Event Planning Application Pack

Version 2.0

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Event Organiser Responsibilities

As an Event Organiser, you are responsible for:

- Informing Solihull Metropolitan Borough Council (SMBC) of your event.
- Obtaining permission from the relevant landowner before proceeding with your event.
- Submitting all required event documentation to SMBC within the agreed timescales to allow sufficient time for review by the Safety Advisory Group (SAG), where applicable.
- Submitting any road closure applications in accordance with the required notice period of 12 weeks to SMBC Highways.
- Ensuring, so far as is reasonably practicable, the overall safety of your event.
- Putting appropriate health and safety arrangements in place to identify and control risks.
- Ensuring that staff, volunteers, contractors and suppliers are competent and suitably trained to carry out their roles safely.
- Obtaining and reviewing insurance documents, risk assessments and method statements from contractors, exhibitors, entertainers, caterers and other third parties involved in the event. These documents may also be requested by SMBC.
- Safeguarding the health, safety and welfare of employees, volunteers, contractors, participants and members of the public attending the event.
- Ensuring that any licenses, permits or permissions required for regulated activities are obtained before the event takes place, including notifying the Performing Rights Society (PRS) and obtaining any necessary licenses where live or recorded music is being played.

Privacy Notice

The personal information you provide is required for the administration and assessment of your event. Solihull Metropolitan Borough Council is committed to protecting your privacy and handling your personal information in accordance with UK data protection legislation.

Information supplied as part of your event application will be used solely for the purposes of processing, assessing and managing your event, and for meeting the Council's legal and regulatory obligations. Your information will not be sold or made commercially available to third parties. It may be shared where necessary with partner organisations, emergency services, regulatory bodies or where required by law.

What Happens to my event information?

Your event plan and supporting documentation will be circulated to members of the Solihull Safety Advisory Group (SAG)

The SAG includes representatives from Solihull Metropolitan Borough Council, West Midlands Police, West Midlands Fire Service, and West Midlands Ambulance Service as appropriate to the nature and scale of the event.

Information submitted will only be shared with those involved in assessing, advising on or supporting the safe delivery of your event, unless your consent is obtained for any other purpose or disclosure is required by law.

Disclaimer

This pack is provided as guidance only and may not include all information required for your specific event. Event organisers are responsible for ensuring that all relevant information, plans, permissions and documentation are submitted as necessary.

Solihull Metropolitan Borough Council accepts no liability for omissions, inaccuracies or any failure by the organiser to provide information required for the safe and lawful delivery of an event.

Introduction

The aim of this pack is to assist you with;

- Facilitating the running of a safe and enjoyable event
- To consider and plan for problems that may happen
- To define trigger points at which emergency management may be implemented
- To be a point of reference for all staff and the emergency services
- To be a record of responsibilities, briefings and incidents

Any events on Solihull Council land (such as parks, highways, town centre, car parks) requires our permission and event organisers are required to provide supporting information.

Examples of events include:

- a festival
- charitable fundraising
- a market
- promotional activity

Timescales

If you require permission to use council land for your event you will need to provide a minimum of 12 weeks' notice for applications to be processed and permissions to be issued in time for the event. If this is not met, it may impact on your event being able to go ahead.

Documentation Required

In the first instance, we require a notification of intended event application form to register your interest in holding an event. Once we have received this and agreed in principle, we will then ask you for the following;

• Event manual
• A risk assessment including a fire risk assessment
• A copy of your public liability insurance policy - the minimum level of cover is £5 million, or £10 million for larger events.

Large scale events in Solihull

If you are not planning to hold your event on council land you do not need to apply for permission, but we want to know about events which 500 or more people are expected to attend. This helps to provide an overview of what is taking place in Solihull at any time.

Safety Advisory Group

Solihull Council coordinates the Safety Advisory Group, which meets regularly to consider large scale events or events that are likely to have a significant local impact. The Safety Advisory Group is made up of representatives from Solihull Council, the emergency services plus other parties as appropriate. You will be advised if your event is referred to the Safety Advisory Group.

Filming at Council Locations

If you intend to film on Council land please note you do require permission before filming. Permission to film is required for the following locations:

Council parks
Open spaces
Town centres
Within Council buildings

This includes filming with drones, regardless of their size.

All applications should be made online to Production Central WM https://productioncentralwm.com/ who process applications on behalf of Solihull Council. Please visit their website for more information regarding the application process.

Refreshments in our parks

Solihull Council have contracted refreshment concession operators for most of our parks in the borough. These concession operators are notified of all events that are booked to take place and have the right to trade in the park during all events. For more information on this, please email events@solihull.gov.uk

Temporary Event Notice

Temporary Events Notices (or TEN's), are a way to provide a licence for a small, one-off event where licensable activities are not normally allowed.

There are strict limits concerning TENs which must be adhered to:

- The applicant must be an individual over 18 years of age, applications cannot be accepted from companies or organisations
- The number of people must not exceed 499 at any one time (this includes organisers, stewards, performers etc as well as audience and spectators)
- Each event covered by a TEN may last for up to 168 hours (7 days)

To apply for a TEN please visit https://www.gov.uk/apply-for-a-licence/temporary-event-notice/solihull/apply-1

Applications must be submitted no later than 10 working days prior to the event taking place, (Not including the day of submission or the date of the event).

