



**New Forest**  
DISTRICT COUNCIL

**EVENT NOTIFICATION  
PROCEDURES  
AND THE  
SAFETY ADVISORY  
GROUP**

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**The contents of this document are provided as information on the policy and principles of New Forest District Council in carrying out its functions in relation to event notification procedures and the local safety advisory group.**

**The document is not a full and authoritative statement of the law, statutory guidance or best practice in planning, organising and managing public events and does not constitute professional or legal advice.**

## **Introduction**

It is the policy of New Forest District Council (NFDC) to promote high standards of public safety at all public events in the New Forest area, to encourage the well being 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.

There are many types of public events that take place in the New Forest every year. These can range from sporting events to musical concerts; some take place indoors, some outdoors; some are large and some small. These public events can enhance community life in the New Forest area, but if poorly planned the potential for risks to public safety and adverse environmental effects is increased. Proper planning and management by the event organiser/promoter is essential to reduce those risks.

When groups of people gather together dangerous situations can occur and many different factors can influence crowd behaviour. The event organiser is responsible for the health, safety and welfare of the people attending the event, as well as that of the employees, contractors and sub-contractors working there.

Some public events take place without the organiser contacting the local authority or emergency services. In such circumstances public safety can be compromised and the organiser could be vulnerable to legal action. To help organisers, a Safety Advisory Group (SAG) has been established to coordinate the efforts of relevant agencies to provide advice to anyone who wishes to organise an event within the New Forest area. The SAG encourages event organisers to take advantage of the safety advice available and to make sure that public safety at the event is always a major priority.

## **SAG Objectives**

The aims and objectives of the SAG are to provide safety information and advice to event organisers and to foster good working relationships with them. The SAG will promote best practice and encourage cooperation between its members to ensure that public safety is always paramount in the minds of event organisers.

The group will produce a register of all known notified events taking place within the New Forest area which could be of interest to event organisers to check that their event will not conflict with other events already planned to take place.

To further these objectives, NFDC Events will:

- Act as the first point of contact for event organiser/promoters; and
- Maintain the public events register.

The register is published and updated on the NFDC website at:  
(NFDC Home/Business/Public Events & SAG/Register)  
[http://forms.newforest.gov.uk/id/EVENT\\_REGISTER](http://forms.newforest.gov.uk/id/EVENT_REGISTER)

## Types of Events

The SAG will assist and guide organiser with all public events that:

- Any event that takes place on the road or involves a public highway;
- Any event that involves more than 500 persons in attendance (either at any one time or throughout the course of the whole event);
- Any event that may involve specific or high risk activities.

Typical examples of types of event that are of interest for the SAG include:

- Fetes and Fairs;
- Open air concerts and music festivals;
- Trade shows, caravan shows, car shows and similar;
- Horse shows, agriculture shows, dog shows and similar;
- Open air entertainment including theatre, opera and historic re-enactments;
- Fireworks and bonfire displays;
- Processions, marches, parades and carnivals;
- Street parties;
- Sporting and cycling events.

Proposals for an event should be notified at the earliest opportunity. When planning a large event a minimum of 6 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, and the relevant application must be submitted separately to the licensing authority.

Events can be brought to the attention of the SAG membership via the following Single Point of Contact and a form is available to assist you in submitting certain basic information:

**Email:** [events@nfdc.gov.uk](mailto:events@nfdc.gov.uk)

**Post:** Public Health & Community Safety  
New Forest District Council  
Appletree Court  
Beaulieu Road  
LYNDHURST  
SO43 7PA

## **SAG Procedures**

When an event is notified to NFDC Events, the SAG membership will be consulted and sent the details of the event as provided by the event organiser/promoter. The event organiser will receive an acknowledgement of the proposed event from NFDC Events.

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 these agencies to seek advice. Event organisers are expected to liaise with the 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 SAG.

Where an event is notified to any member of the SAG, it is the responsibility of that member to notify NFDC Events of the proposal, preferably by email.

