

EVENT & FESTIVAL APPLICATION PROCEDURES

The following Event & Festival application procedure is set out to ensure a co-ordinated and effective management approach throughout the Council for events staged on Council land or for areas where the Council has a management responsibility. It is designed to create a good standard and understanding of how each application will be processed in order to maintain efficient communication with each organiser.

- An Event or Festival organiser approaches Weymouth & Portland Borough Council (see contact list below). If applicable the point of contact refers the organisers to the relevant Council Service to verify that the event venue and facilities are available on the proposed date.
- The Council Service (i.e. Events / Parks) sends out the Event and Festival registration form together with the Event Safety Guidance pack.
- The organiser signs and returns the application form with the applicable documentation generally three months prior to the event date, although this can vary depending on the scale of the proposed activity. Larger major events could take between 6 and 12 months to organise and plan.
- The contact Service records and acknowledges the application within 10 days of receipt. An initial review of the documentation is undertaken during this period including compliance with Council Policies.
- The contact Service may, if applicable, circulate the application and supporting documentation to other internal services within the Council for evaluation, approval or otherwise.
- The consulted Council Service(s) responds with comments.
- If appropriate the application will be subject to public & stakeholders consultation including Council Brief Holders, Ward Councillors, Friend's Groups, local trade associations and businesses. This consultation could take up to 28 days and therefore allowances should be made within the event planning schedule.
- The contact Service will advise the organiser if the application is **provisionally approved** and set out those terms and conditions together with any costs or charges that will be applied to the event and activities.
- The contact Service will record the decision on file together with any comments or actions required. If the event is rejected the file is to be marked accordingly and organiser advised.

- If the event proceeds the contact Service will advise the organiser of the need to:-
 1. Produce an Event Management plan inclusive of health and safety; traffic management etc. measures for consideration by the Council and/or other statutory / organisations (i.e. Police / Fire/ Ambulance) that is proportionate to the level and scale of the activities to be carried out.
 2. Hold a (or series of) planning meetings with appropriate representation (i.e. Police / Highways / Health & Safety / Insurance/ Council / Harbour Authority) including visit/s to the event venue.

N.B This may take the form of attending a Weymouth & Portland Safety Advisory Group meeting/s to present your Event Management Plan.

Safety Advisory Groups give Event Organisers access to a variety of specialist knowledge and experience in a meeting type environment. The group itself has no statutory powers and is for advice and guidance purposes only to enable event organisers to deliver a well-planned, safe and successful event that has minimum impact to the local community

- The organiser will be required to produce the final copy of the Event Management Plan, event insurance for a minimum of £5 million or such sum that the Council may determine; together with the signed copy of the Council's terms & conditions at least 14 days prior to the event. Failure to provide any one of these documents will result in the cancellation of the event.
- Upon receipt of the above the Council and/or statutory/ organisations will review the documentation and if deemed appropriate for the size and scale of the activities the Council provide final approval for the event to take place in accordance with the event management plan.
- Event completed - in the circumstances of an incident / accident or damage occurring; the organiser is to advise the contact department who in turn is to advise the Council's Insurance Manager.
- The Council will then decide what, if any, further action is required and carry this out.
- A de-brief and evaluation meeting; to review the event is to be held with the organisers if necessary. This will provide an opportunity to reflect and share valuable information as part of the event management processes; and provide direction and focus for future arrangements or requirements (good or bad).
- The file should then be closed and kept on record in accordance with the Councils records policy.

Weymouth & Portland Borough Council Contacts

Head of Tourism & Events	Matt Ryan	Tel: (01305) 838514
Events Manager	Charlotte Sheppard	Tel: (01305) 838512
Head of Open Spaces	Carl Dallison	Tel: (01305) 838419
Parks Supervisor	Tara Gooding	Tel: (01305) 838297
Head of Business Licensing	Sue Moore	Tel: (01305) 838205

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