The Hirer will be required to submit ‘Supplementary Information’ to support their application. The level of supplementary information required will be dependent on the nature of the event and activities proposed*. Supplementary information should be submitted at the same time as the application and MUST be received within the specified deadlines. We appreciate that some of the finer details may not be confirmed until closer to the event, but a comprehensive management plan (rather than the specific detail), should be sufficient to satisfy our requirement in most areas.

A completed ‘Hire of Council Owned and Managed Land – Application Form’ is required for all events. You can respond to the supplementary information sections by completing the relevant fields on the application form OR you can submit your supporting documentation in the form of an ‘Event Management Plan’ (EMP). An EMP can be updated and re-submitted for repeat events, or as your plans develop and you respond to any issues which may arise. If you submit an EMP, please don’t duplicate the information on the application form (just refer to the EMP, providing a page number if possible). If you send updated EMP versions, rename the document and highlight all changes to clearly mark them for our attention. For efficiency and to help us find the required information, it would helpful if you could use clear headings in your EMP such as those used on the application form (Section 5. A-L).

*Final consent will only be granted when we have received and checked your event documentation in line with the Council’s agreed service level criteria. As a general guide all events will be required to respond to the Section 5 items in black text below. Large and major events (attendance of 5000+) will be required to meet additional criteria, usually including those in grey text below. Some flexibility will be required to allow for specific event content; if a small or medium scale event (up to 4999 attendance) has higher risk content, additional criteria will need to be met e.g. small event may have a high risk activity such as a funfair ride – in which case the standard checks will be as for a small/medium event but further checks carried out on the high risk element.

Park Events will provide you with a checklist to communicate the status of your application. We will comment on any areas of concern and provide guidance/signposting for further improvements. The checklist will identify areas where:

a. **Additional information is required** in order to meet our approval criteria
b. **Review is recommended** for ongoing improvement

Please be aware that failure to supply the required information or changes to the application, may result in delays or in your application being terminated; but we will always do our best to work with you to avoid this situation and are here to help should you have any queries along the way.
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APPLICATION FORM SECTION 5: SUPPLEMENTARY INFORMATION

A. SITE PLAN / ROUTE MAP

Site Map: For static events taking place in council owned/managed parks and open spaces, you must provide a comprehensive site map to show the event location within the site and the layout of significant infrastructure and activities. It is useful if your plans give an indication of scale (but it is not usually necessary to supply scaled drawings). Unfortunately, we are unable to supply base maps but some web-based maps may be appropriate, or for some sites maps are available via Find a Park.

Checklist:
1. Site layout map and location within site
   a. This must be sent as an attached file and not embedded into an email.
   b. Check you are using the correct site name: Find a Park
   c. Does your plan show both the location of the event within the site and the event layout?

2. Major infrastructure shown
   a. Is all major infrastructure shown (and the same as that listed in section 4, part C of the application form)?
   b. Have you also marked on the location of significant activities e.g. tug-of-war area?

3. Access/egress/control points, emergency routes/clearways, RVPs
   a. Have you clearly marked pedestrian and vehicle entrance/exit points? Do you have specific control points i.e. where vehicles have to check-in to gain access?
   b. Where are your emergency clearway/access routes into site for use in the event of an emergency?
   c. Do you have designated RVPs (rendezvous points) for use in the event of an emergency? Do you have different points for the public and organising team? How are these communicated clearly if not included on your site map?

4. Info/medical/production/toilets/services: Have you marked the location of key services/features on your site map e.g. info point, meeting point, medical provision, toilets, water? How are these communicated clearly if not included on your site map?

5. Location of licensable activities clearly defined: The location of any licensable activities should be clearly defined e.g. with a red line to demark the perimeter of the licensed area(s) where a TEN is applicable (this should also be supplied with your licence application as applicable).

Route Map: A route map is required for all non-static events taking place on Parks and Open spaces owned/managed land in LBRuT, including the towpath e.g. for running, walking and cycling events. This should clearly define the route taken and may show the route in a wider context i.e. from entry into, to exit from the borough, including any use of the road network.

NOTE: You may also need to make a separate application/gain the consent of Network Management or other land owners/managers as applicable to your event.
Official

Checklist:

1. **Route map**: This must be sent as an attached file and not embedded into an email. The map should be sufficiently detailed to show which path you are using (where there are multiple paths), if the road or footways are being used and where any crossings take place.

2. **Infrastructure on route**: You should include details of any infrastructure/activities on Parks and Open spaces managed land, including the towpath. For example; gazebos and furniture or the locations of water stations, marshallling/medical points.

3. **Distance markers and timings**: It is helpful to include distance markers and expected timings on your route map, especially in busy areas such as the towpath where there is potential for conflict with other events.

4. **Marshalling / security points**: Show the location of designated security or marshallling points on your map.

5. **Signage plan**: To show your signage locations and specifications. You will need to explain the size and fixing method to assure us that the route is not restricted and that you are not causing damage to the ground, furniture or trees etc. You will need to confirm the dates/times that signage is put up and taken down. All details must be in accordance with T&C of hire.

B. HEALTH AND SAFETY

The Hirer is responsible for ensuring the safe delivery of the event. The event should be compliant with relevant safety legislation to include, but not limited to; the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at work Regulations 1999. In this section we expect the Hirer to provide a copy of their health & safety policy, define roles and responsibilities, and to demonstrate systems/procedures in place ensure the event is delivered safely. See HSE Guidance on Running Events Safely

Checklist:

1. **Health and Safety policy/statement**: this should clarify/set-out your intent and approach towards safety, with respect to the event (a general organisational policy may not be appropriate).
   a. Does your policy offer commitments regarding compliance to relevant safety legislation?
      Consider all aspects of the event - specialist activities may require compliance to more specific legislation e.g. LOLER for lifting equipment
   b. Does your policy offer commitments regarding meeting industry standards e.g. the Purple Guide?
   c. Can you define any safe working systems you will have in place at the event?

2. **Roles and responsibilities**
   a. Where a team (staff/volunteers/suppliers) of people is involved in the event delivery, have you clearly defined specific roles and responsibilities e.g. who manages the traders, who manages the stage area, who builds the marquees?
   b. Where suppliers or contractors are appointed to deliver specific aspects of the event, are their roles and responsibilities clearly defined (see C below)?
   c. Where others are given specific responsibilities, are they competent to carry out those roles?
   d. Will you be providing training, briefing materials or onsite meetings for your team pre/during the event, and follow up with a debrief meeting post event?
   e. Have you considered how roles may differ onsite vs. during the event planning stages?
3. **Named person responsible for event safety, including competencies:**
   a. You will need to name the individual who will be responsible for health and safety at the event.
   b. Have you demonstrated their competency (skills, knowledge, experience, training, qualifications) to assume this role? See note below.
   c. Will they be present onsite to oversee all stages of the event (build/open/break)?