During the consultation period if any agency has concerns over the event that cannot be resolved directly with the event organiser then a formal meeting of the SAG may be convened. An invite to attend this meeting will be sent to:

- The SAG membership;
- Any other relevant specialist agency;
- The event organiser/promoter.

When convened the role of the SAG is to consider the safety and wider impact of the event and make recommendations to the organiser where necessary. Each event will be considered on its individual merits and the event organiser will be responsible for the safe planning and running of the event, regardless of size and complexity. It is not the role of the SAG or the individual organisation to plan the event, write management plans or produce risk assessments. The purpose of the SAG and its members is to offer guidance. The SAG cannot accept or adopt any of the responsibilities of the organiser.

Where an event or part of an event needs to be licensed in accordance with the Licensing Act 2003, NFDC is the licensing authority for the New Forest administrative area. It will exercise its powers under that Act, taking into account the Statutory Guidance, the Council's Statement of Licensing Policy and any relevant representation received. It will also take into account any enforcement and other protocols agreed between the Council and Responsible Authorities.

NFDC is an 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. 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.

If no representations, comments or advice are made by any SAG member a confirmation of the event will be sent to the organiser. The confirmation is not a full and authoritative statement of the law and does not constitute professional or legal advice. It also does not relieve the organiser of any of their legal responsibilities or liabilities.

## **SAG Membership & Meetings**

The SAG will consist of a group of core members and invited representatives from other agencies when appropriate.

The core members will comprise officers from the following agencies:

- New Forest District Council
  - Environmental Health
  - Licensing
  - Building Control
  - Transportation
- HCC Emergency Planning Unit
- HCC Highways
- Hampshire Constabulary
- Hampshire Fire and Rescue Service
- South Central Ambulance NHS Trust

The SAG will be chaired by a representative from NFDC.

The core members may invite representatives of other agencies to SAG meetings. They shall be entitled to have their views presented, reported, considered and recorded.

Sub –Groups of the SAG 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 Chairperson or any other core member may request the setting up of a sub-group and the Chairperson shall invite such representatives as are considered appropriate to meeting of such a sub-group.

The SAG shall meet as required to consider specific events or for any other matter of safety or concern 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.

Where matters arise which require urgent consideration by the SAG a meeting may be called at short notice.

All relevant agencies should be represented at a meeting of the SAG 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.

The SAG may request an inspection of the site of an event as determined by the Chair of the SAG in consultation with the event management. Such members as the SAG consider appropriate can attend the inspection. Formal minutes and a record of the inspection will be circulated to all relevant parties.

## **Terms of Reference**

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.

To maintain an overview of all notified forthcoming events within the NFDC administrative area.

To act in an advisory capacity to both the organiser of an event and other agencies or individuals involved.

To provide a forum within which the Local Authority and other agencies may develop a coordinated approach to event safety.

To review each large scale event through a formal de-brief where necessary and make recommendations where appropriate for improving safety.

To advise and develop generic risk assessment processes and best practice where appropriate.

To ensure that there are in existence agreed contingency plans for dealing with major incidents at events.

To monitor compliance with the standards agreed.

The SAG as such cannot take any decisions on behalf of NFDC or any individual agency. The Local Authority's decision making power remains with the General Purposes & Licensing Committee, or with relevant officers within the Councils approved Scheme of Delegation.

Core members of the SAG 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.

## **Roles and Responsibilities**

### NFDC Events:

- Act as the first point of contact for event organisers;
- Consult the SAG on all notified events;
- Ensure that meetings of the SAG take place as required;
- Coordinate SAG meetings;
- Chair the New Forest SAG;
- Ensure that due account is taken of the views of all members of the SAG, including those attending by invitation;
- Ensure Minutes are taken and circulated;
- Coordinate SAG de-briefs after the event if required;
- Maintain a register of all notified events planned within the NFDC area;
- Seek NFDC legal advice when required.

