

## Guidance notes to assist planning and staging an event in Gwynedd.



## GUIDANCE NOTES TO ASSIST PLANNING AND STAGING AN EVENT IN GWYNEDD.



[www.gwynedd.llyw.cymru/digwyddiadau](http://www.gwynedd.llyw.cymru/digwyddiadau)



# Guidance notes to assist planning and staging an event in Gwynedd.

## Dear Event Organiser

As the Leader of Gwynedd Council, it gives me great pleasure to introduce this event organisers '**Guidance Notes**' a comprehensive and invaluable guide to people who work tirelessly and with great enthusiasm to organise an extensive programme of events here in Gwynedd.

Not only have events succeeded in encouraging community pride and engagement but they have also made a valuable contribution to the economic regeneration and wellbeing of the County and have raised the profile of Gwynedd on a national and international level.

The success of any event whatever its size, duration or content depends largely on the dedication and sheer hard work of those people who give of their time and energy to organising the activities. Gwynedd Council recognise that the organisers of any event need support and resource to meet the demands, constraints and responsibilities that organising such events require. To help address these issues Gwynedd Council want to support event organisers plan and deliver a wide range of accessible profitable and sustainable events in the towns, cities and villages of the County.

These 'Guidance Notes' are designed to help and assist event organisers throughout the planning process including coordinating sites, controlling traffic, security, licensing catering, the emergency services, public utilities and health and safety together with useful contacts and much more.

We are continually striving to strengthen our relationship with the events industry here in Gwynedd through a comprehensive package of support and guidance. If you have any queries about the content or resources in this booklet, or on our dedicated area of the Council web site or if you need to discuss elements of your event that is not covered here, please do not hesitate to contact our [Events Coordinator](#).

May I take this opportunity of wishing you every success with your event this year and in the future. If your event is visiting the County for the first time or you are re-visiting I trust that we met your expectations and we look forward to welcoming you again to Gwynedd for many years to come.

**Cllr. Dyfrig Siencyn**

**Leader Gwynedd Council.**

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# Guidance notes to assist planning and staging an event in Gwynedd.

## INTRODUCTION.

This guide should be seen as no more than an introduction to organising events. Events come in all sizes big and small, but the basic principles of organising an event are fundamentally the same. All events have to be well planned; flair, ability and all the good intentions in the world are no substitute for careful and detailed planning.

Planning well in advance gives you a chance to prepare a rough budget and to investigate the likelihood of success. Before you begin to plan your event, do take a moment to consider your responsibilities as the event organiser.

### **As an event organiser you have responsibilities to the following:**

#### **Gwynedd Council and other statutory bodies.**

You are advised to contact Gwynedd Council with your event plans, on most occasions you will need to apply for permissions and licences, assuring them that you have planned for every eventuality.

#### **The public.**

You are responsible for holding and running the event as described in any of your publicity and for making sure that the public are in a safe environment during the event and that their welfare is considered.

#### **To yourself and your team.**

You are responsible for thinking through and planning all aspects of the event in good time beforehand so that your event will run as smoothly as possible and you are able to cope with responsibilities on the event day.

#### **To the law.**

As the organiser of an event you are legally responsible for the event you owe a duty of care to all. In addition to this duty of care you will be obliged to adhere to the health and safety requirements (under the acts and regulations). These obligations will extend to those who attend the event, all members of the events team, all workers, contractors and volunteers and to the wider public. Common law and statutory requirements require you to ensure that your event does not cause a nuisance to a third party. To ignore or neglect something that you know could be unsafe or harmful to them is illegal and could render you liable to prosecution or a civil claim. This applies if you are there by association or employment.

### **The ultimate responsibility for all matters regarding the safety of any event and the implementation of any recommendations contained in this document rests with the event organiser.**

As well as this guide you are strongly advised to consult the Events Forum publication [The Purple Guide](#) a guide to health, safety and welfare at music and similar events.