   **NOTE:** Organisers of large or high risk events may be required to nominate a competent health and safety advisor who is at least IOSH trained in event safety, to be onsite at agreed stages of the event for example:
   o Planning e.g. document review and advice as appropriate to risk level – Recommended
   o Build and breakdown e.g. when major infrastructure is erected/dismantled or highest risk periods – Essential
   o Pre-event opening site check e.g. infrastructure completion, trader set-up, vehicle management – Essential
   o Event open e.g. periodically during the event as appropriate to risk level and event duration – Recommended
   o Specific event feedback (event safety report) to be shared directly with Park Events – Essential

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### C. SUPPLIER MANAGEMENT

Hirers are responsible for all suppliers they bring to site. This includes contractors, sub-contractors, infrastructure suppliers, service-based suppliers (e.g. security, medical or event management services), traders, caterers or performers (see T&C of hire). Most events have several suppliers and it is very rare that there would be no suppliers at an event. The Hirer should provide a supplier management plan to provide details such as how suppliers are selected, what checks are carried out and how they are managed onsite.

**Checklist**

1. Your supplier management plan should consider suppliers working across all areas of your event, especially higher risk areas. As such, we have suggested the following sub-sections for your consideration:
   a. Infrastructure/Temporary Demountable Structures (TDS) e.g. marquees, gazebos, stages
   
   ![Temporary demountable structures (TDS)](image)
   b. Specialist Structures e.g. funfairs/rides, inflatables, cinema screens (see A-Z below), machinery and plant
   c. Electrical installations and other utilities (see in A-Z below)
   d. Traders (food/non-food), bars & concessions [CIEH National Guidance for Outdoor and Mobile Catering](https://www.cieh.org.uk)
   e. Service providers e.g. medical, security, traffic or waste management
   f. Content providers such as performers or activity providers (fireworks, special effects, pyrotechnics, animals). See A-Z below e.g. ‘Animals' or ‘Fireworks'

Your supplier management plan should consider the following:

- **How do you select your suppliers** – how do you know they are reputable and suitably competent for the role you are appointing them for e.g. do you take references, have you inspected their work elsewhere, have you worked with them previously, will you be checking for evidence of particular qualifications or competencies?

- **Have you defined their specific role and responsibilities** - How have you communicated this (e.g. contract, written agreement)? (see section B2).

- **What supplier documents will you be checking** and when will you check this (prior to arrival or onsite)? As a minimum they should supply a copy of their insurance documentation and site-specific risk assessment, plus other documentation relevant to their particular activity e.g.
  - Food trader – hygiene certification, gas safe or electrical compliance certification, trading licence
o Specialist funfair supplier – method statement for erection/dismantling, assurances that the operator’s manual will be adhered to and will be available onsite, proof of equipment certification (e.g. ADIPS), wind loadings and adverse weather plan

o Major infrastructure supplier – site-specific method statement, technical specifications and weight loadings, wind loadings and adverse weather plan, CDM plan, requirement to sign a completion certificate or handover document at the point of handover.

- **DO NOT routinely submit copies of your supplier paperwork to Park Events.** It is the Hirer’s responsibility to check their supplier paperwork and ensure everything is in order. Park Events may make a specific request for information where required e.g. for large or unusual infrastructure, or where the infrastructure or equipment is the Hirers own (see section 5I).

- **How will you communicate the site rules to your suppliers:** how will you ensure they are adhering to the terms and conditions of hire whilst onsite?

- **Will you be carrying out any onsite checks** on your suppliers?

- **How will you manage your suppliers onsite** - do you have a production schedule? Do you know when they will be coming and going from site (do you have sign in or check-in procedures)? Will the Hirer be onsite at all times to oversee the management of suppliers?

**NOTE:** If you are bringing your own (Hirer’s-own) infrastructure or equipment to site, please refer to section 5I as additional information MUST be supplied to Park Events.

### D. VEHICLE MANAGEMENT (ONSITE)

Pedestrian/vehicle interaction is a risk factor to be considered during the planning stages of most events. So far as is reasonably practicable, the risks should be eliminated or minimised and vehicle access should be restricted and closely managed. Where vehicles are permitted onsite the risks should be considered in your event risk assessment. Careful planning is essential, in particular knowing and understanding what vehicles will need to access, implementing vehicle management policies and plans, ensuring those directing vehicles are adequately trained, and protecting the ground from damage.

**NOTE:** Information provided in this section should only refer to the hired site i.e. parks & open spaces land. You may also need to liaise with Network Management if there is a Traffic planning element to your event (i.e. on the roads/pavements), including road closures or parking suspensions.

**Checklist**

1. **Your ‘Vehicle management plan/policy’** should consider all aspects of vehicle management onsite:
   a. **Access points, designated vehicle routes/clearways:** where applicable, have you included these on your site map? Do you have designated control points where vehicles need to check-in when they arrive onsite, how are they managed? How do you ensure that emergency clearways are maintained? Can members of the public be isolated from areas where vehicles might be moving/how?
   b. **Who is responsible for managing access and/or directing vehicles?** Will there be marshals/banksmen/stewards? Are they trained/competent to carry out the role? Will they be clearly identifiable? Will vehicles be escorted across the site/will you use banksmen? Will the staff be adequately trained/qualified? Who will manage/oversee them onsite? Will there be a pass or registration number system in place? Will unattended/abandoned vehicles be traceable?
   c. **Will there be site rules** and how will they be implemented e.g. speed restriction 5mph, no vehicle movement during the event open period, indicators can be used to show direction of travel (no hazard lights permitted).
d. **No vehicle movement or parking permitted under the canopy of the trees** to help avoid soil compaction and damage to tree roots. How will you ensure this?

a. **Consider particular groups such as ‘Traders’** – have the access arrangements been clearly communicated to them in advance? Are they permitted to bring vehicles to the site? Do they need a vehicle pass? Are there time restrictions e.g. vehicle removal prior to opening?

2. **Specific arrangements** - Hirers to provide an overview of the number/type of vehicles that will require access to the site. Particular attention should be paid to specialist or unusual vehicles e.g. heavy/long loads. It is important to consider the different periods of the event (build/open/pull-out) and to explain why the vehicles have been permitted access. Details of any onsite parking arrangements should also be included. There is no need to duplicate information which is already included in section 4 part C of the application. Example:

a. **Build/break period:** Drop off/collection access permitted Saturday 11th June: set-up 9-11am and collection 5-7pm (event open 12-4pm) *
   - 3 Luton vans, principle contractor for staging, gazebos and fencing
   - 1 small van for PA and electrical equipment
   - 8 trader cars permitted access to unload/collection, permitted for heavy goods only
   - 1 organiser car for signage, promotional materials and information tent

b. **Open period:** Remain onsite access permitted Saturday 11th June: arrive 9-11am / depart 5-7pm (event open 12-4pm) *
   - *NO VEHICLE MOVEMENT* onsite between 11.30am – 5.00pm (half hour before show opens until hour after show close, and only once public are clear from site)
   - 2 catering trader vehicles permitted access and allowed to remain onsite (ice cream van and refrigerated trader unit integral to stand)
   - 1 medical response unit to be located next to vehicle exit in case emergency egress is required.

