

Planning an event in your high street or village centre

Guidance to help small or large events to take place successfully and safely

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Temporary Event Notices (TENs)

Apply for a TEN if you want to carry out a 'licensable activity' on unlicensed premises. Licensable activities includes selling alcohol, providing entertainment (music, dancing etc), and serving hot food or drink after 11pm. Also used if the licence doesn't cover the activity or proposed timing of the event

- Used for smaller one off or occasional events
- Only Police or Environmental Protection (EP) can object to a TEN on the grounds of crime and disorder (Police) or noise (EP)
- Cost: £21 per TEN
- Information and online applications are provided at <https://newforest.gov.uk/article/1611/Temporary-Event-Notices>

TENs (2)

The Event must

- Run for a maximum of 168 hours (7 days)
- Have fewer than 500 people at all times (including staff running the event)
- Need to submit them in good time ideally 3 weeks before the event. If a TEN is out of the time, the activity cannot be permitted. This is a legal requirement
- Maximum is currently 15 applications for a total of 21 days
- For 2022 and 2023 maximum of 21 TEN applications per premises for a total of 26 days

TENs (3)

- The organiser should prepare a health and safety risk assessment for the event to consider who might be harmed and how (e.g. crowds, electricity, inclement weather, traffic, Covid etc) and how the risks from them will be controlled. This does not need to be submitted with the TEN
- <https://hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm>
- Further information email: licensing@nfdc.gov.uk

Safety Advisory Group (SAG)

Forum for discussing and advising on public safety at larger events (over 500 attendees), or events with significant public safety risk, such as:

- Concerts
- County shows
- Cycle events/marathons/triathlons
- Firework displays
- Larger food festivals
- Carnivals
- Remembrance Day parades

SAG (2)

SAG enables documents, queries, information, event plans, risk assessments etc to be easily disseminated to agencies, and for organisers to be contacted if there are queries about the event

In the New Forest District, the SAG is chaired by NFDC

Members include-

- Police, ambulance service, fire and rescue
- NFDC Environmental Health (health and safety and environmental protection)
- Hampshire County Council departments (Highways, Public Health, Emergency planning, Trading Standards)
- Forestry England
- National Park Authority

SAG (3)

- Partner agencies may assist an organiser to plan and manage their event, by offering advice and guidance, whilst encouraging cooperation,
- SAG does not approve or prohibit events
- The organiser is responsible for ensuring public safety
- Extends beyond health and safety and includes wider issues – impacts on transport, emergency civil contingency
- Individual bodies will take their own action on rare occasions where there is disagreement between the SAG and event organiser.

SAG (4)

- An Event Management Plan should normally be prepared – explaining the activities surrounding an event - when, where, scale, duration, type and size of audience, time or day (and year), and how the event will be held, consideration of security, traffic, safety, personnel, fire etc.
- A risk assessment for the event will be required
- Further information including notifying SAG of an event is on our website at <https://newforest.gov.uk/article/1378/Public-events-safety-advice>
 - Documents can be added during notification
- Further information is available at <https://hse.gov.uk/event-safety/>
- Email: events@nfdc.gov.uk

Road Closures

- Road closures can be requested to allow special events to take place – e.g. community event, street party or parade
- Consult transport and taxi operators, traders, local homes etc. first
- If the event involves street trading, there is a fee of £160 but some other events are free of charge
- Apply 2 months before the event.
- If the event also includes licensable activities – e.g. sale of alcohol or amplified music you may also need to apply for a TEN.
- Further information: www.newforest.gov.uk/article/1044/road-closure-orders or email: traffic@nfdc.gov.uk