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## PLANNING YOUR EVENT

### Action 1.

Carry out a feasibility study (where, when, what, why) develop a site plan together with an outline event plan.

### Action 2.

Get written permission from the landowner to use any land or buildings that may be required for your event.

### Action 3.

Carry out relevant research and get advice from relevant responsible authorities.

### Action 4.

Develop a draft Event Management Plan, if required apply for a premises licence or temporary event notice to hold regulated activity.

### Action 5.

It is important that you inform local resident and businesses of your event plans taking on board any feedback you may get. If you envisage any problem it may be worth considering holding a local business and residents meeting.

### Action 6.

Event plan and any other related documentation to be submitted to [SAG](#). If requested or you may be invited to attend a SAG meeting.

### Action 7.

If the event has no regulated activity then Action 7 can be ignore. If there are regulated activities you then must submit an application for either a [Premises License](#) or [Temporary Event Notice](#). If no objections or representations are received by the Licensing Authority from other responsible Authorities or other interested parties such as businesses or local residents the license will be granted. If representations are received the applicant (you) can seek to negotiate an agreement with those who make representation and the licensing authority. If no agreement is reached a Licensing hearing will be held which will decide on the application.

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## Action 8.

As soon as the license has been granted or following action 6 if there are no regulated activity a final Event Management plan should be drawn up and any alterations made.

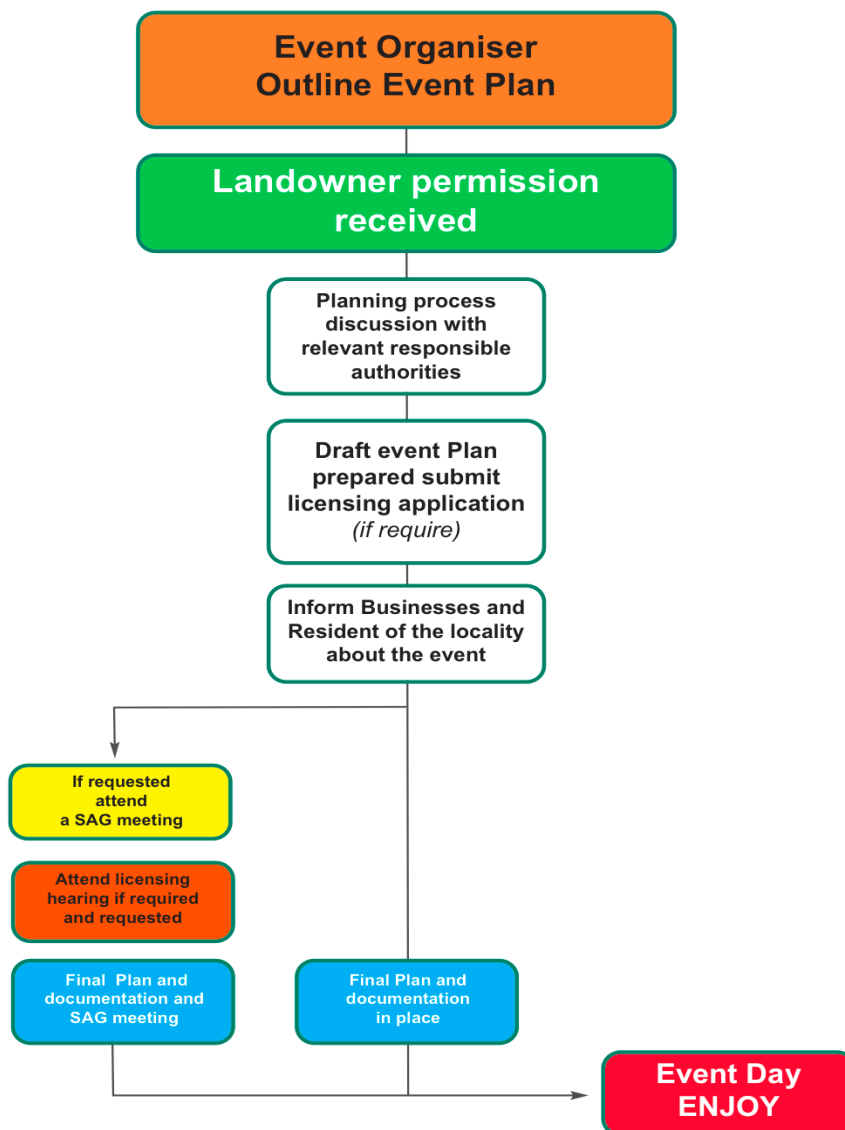
## Action 9.