3. How will you protect the ground from vehicle damage? Will you use trackway; when/where? What checks will you carry out leading up to the event date? Do you have wet weather contingency plans? What will you do if it is very muddy underfoot when you arrive at the site?

E. **SECURITY AND CROWD MANAGEMENT**

The type and level of security and stewarding provision required will be dependent on the size and nature of the event and should be determined by thorough risk assessment. Please also follow the advice and guidance of regulatory authorities such as The Security Industry Authority (SIA). Your security management plan should provide the overview and you will also need to supply some specific details such as the numbers/type of security/stewarding personnel you will have onsite during the different periods of the event. You will also need to take into account any ‘special considerations’ as determined by the nature/style of the event, event content, expected audience profile or event history for example.

**Checklist**

1. **Security management plan/policy:**
   a. **Describe your general plan and approach** e.g. how did you decide on the levels of security provided e.g. advice from specialist, risk assessment, knowledge of the event?
   b. **What is the event capacity** and how will you be managing/monitoring this on site – counting/estimates?

   **NOTE:** Organisers of large scale events may be required to provide proof of a bona fide attendance count i.e. through a third party specialist* or other suitable means of verification (ticket sales, wristbands etc.).

   *SIA Approved Contractor Scheme
c. **Does the site layout facilitate suitable access/visitor flow** - consider the location of significant activities (e.g. stages, bar, popular features), venue capacity, audience profile, emergency access/egress. How would you deal with issues such as overcrowding?

d. **Is access controlled or restricted** - is it a ticketed event? Will the site be enclosed/fenced? How will access be managed (e.g. tickets/passes)? What are the site rules or terms of entry?

e. **Will any of the roles require SIA accredited personnel?** e.g. if they are carrying out manned guarding activity or bag searches. What is your rationale for the provision of SIA security (or the decision not to provide this)?

f. **Will the security/stewards receive training or briefing** in relation to the event?

g. **Will security/stewards be easily identifiable** i.e. wearing tabards/high visibility jackets?

h. **Is there a clear communications structure in place** - who will the security personnel/stewards report to, how is information fed back to the Hirer, who will co-ordinate an emergency response? Do you have a security control point onsite?

i. You are encouraged to **inform the local police** about your event taking place (Notify Police Events) BUT police presence is not guaranteed (unless you are paying for a specific service), and as such should not be relied on or presented as part of your event security plan.

2. **Security/steward numbers and competencies**;

a. **What types and numbers of security/stewards will you have** – volunteer or paid stewards/marshals, SIA registered security personnel?

b. **Have you considered all stages of the event** - build/open/pull out periods, overnight provision? The site should not be left unattended during the hire period if there is infrastructure onsite.

c. **Have you identified high risk locations** such as bag searches, overnight provision or areas of potential conflict e.g. bars/sale of alcohol, restricted entry points (including any ticketed areas), cash collections, stage areas? Will you be using SIA registered security in these areas?

d. Can you provide copies of security schedules and key locations/control points? Will the security/stewards be at fixed points/areas or roaming etc?

3. **Programme of activities/line-up**: Have you provided a programme for your event including artist details and timings/running order for any stages or activity areas?

4. **Access arrangements**: Clarify any access restrictions, ticketing details, terms of entry, site rules

5. **Do you have a cash handling policy** or carry out cash collections? How do you to minimise risk? Do you carry out charity collections onsite and have you sought the required permissions to do this? See [Charity Collection Licensing](#).

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**F. INFORMATION AND WELFARE**

Event organisers have a primary role to play in ensuring the safety and welfare of those attending the event. The Hirer should ensure that they are readily contactable and that it is clear who and how attendees and the local community should make contact, if they want to report an issue or provide feedback. There should be procedures in place to identify and provide for any vulnerable groups including minors. We will also consider your approach towards inclusivity and accessibility, and how you plan to record and respond to any issues or complaints.
**Checklist**

1. **Information/organiser contact point** - It is in the Hirer’s interest to make themselves readily available and provide clear contact details pre/during/post event. This gives the Hirer the opportunity to be aware of and respond to issues at an early stage, and as such can reduce incidents and complaints.
   a. How do members of the public contact the event organiser with queries/issues?
   b. Do you have an information point, organisers office or production office onsite?
   c. Will the information point or organisers contact point be clearly identifiable onsite, so that attendees know where to go or who to contact?
   d. Will you be writing a local resident’s letter or publicise organiser contact details locally in advance of the event? Will it be a formal letter? Is there a copy in your EMP?

2. **Safe-guarding minors & vulnerable adults policy/statement** - Have you submitted an event-specific policy or statement which considers any children or vulnerable adults who may be attending your event? Are your staff trained to the appropriate level (dependant on their role)?
   a. Do any event activities specifically engage minors under the age of 18? Will minors be attending in the absence of their parents/guardians or be left in the care of event representatives (including lost children which is a consideration for all events)? If so, you will need to provide specific details and procedures surrounding those activities.
   b. Policies/procedures should be in line with current legislation e.g. for child protection; The Children Act 1989/2004, The Child Protection Act 1999/2004, Keeping Children Safe in Education, The London Child Protection Procedures. For further guidance on suitable policies and procedures, the Kingston and Richmond Safeguarding Children Partnership (KRSCP) provide the free, downloadable [KRSP Green Book](#) which outlines legislation, contacts and good practice. They also offer access to free face to face to face and online training [KRSCP Training](#).
   c. Do you have a Designated Safeguarding Lead (DSL) and have you clearly defined their role at the event e.g. overseeing lost persons’ procedures? Have you considered and defined all roles where there may be involvement with minors (e.g. activities, toileting agreements, medical)?
   d. Have all staff/suppliers involved undertaken the appropriate training relevant to their role. See [KRSCP Training](#) ‘Who should do what training’. For example, the DSL at an event should be trained to L3 ‘Child Protection Process Level 3 Training’, all those with a direct involvement with minors should be trained to at least L1. How do you manage and check this?
   e. When recruiting staff/appointing contractors what checks will you carry out: Do you apply a Safer Recruitment process? Do you carry out DBS checks/enhanced DBS checks, if so how often (e.g. DBS certificate checks are recommended on a 3 yearly basis)?
   f. Have you considered how you would report to higher authorities such as Children’s Social Care, Local Authority Designated Officer (LADO) or Police, should it be required?
   g. Have you considered how you communicate with staff/ volunteers/contractors on-site, and how you make them aware of your policy and procedures?