Premises License

If you plan to provide late-night refreshments and regulated entertainment, and sell alcohol, you need a premises licence.

Please visit; https://www.gov.uk/apply-for-a-licence/premises-licence/solihull/apply-1

Road Closures

Groups or organisations who wish to hold an event on the highway can request that a road is closed. Please visit; https://www.solihull.gov.uk/business/temporary-road-closure#1 The minimum notice required is 12 weeks.

Street Trading

If you wish to sell anything at your event, including food traders, you will need a street trading license. Please visit;
https://www.solihull.gov.uk/Business/Street-trading

Waste

The provision for the removal of litter is the responsibility of the Event Organiser. For more guidance visit; https://www.solihull.gov.uk/Environment-and-animals/Commercialrubbish

Charity Collections

If you are fundraising and collecting for a charity at your event you will need to apply for a license. This is free of charge.

https://www.gov.uk/apply-for-a-licence/street-collection-licence/solihull/apply-1

Health and Safety

There are lots of resources available to support you in ensuring that your event runs safely;

Solihull Council
https://www.solihull.gov.uk/about-solihull/organising-events-solihull

Purple Guide

The Purple Guide is designed to provide guidance for event organisers, suppliers, local authorities and others involved in the outdoor events industry.
https://www.thepurpleguide.co.uk/

Health and Safety Executive

The Health and Safety Executive website is designed to help organisers run events safely.
https://www.hse.gov.uk/event-safety/

PIPA

PIPA is an inspection scheme set up by the inflatable play industry to ensure that inflatable play equipment conforms to recognised safety standards. PIPA is short for the ‘Professional Inflatable Play Association’. https://www.pipa.org.uk/

ADIPS

ADIPS ensure that each and every fairground and amusement park ride or device is certified as safe for use. https://adips.co.uk/

Protect UK

Protect UK provides free advice, guidance and learning to help businesses and communities understand protective security and improve their response to the risk of terrorism.

https://www.protectuk.police.uk/

Martyn's Law

Martyn's Law will improve protective security and organisational preparedness across the UK by mandating, for the first time, those responsible for certain premises and events to consider the terrorist risk and how they would respond to an attack**. This will come into effect Spring 2027.**
https://www.protectuk.police.uk/martyns-law/martyns-law-overview-and-what-you-need-know

Advertising your event

If you would like to advertise your event for free on Visit Solihull, please visit;
https://visitsolihull.co.uk/submit-events/

Mayor of Solihull

If you would like the Mayor to attend your event, please visit;
https://www.solihull.gov.uk/councillors-and-democracy/invitationsforthemayor

Fees & Charges

Please visit the link below to see our current fees and charges for hiring event space.

https://www.solihull.gov.uk/about-solihull/organising-events-solihull

Events Team at Solihull Council

The events team can be contacted at events@solihull.gov.uk or on 0121 704 6547.

Our webpage can be found here;
https://www.solihull.gov.uk/About-Solihull/organising-events-in-Solihull

Event Manual Template

This template has been designed to help you consider everything needed to organise a safe event and to produce an event manual.

Event Plan

Event Organiser Name	
Organisation	
Contact Telephone Number	
Email Address	
Name of Event	
Location of Event	
Date of Event	

Event Overview

Please provide an overall description of the event and what it will involve.

Type of event (e.g. fete, dog show, festival etc.)	
Anticipated numbers of visitors/customers on site at any one time:	
Anticipated numbers of visitors/customers in total attending the event	
Estimated total number of staff, volunteers performers, traders etc.	
Target audience e.g. families, children, adults	

Permissions Required

Permissions Required	Yes	No	N/A
Formal permission from the land owner	☐	☐	☐
Road Closure/Temporary Traffic Order Application	☐	☐	☐
Premises Licence (Licensing Act 2003)	☐	☐	☐
Temporary Event Notice (TEN) – up to 499 people only	☐	☐	☐
Any other licensing requirements consents and licences	☐	☐	☐
Planning permission?	☐	☐	☐

Event Itinerary

Please include a timetable of activity/running order, key timings for set up, start time of the event, key timings during the event itself and de rig including when the site will be vacated.

Time	Activity

Roles and responsibilities

Please give details of key people, name, contact details and responsibilities and the overall event manager on the day.

Role	Name	Responsibilities

Traders

List the details of all stallholders attending your event.

Name of Organisation	Concession Type

Contractor Management

List the details of any contractors that will be involved with your event.

Company	What are they providing/doing

Catering

Some parks have tenders for food and drink concessions, and these will be able to trade as normal during the event. It is recommended that these vendors are invited to attend any events taking place on sites for which they have a license to trade. (Details can be obtained from SMBC events team.)

List the details of any catering/food stall that will be attending your event. Please provide the following information. We can provide a due diligence checklist for food concessions.

Name of Business	Address	Name of Local Authority Registered with	Food Hygiene Rating

Sale of Alcohol

If you are selling alcohol at your event, you will need to contact SMBC Licensing to arrange a premises license or a temporary events notice. Please explain how you will manage the sale of alcohol withing the license requirements.