Final SAG meeting before the event.

## Action 10.

Your event is now ready to go – **ENJOY**.

This is a generic structure; each event is different and this structure may need to be slightly adapted depending on the individual event.



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## ISSUES TO CONSIDER.

[The Licensing Act 2003](#) is extremely complex, dependent on the nature of the event you will need to have the following activities covered by such a license:

- Music and dancing.
- Supplying and selling alcohol.
- Dramas.
- Indoor sporting events.
- Boxing and wrestling.
- Film.
- Supply of hot food after 11.00pm.

The nature of the licence you will require will be dependent on the location of the event and whether the intended location for the event has a premises licence or not. Consideration will also be given to the duration of the event and the number that will be attending. Under the 2003 Licensing Act there are three main categories of licence event organisers need to be aware of, which are:

### **Premises License.**

A [Premises Licence](#) is required by any premises that provide entertainment and / or alcohol and / or late night refreshment. This will include mobile food traders operating in the evening after 11pm. A single premises license will now cover all license activities that businesses wish to undertake. A Premises Licence authorises the holder of the license to use the premises to which the license relates for licensable activities. The premises license will detail all operating conditions. The purpose of these conditions is to regulate the use of the premises for license activities in line with the licence objectives. A Premises Licence will stay in force until the licence is revoked or surrendered, it is not time limited unless the applicant requests a licence for a limited period. Representations may be made about an application for the grant of a premises licence; for example, by local residents and businesses, the police, the fire authority and public bodies with responsibility for environmental health and welfare of children. The representations must concern the promotion of the licensing objectives. Once the licence has been granted the same classes of persons and bodies may seek a review of the premises license and the conditions added to it.

### **Temporary Event Notice.**

A [Temporary Event Notice](#) establishes new arrangements under the 2003 Licensing Act for the carrying out of licence activities at occasional, temporary events. These arrangements replace systems of "occasional permissions" and "occasional licences". They apply however only in relation to events with less than 500 people attending. The arrangements are based on a notification to the licensing authority of salient details of the event and an acknowledgement by that authority of the notification. To reflect the temporary nature of the events, these arrangements do not place organisers under the same obligations as apply in relation to those who regularly wish to undertake licence activities on or from premises. If an event is held on land where a premises licence is already in place and has an audience of over 500 and lasts for more than 4 days it is possible that that event may be covered within the conditions of the premises licence. If the event is outside of the conditions of the premises licence then an application must be made to either vary the existing license or make an application for a new

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licence which could be time limited. If an event is held on land which is not currently licensed and an audience of more than 500 people are expected and / or it is to last more than 4 days then you will have to allow at least 8 weeks for the premises licence to be granted.

Temporary events notices are a way to provide a licence for a small, one-off event at a premises or area (including outdoors) where licence activities do not normally take place. Applications must be submitted no later than 10 working days prior to the event taking place. There are very strict limits on temporary events notices which must be adhered to. The number of people must not exceed 499 at any one time (this includes organisers, stewards, performers etc. as well as audience & spectators). Each event covered by a temporary event notice may last for up to 96 hours. Application process will take a maximum of two weeks. If the applicant holds a Personal Licence, he / she may apply for up to 50 Temporary Event Notices in a calendar year. An applicant without a personal license may apply for up to five per year