3. **Are you selling alcohol/do you have a bar?** – if so you will be bound by the conditions of your licence but you should demonstrate your management procedures such as age verification policy e.g. challenge 21, staff training, right to refuse and security arrangements. Please also consider any giveaways, free drinks or alcohol as prizes at your event. Will you have free drinking water available for those attending your event?

4. **Drugs, search & eviction policy/statement** – this will only be requested where a requirement has been identified (e.g. through police intelligence) or where there is a known history of drug issues associated with the event or event activities/audience profile.
5. Equal opportunities policy/statement incl. accessibility – Have you supplied a policy or statement which demonstrates your approach and compliance to current legislation? Have you considered access arrangements at the event – is it accessible to all, have you made adequate provision for those who are less mobile?

6. Complaints procedure - It is likely that most events will experience some issues or complaints, so it important that the correct mechanisms are in place to help the Hirer respond effectively. We encourage Hirers to be open about and learn from mistakes in the interest of making improvements. We are looking to understand what your procedures are for recording complaints and how will you deal with/respond to any issue which may arise.

G. ENVIRONMENTAL CONSIDERATIONS
You will need to consider and make commitments to minimise potential disruption to the local community (noise/waste/traffic/visitors/other). Your management procedures and arrangements should be sufficient to demonstrate this e.g. a noise management plan is required for all events where there is amplified music or other significant sound source. Park Events may request that further steps are taken in order to inform local residents or affected parties e.g. via notification signage, local residents letter drops. Additionally, in this section we will review sanitary provision, waste management arrangements, approach towards sustainability and other environmental considerations which may be applicable depending on your event content.

1. Noise Management: Music and amplified sound require special consideration along with other event-associated noise such as the use of generators or crowd noise. A ‘Noise Management Plan’ should be supplied to include details e.g. PA/amplification equipment and layout, noise limits, monitoring locations, music times/durations including sound checks, control mechanisms and monitoring procedures, organisational responsibility, details of community liaison (e.g. a local letter drop), complaints procedures, compliance reporting. Music Noise Limits should reflect those detailed in the Code of Practice for Environmental Noise Control from Concerts 1995 and should adhere to any licencing or planning conditions that have been set. Hirers who require further information should refer to industry guidance such as The Purple Guide, or contact Commercial Environmental Health.

2. Sanitary provision should meet or exceed minimum requirement (see industry guidance such as The Purple Guide).
   a. Where using off-site facilities, the Hirer should offer confirmation/assurances that they have the appropriate permissions in place to use those facilities.
   b. The Hirer should be able to demonstrate that at the provision is sufficient e.g. “The event capacity is 499, male: female 1:1, event duration is 2 hours, there is no bar = four unisex toilets will be provided during the event open period, which exceeds minimum recommended provision. There will be one toilet onsite for the build/break periods.”

3. Waste Management:
   a. The Hirer is responsible for waste management and removal of litter from the site. The council will not be responsible for removing any litter beyond that which is considered usual (on a non-event day) for the site. Hirers must demonstrate that adequate arrangements have been made and the site will be left clear post event (site left as it is on arrival). You should provide an overview of the arrangements in place i.e. will there be litter picking, additional bins etc. and details of your commitments as the Hirer.
b. You may also add detail to support this such as supplier details/competencies (e.g. waste carrier registration certificate), service levels agreed, cleaning schedules and timings for litter/rubbish clearance, supplier management procedures and details of any supplier checks.

c. There may be special considerations e.g. if you are generating waste close to a river you will need to consider the possibility of rubbish being blown by the wind and ensure this scenario is adequately addressed in your plans i.e. provide appropriate time frames for litter removal.

4. **Sustainability:** Hirers should act responsibly; the environmental impact of events should be minimised with demonstrable efforts made to improve event sustainability year on year. We suggest that you read the guidance links provided and talk to your waste collectors and traders in order to gain a good understanding of the type and amount of waste your event generates and the options available to you. Please provide details of your arrangements and approach to include:

a. A sustainably policy or statement which sets out your approach/objectives.

b. Details of current arrangements to minimise environmental impact e.g. use of recyclable products/materials, recycling targets, minimising waste, responsible power/water consumption, vehicle/transportation arrangements (including promoting cycling/public transport), management procedures or restrictions.

c. Details of ‘single use plastics’ (SUP) usage at your event - where is it used, is it restricted, do you know how much is generated by weight? Do you have any current plans to reduce SUP usage, how might this be achieved?

d. A commitment to conserve the flora and fauna of the site(s). Environmental impact assessments may be requested dependant on the nature of the event.

You may find the following useful in addition to conducting your own research:

- Julies Bicycle Resource Hub, in particular: Waste Management at Outdoor Event Guide
- Raw Foundation Plastic Free Events

### H. EMERGENCY PLANNING

In this section the Hirer must demonstrate that they have made arrangements to facilitate a response to minor emergencies (e.g. medical), and that they have procedures and communications structures in place to initiate a first response to more significant emergencies (e.g. how is an incident reported and what are the procedures to be followed before the arrival of specialist services). The checklist below should take you through some of the areas you would need to consider but please be aware that the requirement will vary dependant on your event content. You should also refer to general guidance such as [HSE Planning for incidents and emergencies](#).

**Checklist**

1. **Communication: structure, specific arrangements and emergency contacts** – Please consider how messages are relayed at the event i.e. how do you ensure the right message gets to the right person? Would the protocol be robust in the event of an emergency situation? Consider different scenarios e.g. How would a food trader report an issue with an LPG canister? How would a member of the public know who to tell if there was an aggressive person onsite? A communications structure diagram may help to clarify the reporting structure onsite (you can refer to section B2 if this mirrors your organisational structure). Consider who would be responsible for co-ordinating a response? What is the method of communications (e.g. mobile, radios)? What are the agreed access/egress points? How do you ensure the organising team (e.g. staff/suppliers/traders) are aware of what to do? Have you included emergency contact details for the organising team, key suppliers/traders and concessions as well as details of the closest
hospital with A&E services (open at the time of the event), details for other emergency or specialist services (999 calls and others e.g. PLA for riverside events)?

2. **Medical plan** - The event medical provision (including first aid cover) should be risk-assessed and dependent on the nature of the event/activities taking place. The level of provision should meet or exceed the requirements of *The Health and Safety, First-Aid Regulations 1981* and the HSE strongly recommends that you include the visiting public in your first-aid, medical and ambulance needs assessment. Even very small events will require at least one person trained in Emergency First Aid at Work to be onsite when the site is active (i.e. throughout the hire period from first arrival to last departure, not just the event open period). In this section the Hirer should explain and provide details regarding their onsite medical provision (e.g. staff numbers/qualifications/schedules, onsite facilities), including first aid arrangements.