Event Site Infrastructure

Please give an overview of where all the elements of the event are to be located. This would need to take into account any public walkways; proximity to emergency access routes; suitability of ground conditions, etc. Please include a detailed site plan with your application.

Admissions Policy & Audience Profile

Please advise on how you will admit people, charges, and expected profile of who will be attending.

Capacity/ Expected attendance/Crowd Management

Please give details of the event capacity and expected attendance. Consider the size of the event area, infrastructure on site and the maximum number of people to be catered for. How will you manage the crowd at your event. Is your event ticketed? If so, what are the arrangements for this. How will you manage access and egress of the crowd,

Lost Children/Vulnerable Adults

Please give details on how any instances of lost children / vulnerable adults will be reported and dealt with on site. What is the procedure/process? Who is charge of this?

Accessibility

Please give details on how you have made your event accessible and provide details

below. i.e are there accessible toilets, ramp access, accessible parking.

Advertising/Engagement with local residents

How do you plan to advertise your event. i.e social media, marketing.
Will the media be in attendance at your event?
What engagement will you be doing with local residents to advise them that the event is happening and any disruptions/restrictions they may experience?

Car parking

Please give details of your parking arrangements for traders/contractors and communications to people attending the event, including arrangements to get vehicles off the site in case of wet weather etc.

T**raffic management plan**

Please give details of your traffic management plan including road closures and communications to people attending the event. Include maps of the route covered by the road.

Toilet Facilities

Please provide details of sanitary arrangements including number, ratio of male to female, disabled and maintenance of toilet facilities. (There is guidance on how to work out the correct levels of both in The Purple Guide based on your anticipated numbers attending your event)

Waste

Please give details of your waste management plan, including arrangements made for disposing of general waste, wastewater, litter picking.

Any commercial/trade waste must be removed by a registered waste contractor. SMBC are not responsible for arranging waste disposal at your event.

Water, Electricity, Gas supply and Generators

Please outline if you plan to use any of the above or other flammable substances at your event. Please advise where these will be sourced from and the processes in place to manage these.

Noise Management

Please provide details of how you will minimise noise disruption at your event, especially if you are having live or amplified music.

Local Environment

Please give details other environmental considerations you have considered.

First Aid/Medical Provision

Please provide details of medical providers and the level of medical provision/medical plan of what will be available at the event. (There is guidance on how to work out the correct level and what tier your event will fall under in The Purple Guide based on your anticipated numbers attending your event)

Entertainment

Please advise details of any entertainment that you will have at your event. i.e live music, amplified music. If you have live music, you may require a Temporary Events Notice or Premises Notice. It is your responsibility to inform the Performing Rights Society if you have live music at your event.

Attractions

Please advise details of any attractions you will have at your event. i.e Fireworks, funfair rides, inflatables.

For any attractions you will need to see a copy of the providers' public liability insurance, risk assessment and method statement.

For funfair rides we will need to see the name of each ride and their ADIPS certificate (Amusement Device Inspection Scheme)

For inflatables we need to see their PIPA certificate.

Animals & Welfare

If animals are involved in the event outline provisions for their welfare and public safety etc. Keep a detailed list of all animals being brought onto the event site, including copies of all relevant licenses and registration documents for each animal.

Charities

Please give details of any charities that will be in attendance at your event and if they will be collecting money.

Temporary Structures

Please advise of any temporary structures that you will have at your event e.g marquee, staging, gazebos.
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Working at Height

Please document actions taken to ensure that those working at height do so safely.
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Weather

Document arrangements for dealing with different weather conditions that could affect the event.

Cancellation Policy

Please give details of what circumstances would lead to the event being cancelled and any actions to be taken to communicate this.

Stopping the Event

Please give details and consideration of any circumstances which could lead to the event having to be stopped and how that would be implemented / communicated on the day to attendees.

Fencing/Barriers

Please outline if you are planning to use any fencing or barriers at your event including their type and where they will be located.

Stewarding **Plan**

Provide details of the stewarding that you have arranged for your event including numbers, where will be positioned and how they will be identified. Will you be using any Security Industry Authority (SIA) qualified staff? What training and briefing will stewards have?

Security Plan

Provide details of the risks identified (e.g. crowd control, crime etc.) and the actions taken to minimise these.

Fire Safety

Please outline any fire risks on site and provide a risk assessment of how these risks will be minimised. Please detail here. Document what actions should be taken if a fire breaks out and the equipment available on site.

Emergency Evacuation Plan Emergency Procedures

In the event of an incident involving a fire, accident, terrorist incident, or crowd disturbance could necessitate the evacuation of part or all the event site. Please give details of your plan and evacuation points.

Please submit the following documents along with your event plan;

Please include the following documents with your pack;

- **Public liability insurance certificate**
- **Risk Assessments - an event specific risk assessment and a fire risk assessment**
- **Site map – a detailed site map of your event site**
- Road closure documents(if applicable) including traffic management plan, plan of diversion route(if applicable)

Please submit your completed pack to events@solihull.gov.uk