### **Personal License.**

A [Personal Licence](#) is granted to an individual and authorises them to sell or supply alcohol, or authorise the sale or supply of alcohol, for consumption on or off premises for which a premises licence is in force for the carrying on of that activity. To be considered for a personal licence an individual must be aged 18 or over, possess a recognised qualification, be in a position to show the licensing authority that he / she has not been convicted of certain offences, and pay the appropriate fee. If a person has been convicted of a relevant offence or foreign offence, following notification to the chief officer of police following any consideration of any objections from the police the license authority must grant a personal licence unless it considers that doing so would undermine the crime prevention objective. Personal licences last for ten years and are renewable.

### **Permission for Location Usage.**

Once you have selected the site for your event, whether it is indoors or out, you will need to reach an agreement with the venue or property owner who may require payment for the use of their space and clear understanding of who is responsible for what. For your own safety and security, make sure that you have a written contractual agreement between you that clearly states, the exact venue, park or green space location. The dates you have access to the location (remember that you will need extra time to build your event and take it down).

### **PRS Licensing.**

If there is music at your event, live or pre-recorded, you must have a music licence from the [Performing Right Society \(PRS\)](#). This organisation helps performers and artists to claim their royalties. There are fees involved with the use of music, if your event uses any kind of music, live or recorded. You must check with the Performing Right Society PRS if you need to pay any royalties / fees to use the music, otherwise you could be prosecuted as being in breach of copyright.



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## **Risk Assessment.**

You must carry out a written risk assessment. The purpose of a risk assessment is to identify hazards, assess the risk which may arise from the hazard and decide on suitable measures to eliminate or control risk. Employers and the self-employed have a responsibility under the [Health and Safety at Work Act 1974](#) and the Management of [Health and Safety at Work Regulations 1999](#) to carry out a risk assessment, this also to include a fire risk assessment. If five or more people are employed there is a legal requirement to record the significant findings of the risk assessment.

[The Health and Safety Executive](#) produce information which outlines the detail of this process. A risk assessment should be carried out by a competent and qualified person or contractor. The risk assessment should be prepared in advance of the event and is a live document and will only be completed when the event is finished and cleared off site.

## **Crowd Management, Security and Stewards.**

Under the [Licensing Act 2003](#), licensed public events need to demonstrate that competent security and stewarding arrangements are in place. When granting a licence to an event or venue, the licensing authority may stipulate that a particular number of door supervisors are required. If you are arranging a big event then you will more than likely need to employ a private security company to look after security and crowd safety at your event. Such a company will be able to draw up or advise on a crowd management plan. Organisers must take account of any special security measures necessary they may arise out of circumstances such as attendance of VIP's or the presence of large amounts of money at the event. All security staff must wear their [Security Industry Authority](#) badge at all times

## **Security at events is defined as:**

- Guarding against unauthorised access, occupation or outbreak of disorder.
- Guarding property against destruction and danger.
- Guarding individuals against assault.

The HSE also publish a booklet '[Managing Crowds Safely](#)' The industry is governed by the [Security Industry Authority \(SIA\)](#) who have been created to manage the licensing of operators. All stewards or security personnel should be easily identified. The findings of your risk assessment will also help you decide on the number of stewards necessary to manage the crowd safely.

It is the responsibility of the event organiser to ensure that any steward employed has received the appropriate training and has been briefed in respect of their role.

## **DBS.**

The [Disclosure and Barring Service \(DBS\)](#) helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. It replaces the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA). All event organisers need to give due consideration to DBS requirements with regards their employees, contractors and volunteers. DBS is an executive non-departmental public body, sponsored by the Home Office

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### Emergency and Evacuation Plan.