Where specialist medical providers are appointed as suppliers the Hirer is responsible for managing the supplier and carrying out the required checks on that supplier. As a minimum we would expect the Hirer to demonstrate that they will be requesting and checking any 3rd party event medical plan, risk assessment and proof of insurance. Park Events may ask to see a copy of the Event Medical Plan.

3. **Fire protection plan** – the Hirer should demonstrate that site-wide fire protection has been considered and that adequate provision will be made onsite. Who is responsible for developing and implementing the fire protection plan and do they have adequate training/qualifications to do so? We are seeking assurances that the Hirer will ensure the right level of fire protection equipment is present and in working order onsite at the event e.g. the Hirer may request that traders bring their own firefighting equipment, but who will be checking that the equipment is present and working on the day of the event? Consider high risk areas as a priority e.g. cooking facilities, LPG storage, electrical equipment/generators, enclosed areas (emergency lighting, seating layout and capacities) and anything else specific to your event.

4. **Procedures** – Hirers are required to set out the basic procedures that will be taken should the following scenarios occur onsite e.g. a step-by-step to explain what actions would be taken and by whom. As mentioned in the section introduction, we are looking at the initial response leading up to the arrival of emergency/specialist services (if required). Scenarios a. – c. may all lead to scenario d. (evacuation).

a. **Lost persons procedures** – you are required to submit a lost person procedure to explain the steps that would be followed in the event of a lost person being reported OR found at the event. You may wish to consider a separate procedure or additional steps for more vulnerable groups such as lost children.
   
   i. Have you detailed a comprehensive procedure (step-by-step), including timings of when the steps would be taken? Ensure that both lost and found scenarios are addressed.
   
   ii. Would you make general public announcements regarding lost persons?
   
   *NOTE: personal details relating to the missing person should not be relayed to the general public*
   
   iii. Is there a dedicated team member/supplier available on site to deal with any incidents? Are they competent and would they operate alone (not generally recommended) or with others (see section 5, F2).
   
   iv. Is there a dedicated area to take lost persons to? Would this be out of sight from the general public area?
   
   v. Have you considered re-uniting procedures or how and when to escalate to higher authorities?
vi. Do you have any additional measures in place to aid with re-uniting lost persons e.g. event wristbands for children?

b. **Fire** – Who would you expect to carry out an initial response and what will they do? Have they been adequately trained/briefed? Will there be firefighting equipment available? Will they know where it is? How will they raise the alarm/will they use code words? Who will they contact? Who will call/liaise with the emergency services if required (and who will make that decision)? Is there a designated emergency access point for emergency vehicles? At what point would an evacuation/partial evacuation be carried out and who would make that decision?

c. **Suspect package & terrorism** – Who would you expect to carry out an initial response and what would they do? Have they been adequately trained/briefed? How will they raise the alarm (if using radios are they aware of safe distances for radio use)/will they use code words? Who will they contact? Who will call/liaise with the emergency services if required (and who will make that decision)? Is there a designated emergency access point for emergency vehicles? At what point would an evacuation/partial evacuation be carried out and who would make that decision? Are you aware of the recommended exclusion zones for suspect packages / how would you maintain an exclusion zone if required? 

**Terrorism** – Be aware of the risk levels and basic principles/guidance available: National Counter Terrorism Security Office ‘Crowded Places Guidelines’.

d. **Evacuation** – Who would make the decision to carry out a full or partial evacuation of the site? How would this be communicated to the organising team, suppliers (Inc. traders, artists, contractors) and visiting public? Do you have announcement templates that would be followed? Who else would you inform? Where would people be directed to - do you have established RV points that are a safe distance from the main event site? Do you have alternative RV points to use dependant on the location/scale of the incident? Would you expect the public to go to the RV point or just the organising team and suppliers? How would you make the site secure/stop people returning to the site if required? Who would make a decision about re-opening the site once the incident had passed? If it is a ticketed event how would you manage re-entry?

e. **Public disorder** – Who would you expect to carry out an initial response and what would they do? Have they been adequately trained/briefed? How will they raise the alarm/will they use code words? Who will they contact? Who will call/liaise with the emergency services if required (and who will make that decision)? Is there a designated emergency access point for emergency vehicles? At what point would an evacuation/partial evacuation be carried out and who would make that decision?

f. **Event Cancellation** – Hirers should consider possible causes and what they would do should an event need to be cancelled. The most common scenario here is event cancellation due to extreme weather (cold, wind, excessive heat) but there are many other possible reasons. Particular attention should be paid to any high risk activities or structures e.g. inflatable rides will have specific limits with regard to safe wind speeds. The Hirer will need to consider risks specific to their particular event and set out the timescales and procedures to be followed should an event need to be cancelled – i.e. when would the decision be made, who would be involved in making the final decision, how would this be communicated to the public, how would the event site be made secure?
g. **Major Incident** – Hirers should act responsibly and ensure that local emergency services are aware of their event taking place and establish contacts. Large scale events will need to consider major incident planning to include possible handover of the site to the emergency services and how they would support the emergency services (resources available) in the event of an incident. Hirers should liaise with the council and emergency services regarding what is required specific to their event. Hirers may be required to attend a Safety Advisory Group meeting upon request.

h. **Accident/incident reporting** – Hirers must demonstrate that they have reporting procedures in place to record any accidents and incidents which may occur onsite. Incidents should be reported through the correct channels including informing Park Events and the relevant authorities. The Hirer must also demonstrate an awareness of RIDDOR reporting where required.

### I. RISK ASSESSMENT

Your event risk assessment is your principle tool for identifying risks associated with your event and to ensure you are putting appropriate measures in place to minimise those risks. Your event-specific risk assessment should be updated throughout your event planning and delivery (we would expect you to submit a pre-event version) and should address potential risks at all stages of the event. Consider general risks such as slips/trips/falls, manual handling, supplier management, environmental noise, crowd control etc. Pay particular attention to higher risk areas associated with your event e.g. the erection/dismantling of temporary demountable structures (e.g. marquees, stages, inflatables, rides), vehicle/pedestrian interaction, provision of food (inc. food hygiene risks) and onsite cooking, effect of adverse weather and any specialist activities such as the presence animals or fireworks. [Managing Risks and Risk Assessment at Work](#).

**Checklist**

1. **Risk assessment** - Have you provided a site specific event risk assessment which identifies possible risks associated with your particular event? Does your risk assessment consider all periods of the event (build/open/pull-out and any non-operational periods e.g. closed/night times)? Have you considered who is at risk? Park Events can provide a [Risk Assessment Checklist](#) which includes example areas to consider.