### NFDC Environmental Health (Commercial)

- Aim to protect the general health and safety of persons attending and working at events;
- Provide advice to organisers on requirements of the Health and Safety at Work etc. Act 1974 and methods of compliance for events;
- Investigations of accidents and complaints relating to public and employee safety in venues during operation and during the set up and dismantling of the site;
- Enforcement of the Health and Safety at Work etc. Act 1974;
- To provide advice and enforce the law in relation to food hygiene and food safety at events.

### NFDC Environmental Health (Pollution)

- To advise and control 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 provide technical support to the SAG in relation to the above issues.

### NFDC Licensing Services



- Determine whether an event requires licensing under the Licensing Act 2003, and then process any application made in accordance with the statutory requirements of the Act.

#### NFDC Building Control

- For licensed events (LA2003) – to ensure compliance with relevant legislation and guidance in respect of temporary structures;
- For unlicensed events – to examine details of temporary structures and give advice accordingly.

#### NFDC Transportation

- To provide advice to organisers where road closures for the event are required;
- To process applications for road closures in accordance with the regulations.

#### HCC Emergency Planning Unit

- To provide advice to organisers on emergency planning issues for event plans;
- Cross boundary liaison;
- To provide advice to the SAG regarding a consistent county wide approach to event planning.

#### HCC Highways

- To provide advice to organisers on traffic management matters for event plans;
- To support, wherever possible, all lawful and responsibly run events. This does not mean that the event organiser should rely on HCC Highways to supply signs and resources to manage traffic at the event;
- To coordinate activities on the highway.

#### Hampshire Constabulary

- Hampshire Constabulary will be represented by a Senior Officer and/or their appointed deputy who will attend all meetings of the Safety Advisory Group, where required, within Hampshire & the Isle of Wight.
- The representative will have full authority to give advice, guidance and make recommendations on safety issues, and advise on:
- All technical and legal aspects of legislation within the remit of the Police Service as they relate to public events.

- Public safety and crowd management matters referred to in “The Event Safety Guide”, “A Guide to Health Safety and Welfare at Music or Similar Events” and other relevant publications.
- Matters relating to the issue, monitoring, enforcement, review or amendment of Licence Conditions and Safety certificates.
- Issues relating to the event traffic management plan, if required by the relevant Highways department.

Where possible the Police will provide a post event debrief outlining:-

- Breaches of the licence conditions or Safety Certificate.
- Any areas where improvement would be required from the organiser or other agencies for subsequent events.
- Any local information that may have a bearing on public safety

South Central Ambulance NHS Trust

- To provide advice on suggested medical provision, it is the event organiser responsibility to ensure that they have adequate and suitable medical cover;
- To ensure that the event has minimal impact on the Ambulance Service normal operations;
- To obtain information for a medical plan for inclusion into an Emergency Management Plan.

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.

## Summary

The following procedures have been approved for use by the New Forest SAG;

- NFDC Events will maintain a register of all notified events occurring within the NFDC administrative area;
- NFDC Events will act as the single point of contact for event organisers and SAG members;
- NFDC Events will notify SAG members of all proposed events coming to its notice;
- Any SAG agency having concerns over the event will contact the event organiser to give the appropriate advice;
- The event organiser may contact SAG members directly to seek advice;
- If any SAG member has concerns over the event that cannot be resolved directly with the event organiser, or if it is deemed beneficially to have a joint multi agency assessment of the proposed event, then a formal meeting of the SAG will be convened. The event organiser(s) will be invited to attend.
- The responsibility for completion of Event Plans lies with the event organiser;
- Event organisers are expected to follow any safety or legal recommendations that are made;
- If the event requires a licence under the Licensing Act 2003, NFDC Licensing Services will deal with the application in accordance with the Act;
- Where a member of the SAG still has outstanding concerns to a proposed event they will have to intervene as appropriate using their own delegations or powers;
- All members of the SAG will retain a high degree of professionalism and probity at all times and will not act in a way which may compromise the position of the SAG or its members.