You must have an emergency and evacuation plan. Your Emergency and Evacuation Plan will detail how you will deal with any incidents. An incident is something that happens at the event that requires the organisers to intervene. This could be an accident, a fire, a theft or social disorder etc. Some incidents are minor and you and your team – including security, stewards and first aid may be able to deal with them yourselves. Others may be major and you will need to call in [North Wales Police](#), [North Wales Fire and Rescue](#) or the [Welsh Ambulance Services](#). Your emergency plan must set out how you will evacuate the site, or part of the site, or other operational areas if there is a major incident how will emergency vehicles enter and exit the site. As the organiser of the event, you are responsible for the implementation of your emergency plan, but be prepared to take advice and support from the emergency services on this. People within your audience may be affected by a range of disabilities e.g. epilepsy, impaired hearing, restricted mobility, visual impairment, learning disabilities etc. You need to ensure that their impairments are included in your Emergency and Evacuation Plan and that you adhere to legislation.

### Traffic Management.

Any event which has an impact on public roads will require a Traffic Management Plan (TMP). It may mean an increase in traffic and parking in a particular area or a larger than average number of people on public transportation. In some cases, an event may wish to close a road for a short period of time. A road that is closed to vehicle access, even for a short period of time has many implications. The public needs to be informed of any closure or diversionary routes before the event. Buses, taxis and emergency vehicles may be affected and need to be warned of diversions. Parking bays may need to be suspended for the day. If accessible bays are affected disabled people must be informed of this and alternative arrangement should be considered Business loading zones may also be affected. You will need to apply for a Temporary Traffic Regulation Order (TTRO) if you want to hold an event that closes off access to vehicles

If you are holding a parade, a procession or a road race you will need a TTRO and the agreement of [Transport Unit](#) or if applicable the [Traffic Wales](#) If there is a requirement for a road closure this would require a minimum of 12 weeks to prepare a TTRO. Time needs to be allowed to agree the appropriate road closures, diversionary routes, signage and public consultation. These organisations will advise you on the costs of a TTRO, the necessary signage to close the roads and sign any diversion routes, the best method of notifying the public, emergency services and public transport.

### Policing services.

You will need to consult with [North Wales Police](#) on matters relating to your event i.e. on matters such as public order. If you require a TTRO (Temporary Traffic Regulation Order) or a TMO (Traffic Management Order) you will need to discuss the implication of the road closure with [Transport Unit](#) or if applicable the [Traffic Wales](#) and [North Wales Police](#). Bear in mind that the Police will not manage traffic at your event unless it is a matter of an emergency.

### Fire Safety.

The [Regulatory Reform \(Fire Safety\) Order 2005](#) is intended to create a fire safe environment in and around all premises being used for; or part of any event, including temporary structures such as tents and marquees.

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### The responsible person for each event must:

- Undertake a fire risk assessment.
- Reduce the fire risk to a minimum and implement appropriate fire precautions.
- Ensure as far as is practicable the safety from fire of relevant persons, including employees and all others.
- Prepare a fire safety strategy designed to deal with any fire emergency.
- Review the fire risk assessment and the fire safety strategy when necessary.

### Matters that must be considered to comply with the above are:

- How and where is the fire most likely to start?
- Can the risk be eliminated or reduced?
- How will the fire be detected?
- How will the alarm be raised?
- What is the evacuation procedure? (this will include Fire Exit signs and stewarding).
- What first aid fire-fighting equipment (extinguisher) is required?
- Do stewards/staff know what to do in the event of a fire? (Have they received relevant training?).
- What procedures are in place for calling the fire service?

Even if you include fire in your main risk assessment you are required to have a separate fire risk assessment. Further advice on fire safety, including guidance on '[Open Air Events and Venues](#)' can be found on the [HSE web pages](#). You can also contact [North Wales Fire & Rescue Services](#) directly for further guidance.

### Medical Services.

The cover required depends on a number of factors that include the activity, location and the number of people you expect to attend. Don't rely on having a local person who knows first aid because of their job there **are** regulations covering the competence and validity of providing cover for public events. If you're planning a major event then you need to discuss your requirements with the [Welsh Ambulance Service](#) as soon as possible. The Welsh Ambulance Service will be happy to advise you with the requirements you may need to run your event safely and within the guidance recommended by the [Health and Safety Executive](#).