**NOTE:** Remember to think about any risks that are specific to the site and your event e.g. proximity to the river and risk of drowning, tidal impact of the river on the event, event/activities taking place after dark or in low light conditions (this may include the pull out of a day time event), presence of Oak Processionary Moth in affected areas. See risk assessment checklist for example areas to consider.

2. **High risk areas considered** - High Risk areas associated with your event should be identified and addressed in your risk assessment:

   a. **Fire risk assessment** – Required by all events. You will need to demonstrate that you have considered: What fire-fighting equipment will be on site? Who will be checking this? What are the areas of highest risk (LPG storage, cooking onsite, electrical equipment) and what steps have you taken to minimise this risk? How will you monitor any 3rd party (supplier) fire safety provision? Have you informed London Fire Brigade about your event e.g. any outdoor cooking using LPG? Have you adhered to the electrical safety regulations? Have stewards/staff been trained in fire safety and initial response? [Fire safety risk assessment: open-air events and venues](#).
b. **Temporary demountable structures (TDS) and specialist structures** e.g. marquees, gazebos, stages, inflatables, funfairs, rides, fencing, machinery and plant. You will need to define if it is your own equipment or brought in by a supplier. Dependant on the scale/type of infrastructure, you may be asked to supply further documentation such as design specifications, structural drawings/calculations, operating limits/weight loadings (and evidence of monitoring procedures), evidence of checks carried out by a chartered structural engineer, fire retardancy/flame resistance, planning consents. Funfair rides and inflatables are common examples of specialist equipment at events. See Funfairs & Circus AND Inflatables sections in A-Z below.

i. **Suppliers** - How do you ensure it is safe/what checks will you carry out in advance (competencies/paperwork) and onsite? You may refer to your Supplier Management Plan, Section 5C. **Example** - If a supplier is providing a specialist piece of equipment, your own (Hirer’s) risk assessment should identify the risk and describe the measures you have in place to manage the supplier (who would then be directly responsible for the erection/operation/dismantling of that equipment). Measures in place might include that you will be checking the supplier competencies and documentation (RAMS, insurance, equipment certification and any other relevant documents such as operating procedures) and will be managing and monitoring the supplier onsite at the event.

ii. **Hirer’s own** - You will need to supply more detailed information for Hirer’s own equipment/infrastructure (or where it is being erected/dismantled/operated by the Hirer) e.g. for a funfair ride you will need to consider risks associated with erecting/dismantling and operating. You may be asked to supply detailed RAMS, copies of specific insurances, operating manuals and equipment certification. Even if the infrastructure you are providing is relatively minimal e.g. gazebos, you will need to consider the associated risks e.g. what will you do in the event high winds, how will you ensure they are adequately weighted/secured? How will you ensure they are erected correctly e.g. will you have a site manager checking onsite?

c. **Power/Electrics** – You will need to demonstrate that you have considered site-wide power supply, to include anything provided by other suppliers (e.g. trader’s own, or funfair’s own). See Electrical Installation section in A-Z below.

d. **Traders and Concessions** – consider the associated risks such as LPG & onsite cooking including barbecues, food hygiene and bar management. What pre-event checks are in place e.g. food hygiene certification, risk assessments, public liability insurance, gas testing certification (Gas Safe Registered)? What safety checks/monitoring will be taking place onsite at the event? Are you aware of and adhering to relevant legislation e.g. Food and Safety (General Food Hygiene) Regulations 1995 and the Food Safety (Temperature Control) Regulations 1995, the Food Standards Act 1999? Will your bar operate a challenge 21 procedure?

e. **Vehicles** – Risks associated with vehicles, particularly vehicle/pedestrian interactions should be considered. You may also refer to your vehicle management plan, but this should also be suitably addressed through risk assessment.

f. **Specialist content/activities** e.g. animals, fireworks, special effects, pyrotechnics or any other specialist activities which may present a higher that usual risk (horse riding, zorbing etc.). Specialist information will be required including copies of supplier documentation supplied to Park Events in most cases. See specific sections on A-Z below e.g. for animals or fireworks.
J. PROOF OF INSURANCE

You must ensure that your event is adequately insured and must supply proof of Insurance i.e. up-to-date public liability insurance certificates in the amounts specified in the Terms and Conditions. Use caution when using web-based sites to arrange your insurance and make sure you tell the insurer everything about your event content, infrastructure and activities. Remember to check the policy exclusions and ensure that all aspects of your event are adequately insured. Check the dates of cover and ensure that the build and break periods are included, not just the event open dates.

Checklist
1. Public liability documentation: Level of cover must meet requirement as defined in the T&C of hire. Consider increased cover for high risk activities.

2. Paperwork details the specific event/site/dates: for event-specific policies, the paperwork should specify the event name, location and dates of cover including build/break days.

3. Policy exclusions checked - Remember to check the policy exclusions and ensure that all aspects of your event are adequately covered by your policy. You may be asked to provide copies of supplier insurance policies to cover any exclusions or for high risk activities e.g. Funfairs/rides, Inflatables, Specialist structures, Fireworks

NOTE: It is the Hirer’s responsibility to request and check all supplier insurance documentation

K. OTHER

1. Offsite arrangements: The hirer may be asked to supply additional details relating to any offsite (i.e. outside the hired site) arrangements relating to the event. This could include consents/arrangements made with other land owners/managers such as Network Management where applicable e.g.
   a. Transport management (see A-Z below)
   b. Visitor management
   c. Signage plan (see A-Z below)

2. SAG attendance or document submission: Hirers may be invited to attend or submit documentation to the boroughs Safety Advisory Group (SAG) e.g. for large scale/high risk events

3. Other consents/considerations: Other consents/permissions may be required dependant on the nature/content of the event e.g. PLA for river based events, CAA for fireworks etc.

L. SERVICE REQUESTS

Additional charges will apply where the hirer requests services in addition to the standard land hire. It is important that any requests are detailed in section L of the application form including detailed maps/photos and dates, so that we can provide a quote for the requested works. Works will not be confirmed/agreed until the hirer has specifically agreed to the quote provided.

NOTE: Not all grass/foliage/tree cutting request will be possible as will need to be authorised by our ecology and arboriculture teams, so please make your requests early at the time of application.

Checklist
1. Tree pruning – specific request required.
2. **Grass/foliage cuts** – the Parks Team carry out regular cuts of amenity grass (approx. 2 weekly) and a 1m strip adjacent to the towpath, river side (approx. monthly). The dates of these cuts can only be changed, or additional cuts organised, if a specific request is made: this will be charged at the organisers expense (so please only make a request on the understanding that a quote will be provided).

