) or equivalent. Reputable professional companies should follow the [HSE Guide to firework displays](#).

For more information, visit the Health and Safety Executive's website:
www.hse.gov.uk

Balloon and sky lantern releases

It is recognised that balloon releases and sky lanterns can be spectacular but sadly these short-lived events can have long term detrimental effects on wildlife and result in unsightly and unwanted littering problems. Sky lanterns can also cause further damage and risk of fire and potential loss of life. Therefore for environmental and safety reasons, the council does not permit the release of balloons or sky lanterns on council owned land or property.

Power and water

Event organisers, contractors and others using electrical equipment must do all that is reasonably practicable to ensure that electrical installations and equipment at an event are properly selected, installed and maintained so as not to cause death or injury. Where possible, locate the main electrical intakes and/or generator enclosures where they are accessible for normal operations or emergencies, but segregated from public areas of the venue. Display danger warning signs around the intake or enclosure. To prevent danger, construct or protect electrical equipment that could be exposed to rain or other adverse conditions with suitable and sufficient covers, enclosures or shelters. As far as practicable, locate all electrical equipment so that members of the public or unauthorised workers cannot touch it.

At certain sites we may be able to provide access to an electricity or water supply, there may be an additional charge for this. Where power is not available at a site generators can be used, however the use of generators and procedures for refilling them should be included in your risk assessments.

If your event is held during the hours of darkness, then a lighting failure could result in crowd problems and also affect means of escape. A power failure in respect of an event where power is essential could also result in crowd problems. You should consider how you will maintain the resilience of power and lighting, especially in respect of illuminated exit signs and power for public announcements. You may be providing power from the mains supply or by generators, but in any event you should cater for outages and also provide torches etc. to essential personnel.

Provision of toilets

Many of our sites have adequate toilet provision, which can be made available, but in some cases (particularly for large attendance events) you may need to hire toilets from a contractor. The recommended ratio of toilets to people for public events is as follows:

Events lasting less than six hours

Female	Male
1:120	1:600 (1 urinal per 175)

Events lasting more than six hours

Female	Male
1:100	1:500 (1 urinal per 150)

Road closures and traffic regulations

The Road Traffic (Special Events) Act came into effect in 1994. Events, for example carnival processions (which stop the flow of traffic) are likely to require a road closure order. If your event is likely to cause congestion and therefore require traffic regulation, you must notify the police and other local authorities. Advanced warning signage in the affected areas will be essential.

If your event is wholly or partly on a highway you will have to apply to the local authority for a road closure order. Your application should be submitted at least six weeks prior to the event as the local Authority is obliged to consult with other

organisations on the closure. One of the organisations in the consultation process will be the local bus companies and if your event will close a bus route, you may be asked to show how this will be managed and suggest an alternative route.

Remember, you cannot legally close a road without a road closure order being in place. You will also require adequate signage of the road closure and any diversions you have put in place. The County Highways Depot may be able to assist you in providing signage. For very large events the automobile association can assist in providing signage, but that may be at a cost to the organiser.

All the road closure points will have to be stewarded so do not forget to include these numbers in your list of stewards. All stewards in charge of road closure points must be over 18 years of age and should be briefed specifically on their duties. If possible they should be in contact with the event control by radio. Although the police will be willing to assist in the planning of the event, their attendance at the event, especially at road closure points cannot be guaranteed.

Consider your vehicles access and egress from the event site, including a 'green route' for emergency vehicles. Note in this section and on the site plan the emergency vehicles rendezvous points and access points.

Lost/found children

If your event is a family event where you expect numbers of children, your plan must contain a robust arrangement to deal with lost or found children. Further advice on this can be obtained by talking to the police. There should be a clearly signposted location where lost children can be taken and parents can report a lost child. It should be staffed with a minimum of two DBS checked persons for the whole time that the event is taking place.

Your plan should include details of how this will be managed, how information of lost children will be broadcast and the arrangements, including a timescale, on how and when the police will be informed. If radios are used by the event management team and security staff/stewards, then an announcement should be made over the radio. This should not include details of the child as Radios can be overheard by others.

Posters and advertising

Local advertising is a great way to let people know about your event. If you wish to put up posters advertising your event, please remember 'fly posting' is illegal so make sure you have the permission of the landowner. You may also require planning consent if your advertising is over a certain size, please contact us for more information.

After the event

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. Stewarding and safety of the site remains the responsibility of the event organiser until the site has been cleared and handed back to the site owner. 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.

After the event, a debrief should occur so that any lessons learnt can be noted. A copy of any debrief document should be sent to the events team and Safety Advisory Group, who may also hold a debrief session following on from this.

Top tips for a successful event

Where possible, plan your event at least a year in advance. This will give you time to develop your contacts and complete all the paperwork! Keep your first event relatively small and simple. If successful it can grow in future years. The more activities within your event, the more planning and paperwork required. Try and attract sponsors to help with funding or advertising. Notify all relevant authorities well in advance. Never cut costs at the expense of safety.

Contact details

If you have any further questions please contact us.

Events Team

Town Hall
The Boulevard
Crawley, RH10 1UZ
Email: events@crawley.gov.uk
Tel: (01293) 438437 (Parks and open spaces)
Tel: (01293) 438049 (Town centre and memorial gardens)

Environmental Health

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Safety Advisory Group Chair

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Tel: (01293) 438454

Licensing

Alcohol and Premises Licensing
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