### Communication.

It is essential that stewards, security staff, and the organisers are able to communicate effectively. At larger events the facility for at least one jointly staffed office (Event control) should be made available when necessary. This provides a means of joint communication between participating organisations. Communication with the public is as important as communication between staff. In the event of an emergency or evacuation an effective means of communication must be available, this needs to form part of the evacuation plan.

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## Temporary Structures.

[The Construction \(Design and Management\) Regulations 2015 \(CDM 2015\)](#) came into force in Great Britain on 6 April 2015. The regulations set out what people involved in construction work need to do to protect themselves and anyone the work may affect from harm this also includes events construction work. Whatever your role in construction, CDM aims to improve health and safety in the industry by helping you to:

- sensibly plan the work so the risks involved are managed from start to finish.
- have the right people for the right job at the right time. cooperate and coordinate your work with others.
- have the right information about the risks and how they are being managed.
- communicate this information effectively to those who need to know.
- consult and engage with workers about the risks and how they are being managed.

HSE has published [Legal Series guidance that supports CDM 2015](#) and explains it in more detail. Information on the legal requirements and a timeline of how the changes came about is also available.

**Barriers.** Barriers are useful at events only if they are used appropriately. Make sure they protect the public but do not restrict them in an emergency. There should be barriers 2 metres from the stage and if you are expecting large audiences or have a very popular performer on stage you may need to use pit barriers. People should be kept away from all potentially dangerous areas by barriers. If you plan to fence-off your site and charge admission, suitable barriers or fencing must be erected with adequate entrances and exits both for pedestrians and emergency vehicles. Barriers should be appropriate for their designated use and as with temporary structures they must be erected in strict compliance with health and safety legislation

## Environmental Matters.

As an event organiser Environmental and Public Protection matters must be one of your highest priorities. You must consider, whether the venue is suitable for the type of event proposed. The concerns of any local residents must be considered when developing your plans especially in relation to noise anti-social behaviour and litter. It is the responsibility of the event organiser to ensure that the event site is left in the same condition as it was before the event. Contact [Gwynedd Council Public Protection Service](#) to receive advice on matters of noise pollution, catering, health and safety, 3rd party concessions, trading standards, site cleansing, water supply and toilets. You could also contact [Natural Resources Wales](#) for information on floods and other environmental matters who would be happy to assist.

## Welfare Facilities.

Welfare facilities should always be reviewed to make sure they are sufficient. Areas that should be considered are toilets, lost children, food and drink, marquee cover lighting, etc. As the event organiser you will be expected to comply at all times with any regulations or laws.

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## **Access for All.**

[The Disability Discrimination Act 1995](#) and the [Equality Act 2010](#) means that you have a legal obligation to provide access arrangements for disabled people who might want to come to your event. Further information can be found on the [Equality and Human Rights Commission](#) web page. Consider provision for people with mobility problems, difficulty in walking and impaired vision and / or hearing. Provide a special platform for wheel chair users to view the stage. Make sure there are suitable access to toilets available throughout your event. Include a contact email and number on all event publicity where people with special needs can obtain information on site arrangements. Signs need to be simple, short consistent and easily understood using prescribed typeface, colour and graphic devices. Consideration needs to be made within the Emergency and Evacuation Plan for spectators with special needs at all times.

## **Insurance.**

You will need public liability/employers/equipment insurance for your event. Go to a specialist events insurance broker and read all the small print on any policy you are offered. Bad weather can force an event to be cancelled. You can get insurance against this, bad weather insurance is expensive, but it's better than taking the risk.

## **Information and Signage.**

Making sure your customers find you easily on the day is very important. Therefore it is important to organise clear directional signs and discuss your requirements with [Transport Unit](#) You will also need clear and sufficient signage in and around the event site. Remember than any signage needs to be bilingual.