3. **Utilities (water/power request)** - specific request required.

4. **Site access (keys)** – Collection is usually from the Civic Centre in Twickenham a few days prior to the event date and keys must be returned within a few days of the offsite date. You will need to email Park events to arrange key collection/drop off and late or missing keys will be charged as per the agreed Fees and Charges.

5. **Officer onsite** – In some circumstances where there are ongoing or significant issues relating to an event there may be an additional charge for a Park events officer to be onsite. This will be through prior agreement with the event organiser only.

### A-Z: OTHER AREAS TO CONSIDER

**ANIMALS:** Risks associated with the presence of animals at events must be thoroughly addressed. Even a small dog show will present additional risks to other animals and/or event attendees. For example, have you considered the procedures in place if someone or another dog was bitten? Do you have a vet present / do you know where your local vet is and if it will be open at the time of the event? Are they aware the event is taking place? Who is responsible for the animals onsite? How will you deal with dog faeces or associated issues? How will you deal with aggressive/troublesome dogs?

Where animals are brought to site, full details must be provided including copies of any supplier documentation. You must supply an Animal Welfare Policy, a specific risk assessment, proof of insurance and other documentation as applicable (such as movement orders and licences e.g. you must provide documentation to verify that any horses will come from licensed stables). Your plans should clearly explain the purpose of bringing the animals to site i.e. for entertainment, display, dog show (animals should not be given as prizes). You should also explain where the animals have come from i.e. supplier's details, are they domesticated or working animals, what is their country of origin. Permission will not be given for wild animals. For further information: [City of London, Animal Health](#).

**ELECTRICAL INSTALLATIONS**

You should supply the specifications of site-wide electrical installations, to include any installations made by your suppliers (e.g. traders, bar, funfair). You will need to provide adequate assurances relating to electrical supply and safety onsite at your event.

**NOTE:** Your event insurance may be invalidated if the correct procedures are not followed.

- Electrical systems must comply with current British Standards to include [BS7909](#) and [BS7671](#) and the law ([Electricity at Work Regulations 1989](#) ‘EaWR’, [Provision and Use of Work Equipment Regulations 1998](#) ‘PUWER’).
- The Hirer is required to ensure that a named electrically competent person (or Senior Responsible Person ‘SRP’) oversees and accepts responsibility for any electrical systems on site at the event.
• The Hirer must ensure that a 'Completion Certificate' and schedule of test results, as required by BS7909, are provided by the SRP (and passed onto the council representative) upon completion of the installation and prior to the event opening.
• The Hirer is required to take reasonable precaution to protect those present from the risk of electric shock or fire. This should include fencing off (or otherwise containing) any equipment that may present a risk, use of suitable warning signage, cables should be protected (no trailing cable) and flown at the appropriate height. Hirers need to ensure that generators/equipment are in good working order and that checks are in place to ensure they are being used correctly and are earthed.
• Depending on the scale/nature of the installation an electrical RAMS may be required.

FIREWORKS
Where the Hirer proposes Fireworks, full plans must be supplied to Park Events including copies of any supplier documentation. This should include specific safety documentation relating to public firework display such as;
• **Training/qualifications and competence of supplier:** you will need to demonstrate compliance with [The Pyrotechnic Articles (Safety) regulations 2010](https://www.gov.uk/government/publications/pyrotechnic-articles-safety-regulations-2010) with regards to having ‘specialist knowledge’. Special considerations for category 4 fireworks as applicable. Details of specific qualifications e.g. city and guilds firers qualification, staff training records and association memberships e.g. [British Pyrotechnics Association](https://www.britishpyrotechnics.org/).
• **Risk assessments** to cover all elements of the show, these should be site/event specific
• **Specific information on intended firework types:** calibres, fallout patterns and exclusion zones (consider any neighbouring residences, listed buildings etc.)
• **Information about noise levels** and how potential disturbance to the local community will be minimised and communicated (consider vulnerable groups, animals etc.)
• **Proof of insurance documentation**
• **Health & Safety Policy**
• **Adverse weather and cancellation plans**
• **Emergency Arrangements**
• **Relevant permissions and consents:** affected land owners, CAA, PLA or others as required

FUNFAIRS & CIRCUSES
Where the Hirer is a Funfair or Circus operator additional information will be required. Where the Hirer intends to bring such activities to the site i.e. via a specialist supplier, they shall be responsible for carrying out all checks on the supplier (funfair/circus operator), in respect of the activity taking place at their event; copies of supplier documentation may also be required by Park Events. See sections 5C and 5I above.
• Fairground rides must fully comply with [Fairgrounds and amusement parks: Guidance on safe practice HSG175](https://www.gov.uk/government/publications/fairgrounds-and-amusement-parks-guidance-on-safe-practice-hsg175), and must be operated in accordance with this.
• **The declaration of operational compliance** must be accessible to operators and should include the safe practice of ride use and emergency procedures for the ride.
• Where applicable, the Hirer must adhere to the [Amusement Device Inspection Procedures Scheme (ADIPS)](https://www.gov.uk/government/publications/amusement-device-inspection-procedures-scheme-adips) and supply up-to-date certificates for all rides
• Fairground rides are subject to PUWER, and some to LOLER and The Pressure Systems Regulations 2000, where applicable the relevant documentation must be provided.
• **Insurance** - Supply proof of public liability insurance of TEN million pounds.
• Please provide detailed **emergency procedures** which address arrangements for both employees and the public, to include; fire and explosion, major failure of an attraction, severe weather, overcrowding or crowd distribution and evacuation procedure

• Please provide detailed **risk assessments** which address risks and safety measures in place for both employees and public to include information on access, transport and fire

• Please provide **proof of relevant association membership**;
  - Funfairs; The Showman’s Guild and to demonstrate compliance with CEN Standards in relation to Fairground Equipment (European Standards Committee).
  - Circuses; ACP (Association of Circus Providers).

**INFLATABLES**

All inflatables must be supplied and operated in accordance with **BS EN 14960**. A valid certificate of compliance issued by **PIPA** must be provided. The equipment must be erected and operated in accordance with the operator’s manual including anchor points and wind speed readings. You should also supply details of supervision and monitoring that will take place onsite. The following guidance may be helpful **Bouncy castles and other play inflatables: safety advice**

**NOTE:** If the hirer engages a specialist supplier to provide inflatables at the event, it is the hirers responsibility to carry out all relevant checks (as above). Copies of documentation should be provided to Park Events for reference.

**LICENCES**

Where **licensable activities** are planned the Hirer must apply directly to **Licensing LBRuT** e.g. for Premises Licenses, Temporary Event Notices, Street Trading or Occasional Sales Licenses.

