



EVENTS ON EAST SUFFOLK COUNCIL LAND

A QUICK GUIDE FOR EVENT ORGANISERS



EASTSUFFOLK
COUNCIL

If you are planning to hold an event on land owned by East Suffolk Council, then you may need to apply for permission.

We operate **EventApp**, an online permitting portal that provides all event organisers with a guided application process.

Take a look at EventApp



You need to allow sufficient time for your application to be processed **before publicising your event**. Please make contact with us as soon as you can.

Fees and charges apply depending on size and type (charitable organisation fees differ from commercial).

The size and type of event you wish to organise will influence what information we need, but in every case, there are important considerations to ensure a successfully safe and enjoyable event.

This quick guide outlines what you should consider and do to prepare to hold an event on council land.

EventApp helps us to consult with relevant parties efficiently and share your details for your planned event - within our organisation and with others who may be impacted by a proposed event. The process also allows us to put you in contact with other departments (such as licencing or parking services) who may be integral to your event.

The size of the event is decided by the risk to the public not just by the numbers attending or the activity being undertaken.

This is an outline of the considerations to be made when organising an event.

You can find more detailed guidance, terms and conditions and make an application through [EventApp](#).





Holding a small-size event

Small event examples (under 500 attendees, per day):

- An outdoor theatre
- Sporting or fundraising activity
- Music events

If you are:

- advertising for public attendance
- providing infrastructure e.g. stalls or marquees
- expecting 30+ people per day to be present

You should apply for permission.

If you are unsure, please contact
events@eastsoffolk.gov.uk

Up to 3 months may be needed to process permission. The more details you give in your application, the sooner the process can be completed.



Event management plan

This should contain everything someone would need to host your event should you become unable to attend on the day.

Please don't assume knowledge, the more detail you can provide the better understanding those being consulted on your event application will have, making approving or requesting any clarification easier.

Providing all necessary detail is your legal responsibility.

It must include health, safety and welfare planning to reflect the nature of your activity and who you expect to attend.

It must include factual details about your plan for the activities to set-up and carry out the event. It should also cover the cleaning and reinstatement of the site at the end the event.



Risk assessment

Your risk assessment should be specific to your event. Some risks may be standard but it is important to consider how your event could impact on how the area is used usually.



Insurance

Public liability insurance of no less than £10 million is required. Although this is the Council minimum, it is important to consider the impact of your event and the potential risks, it needs to be fit for purpose and consideration should be given to Employers Liability if you employ staff.



Site plan

This should be accurate and current. Please include as much detail as possible including landmarks of the existing site and anything you are proposing to set-up to hold your event.

If your event is on land covered by more than one owner you will need to seek permission from all landowners.

To apply for permission for a road closure you should contact Suffolk County Council.



Publicity

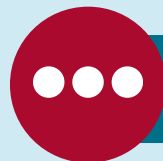
Advertising your event is the organisers responsibility. Details should only be publicised outside of your organising committee once you have formal permission in place.

If you need to cancel your event, you will need to make all efforts to contact those who have shown interest in coming.



Emergency routes

The activity you are proposing may affect emergency services getting through so you must plan and maintain a clear visible route, keeping visitors safe and the site secure.



Other requirements

An event application can trigger the involvement of other council departments who may need to approve aspects of your event, such as a parking suspension for use of council car parks, licensing for music, street collections or the sale of alcohol, the Waste Management team for additional waste and litter services, or Food & Safety teams regarding any food vendors being registered with the local authority.

We will try to highlight this from the information you supply but it is the organisers responsibility to secure all correct permissions are obtained.



Medium-sized and Large Events

Medium event examples
(500 - 2999 attendees, per day):

- Circus
- Fun fair
- Music event
- Sports event
- Open air cinema

6 months may be needed to process permission.

Large event examples
(over 3000 attendees, per day):

- Carnival
- Art on prom
- Historic car rally
- Commercial launches
- Commercial shows
- Sports event

12 months may be needed to process large event permission.

Organising a medium/large-sized event needs all the information listed for a small event, with a level of detail that planning a larger event will reflect, particularly if the event is planned for more than one day or requires set-up in advance.



Medium-sized and Large Events

You'll need to consider:

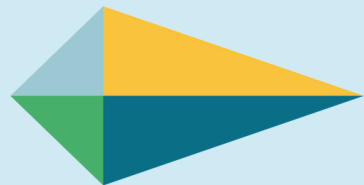
- Extra cleansing (e.g. bin provision and litter picking),
- Additional toilet facilities (advise placement and servicing),
- Mitigating the impact on the local area such as
 - Where will visitors park?
 - Is there a bus route you can promote?
 - Is it possible to provide a park and ride?
 - Have you made provision for disabled visitors?
- Will you need security?
- What do you have in place if you become aware of a lost child/vulnerable person?
- If your activity is by the water, what life-saving provision is arranged?
- What litter picking and waste removal arrangements will be required? Will you need additional resources during and after the event?
- Will you provide first aid/medical provision (it isn't always appropriate to rely on dialling 999 especially if your event isn't on a main road or easily accessible to emergency services)?
- How will people find your event and navigate your event site?
- Have you made arrangements for timely removal and clean-up at the end of your event?

Large event application may require you to attend the Safety Advisory Group to discuss your event before permission is given.

Contact us:



events@eastsoffolk.gov.uk



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