## **Water.**

If your event needs a new or separate water supply you will need to contact [Welsh Water](#) for guidance and to discuss your requirement.

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## THE MORE GENERAL CONSIDERATIONS.

### Road and Building work.

This should be a consideration when planning an event. You should liaise with [Transport Unit](#) to ensure your event and its infrastructure do not conflict with planned work.

### Co-ordination.

Thought should be given to the time and day of the week on which the event is scheduled. It may be wise to avoid certain days and times of the week to minimise inconvenience or clashes with other events. Please visit the [Event section](#) of the Gwynedd Council Web site.

### Road Safety.

You should seek advice from [Transport Unit](#) at the earliest possible opportunity.

### Noise Pollution.

Large event and concerts often entail the playing of amplified music. Organisers are advised to make early contact with [Gwynedd Council Public Protection Service](#) to seek advice.

### Food Provision.

When using outdoor catering contractors, ensure they are registered under the [Food Safety Act 1990](#) and carry the appropriate liability insurance. It is advisable to seek advice on all food providers from [Gwynedd Council Public Protection Service](#)

### Children and Lost Children.

All events should have a child protection policy. Information is available from, [National Society for the Prevention to Cruelty to Children \(NSPCC\)](#) and there are guidelines included in the [Purple Guide](#). Your policy for dealing with lost children needs to be included in your child protection policy. You should have a lost children's point which is appropriately staffed. It would be a good idea to have at least one person who speaks Welsh to safeguard effective communication. Never give out children's names to the public - just the parents' names and a description is enough. If a child has not been claimed after 30 minutes the police and / or social services should be notified and their advice sought. If a child is reported missing the police and site security must be notified immediately.

### Crowd Profile.

Audience profile will have a bearing on your risk assessment. Thought should be given to differing needs of young children, teenagers, adults, and the elderly and whether alcohol is for sale is a fundamental factor. The risk assessment should reflect this.

### Public Transport.

Consideration must be given to any public transport service that may be affected by your event, due to road closures or a high demand for the service. You should contact any of the services that may be affected and discuss the detail of your event with them.

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### **Marketing your Event.**

As your event takes place in a predominantly Welsh area you should pay special attention to make sure that all your information in relation to your event gives equal status to Welsh and English. Whenever possible you should include the English and the Welsh on the same leaflet poster or sign. For further information on linguistic matters please contact the [Welsh Language Commissioner](#) or the [Welsh Language Unit](#) within Gwynedd Council.

You can also advertise your event on Gwynedd Council's Tourism web site [Visit Snowdonia](#)

# Guidance notes to assist planning and staging an event in Gwynedd.

## WHO IS RESPONSIBLE FOR HEALTH AND SAFETY AT PUBLIC EVENTS?

The Event Organiser and / or the landowner are responsible for the health and safety of both the public and those taking part in the event. You must ensure that you have a named person who is responsible for health and safety at your event.

### Who is the Safety Advisory Group (SAG)?

[The Safety Advisory Group \(SAG\)](#) is made up of officers from Gwynedd Council as well as from the North Wales Police, North Wales Fire and Rescue Service, The Welsh Ambulance Service NHS Trust, Natural Resources Wales, Snowdonia National Park North and Mid Wales Trunk Road Agent and others depending on the event. The Group is chaired by Gwynedd Council's Events Manager.

The purpose of this group is to make sure, as far as is reasonably practicable, that people attending or working at events are safe and that their enjoyment doesn't affect other members of the public in an adverse way – in other words, helping make your event a happy and safe one for all. If it is necessary, (usually for larger events) a meeting of the Safety Advisory Group will be arranged and you (the event organiser) will be invited to this meeting. You will need to supply this group with relevant information about your event, such as an event plan, site plan, and an event safety plan, risk assessments to include fire risk assessment, which will be discussed at that meeting. These will need to be with SAG in draft format two weeks before the meeting with the final documents supplied six weeks before the event. If documents are not received within the above timescale SAG members cannot guarantee the correctness of the advice that is offered.