A **Temporary Event Notice** may be required for events with an attendance up to 499, where licensable activities are taking place; larger events may require a **Premises Licence**.

The following activities may be licensable (sometimes this will depend on factors such as proposed timings and expected attendance): the sale or supply of alcohol, the provision of late night refreshment, the provision of regulated entertainment (i.e. performance of a play, an exhibition of a film, an indoor sporting event, boxing or wrestling entertainment, a performance of live music, playing of recorded music, a performance of dance, entertainment of an adult nature), or where commercial sales or trading is taking place.

**NOTE:**

- Remember to mark the location of any licensable activities clearly on your site plan – for example, we would suggest that you use a red outline to denote the location of any bar/stalls that will be selling alcohol. This is a requirement of both your Park Hire and Licence application.
- **A temporary event notice is only required when the licensable activity is taking place**, which is often on the event open day. Please make sure you clarify your requirement and don’t just apply for a blanket licence to cover the event as a precautionary measure, or for extended periods (build/open/break) if not required.
- Remember there are **time limits** on applying for many licences

**PERMISSIONS**

Where the proposed event requires the consent of land owners other than LBRuT Parks and Open Spaces, the Hirer will be responsible for gaining the required consents and should hold proof of any permissions granted, to be made available to Park Events upon request.

• If the event impacts on the **highways** (road/pavement), the permission of **Network Management LBRuT** will be required.
- If the event impacts on surrounding private land or land managed by the PLA, National Trust, English Heritage etc.
- The hirer should inform the local police about the event.

**SIGNAGE**

- **Onsite**: The Hirer is required to gain consent for onsite signage and as such, must submit a ‘Signage Plan’ (to include but not limited to locations, dates, dimensions, attachment method and visuals). Where consent is granted, the signage may be displayed at the Site for up to 7 days before the Event, and must be removed no later than 1 day after the end of the Hire Period (see hire T&C).
- **Offsite**: The Hirer must gain consent from the given landowner for any signage outside of the Hired Site (including other Parks and Open Spaces managed land). This includes private property OR other council departments. Network Management LBRuT consent is required (or TfL for red routes) for signage proposed on highways owned/managed property/land e.g. roads, pavements, verges, lamp columns, traffic light signal posts, safety railings, directional sign posts. A signage plan should be submitted. The Hirer must obtain all consents necessary including planning consent before displaying signage or advertisements and shall adhere to The Town and Country Planning (Control of Advertisements) Regulations 2007.

**TRANSPORT MANGEMENT (OFFSITE)**

Permission for any off-site arrangements (i.e. outside the hired park/open space) must be sought from the respective land owner/manager. This may include any activities which utilise or impact on the Highways and Transport network (roads or pedestrian areas). The Hirer should contact Network Management LBRuT directly and provide details as applicable e.g.
- Road closures and traffic order requests
- Parking suspensions
- Pedestrian crossings
- Traffic marshalling provision/competencies
- Route risk assessments e.g. running/cycling events
- Signage plan
- If your event impacts on a red route, permission from TfL may also be required
- Check for Planned roadworks and street works and Public Traffic Notices

**WATER SUPPLY**

Hirers may be asked to include details regarding the provision of water at the event and provide assurances relating to the supply and safety of water provision such as; clarification of water source/supplier, water quality fit for purpose, details of any water quality testing and monitoring carried out.
**USEFUL GUIDANCE & INFORMATION**

**GENERAL**
- LBRuT Park Events [https://www.richmond.gov.uk/home/services/parks_and_open_spaces/organise_park_event/holding_an_event_in_a_park](https://www.richmond.gov.uk/home/services/parks_and_open_spaces/organise_park_event/holding_an_event_in_a_park)
- The Purple Guide [http://www.thepurpleguide.co.uk](http://www.thepurpleguide.co.uk)
- Port of London Authority Tide Tables [http://www.pla.co.uk/Safety/Tide-Tables](http://www.pla.co.uk/Safety/Tide-Tables)

**A. SITE PLAN / ROUTE MAP**
- LBRuT Find a Park [https://www.richmond.gov.uk/services/parks_and_open_spaces/find_a_park](https://www.richmond.gov.uk/services/parks_and_open_spaces/find_a_park)

**B. HEALTH AND SAFETY**

**C. SUPPLIER MANAGEMENT**

**D. VEHICLE MANAGEMENT (ONSITE)**

**E. SECURITY AND CROWD MANAGEMENT**
- The Security Industry Authority (SIA) [https://www.sia.homeoffice.gov.uk/Pages/home.aspx](https://www.sia.homeoffice.gov.uk/Pages/home.aspx)
- The SIA approved Contractor Scheme [SIA Approved Contractor Scheme](https://www.sia.homeoffice.gov.uk/)
- Notify Metropolitan Police Events [Notify Police Events](https://www.met.police.uk/advice/advice-and-information/cc/charity-collection-licensing/)

**F. INFORMATION AND WELFARE**
- Training [https://kingstonandrichmondsafeguardingchildrenpartnership.org.uk/training.php](https://kingstonandrichmondsafeguardingchildrenpartnership.org.uk/training.php)
- Commercial Environmental Health [https://www.richmond.gov.uk/environmental_health](https://www.richmond.gov.uk/environmental_health)
- Sustainability; You may find the following useful in addition to conducting your own research

**H. EMERGENCY PLANNING**
- National Counter Terrorism Security Office ‘Crowded Places Guidelines’
- RIDDOR Reporting http://www.hse.gov.uk/riddor/index.htm

I. RISK ASSESSMENT

- Risk Assessment Checklist (supporting documents section)
  https://www.richmond.gov.uk/home/services/parks_and_open_spaces/organise_park_event/holding_an_event_in_a_park
- Fire safety risk assessment: open-air events and venues

A-Z: OTHER AREAS TO CONSIDER

ANIMALS

ELECTRICAL INSTALLATIONS
- British Standards to include BS7909 and BS7671
- Electricity at Work Regulations 1989 http://www.hse.gov.uk/pubns/books/hsr25.htm

FIREWORKS
- British Pyrotechnics Association http://www.pyro2.org.uk/

FUNFAIRS & CIRCUSES
- Fairgrounds and amusement parks: Guidance on safe practice http://www.hse.gov.uk/pubns/books/hsg175.htm
- Amusement Device Inspection Procedures Scheme (ADIPS) https://adips.co.uk/

INFLATABLES
- PIPA https://www.pipa.org.uk/

LICENCES
- Licensing LBRuT https://www.richmond.gov.uk/services/business/services_for_business/business_and_street_trading_licences

TRANSPORT MANAGEMENT (OFFSITE)
- Network Management LBRuT https://www.richmond.gov.uk/services/roads_and_transport
- Planned roadworks and street works https://www.richmond.gov.uk/road_works