Remember, this group is an advisory one and is here to help you stage your event and to make sure that the interests of all are served. Enjoyment, safety, health and welfare of all, at and around your event, are the main concerns of this group / meeting. Individual enforcement agencies could take more formal action if there is a lack of co-operation or a serious breach on the part of the organic



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### What do you need to do?

All the members of the [Safety Advisory Group](#) are here to help to make your event as safe as possible, but it is your event and your responsibility. In order for the Safety Advisory Group to assess any potential risks associated with your event you must provide them with written notification of the event this can be done by completing the event notification form. You are advised to give as much notice as possible of your event through the submission of the Events notification form, the suggested guide being:

Small Events with no road closures –up to 5,000.

**Advisable 6 months - Minimum 3 months' notice.**

- Medium events with no road closures 5,000-10,000.  
**Advisable 12 Month - Minimum 6 months' notice.**
- Large events and any event including road closures. This applies no matter how many are attending or if you need a license for your event.  
**Advisable 12 months - Minimum 9 months' notice.**

### What happens next?

Once Gwynedd Council has received your notification form, this is assessed by SAG on a risk basis to include the nature and size of your event. A decision will be made as to whether you need to formally attend a SAG meeting in person or not.

If it is the case that SAG are happy with the Event Notification and the assessment made you will be notified that you do not need to attend a SAG meeting. You may be invited to send in your event documentation for comments or suggestions. You may be advised to change some of your plans to improve safety and to ensure that minimum management standards are achieved before your event takes place.

If you are required to attend the SAG you will be contacted by telephone or e-mail with the date and time you need to attend. We will endeavour to give you as much notice as possible prior to the meeting

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## CYSYLLTIADAU DEFNYDDIOL.

### Gwynedd Council

T: 01766 771000

### Relevant Services

#### Gwynedd SAG

T: 01766 771000

#### Gwynedd Events Unit

T: 01286 679398

#### Municipal and Recycling Service

T: 01286 679871

#### Public Protection Service

T: 01286 682874

#### Tourism, Marketing and Customer Care Service

01286 679963

#### Transportation Unit

T: 01286 679008

#### Education Service

T: 01286 679227 T: 01286 67900

### Other useful organisations

#### Natural Resources Wales

T: 0300 065 3000

#### North Wales Police

T: Welsh 08456071001

English 08456071002

#### North Wales Fire and Rescue Service T: 01745 535 250

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### **Natural Resources Wales**

T: 0300 065 3000

### **North Wales Police**

T: Welsh 08456071001

English 08456071002

### **North Wales Fire and Rescue Service**

Ff: 01745 535 250

### **North and Mid Wales Trunk Road Agent (NMWTRA)**

T: 0300 123 1213.

### **Traffic Wales – Welsh Government**

T: 0300 123 1213

### **Welsh Ambulances Service - NHS Trust**

Ff: 01745 532 900

# Guidance notes to assist planning and staging an event in Gwynedd.

## USEFUL PUBLICATIONS.

### [The Events Safety Guide \(The Purple Guide\)](#)

Guidance in relation to health safety and welfare for musical and other events. This publication has been developed by the Events Industry Forum. The publication is available on line for an annual subscription of £25 and will be updated as required and as the law changes.

### [The Guide to safety at sports grounds \(Green Guide\)](#)

The Stationary Office.

### [Managing crowds safely](#)

Health and Safety Executive.

### [Managing Health and Safety](#)

Health and Safety Executive.

### [Noise](#)

Guidance on control of noise at events.

### [Guidance for Fire Risk Assessment & Law](#)

UK Government.

### [The Construction \(Design and Management\) Regulations 2015](#)

Health and Safety Executive.

### [Water Supply Guidance](#)

Welsh Water

### [Snowdonia National Park](#)

Guidance to holding an event in the National Park

## Guidance notes to assist planning and staging an event in Gwynedd.

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