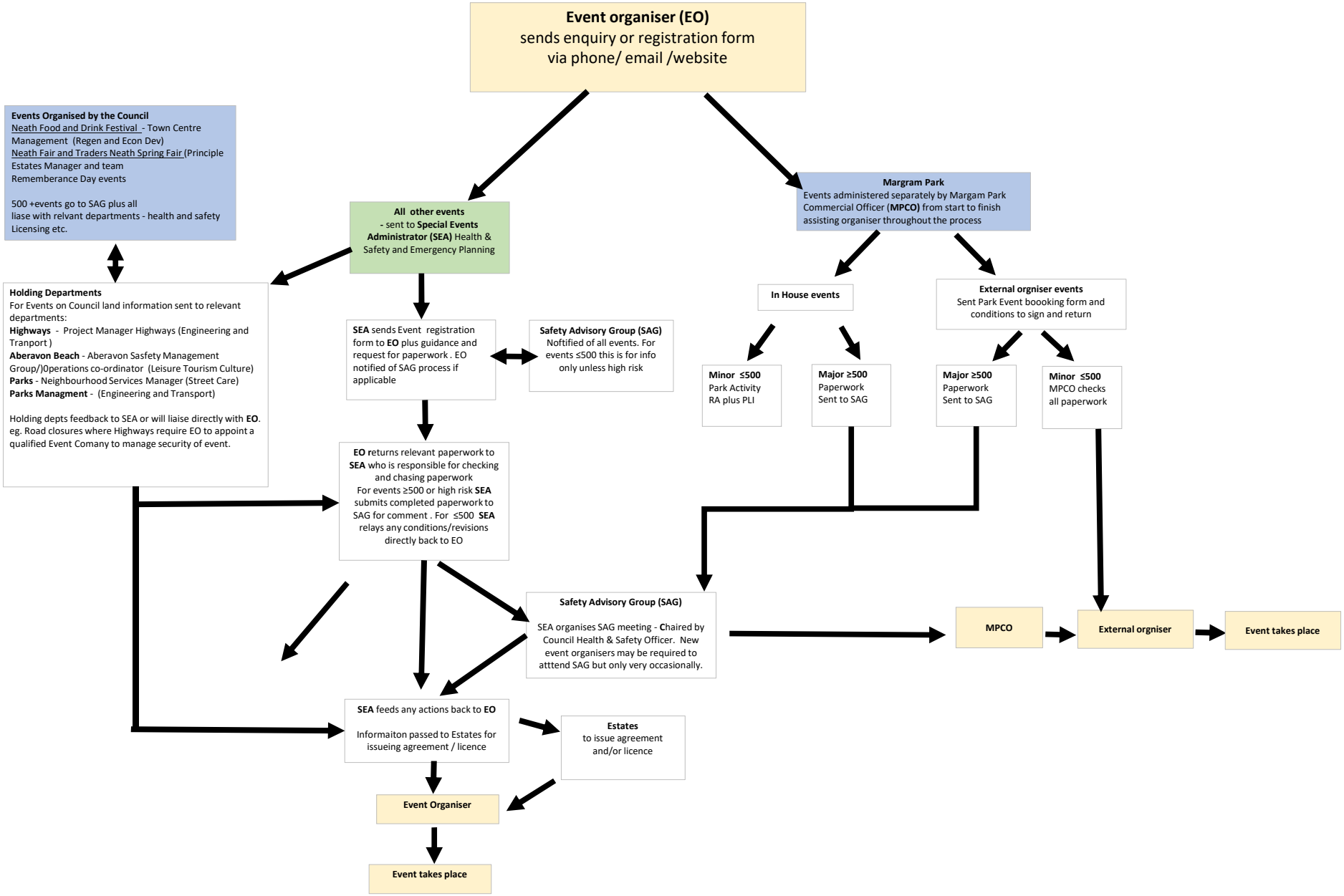
Appendix 3


Event organiser (EO)
sends enquiry or registration form
via phone/ email /website
Events Organised by the Council
Neath Food and Drink Festival - Town Centre Management (Regen and Econ Dev)
Neath Fair and Traders Neath Spring Fair (Principle Estates Manager and team
Rememberance Day events
500 +events go to SAG plus all
liase with relvant departments - health and safety Licensing etc.
All other events
- sent to Special Events Administrator (SEA) Health & Safety and Emergency Planning
Margram Park
Events administered separately by Margam Park Commercial Officer (MPCO) from start to finish assisting organiser throughout the process
Holding Departments
For Events on Council land information sent to relevant departments:
Highways - Project Manager Highways (Engineering and Tranport)
Aberavon Beach - Aberavon Sasfety Management Group/)0perations co-ordinator (Leisure Tourism Culture)
Parks - Neighbourhood Services Manager (Street Care)
Parks Managment - (Engineering and Transport)
Holding depts feedback to SEA or will liaise directly with EO. eg. Road closures where Highways require EO to appoint a qualified Event Comany to manage security of event.
SEA sends Event registration form to EO plus guidance and request for paperwork . EO notified of SAG process if applicable
Safety Advisory Group (SAG)
Noftified of all events. For events ≤500 this is for info only unless high risk
In House events
External orgniser events
Sent Park Event boooking form and conditions to sign and return
Minor ≤500
Park Activity
RA plus PLI
Major ≥500
Paperwork
Sent to SAG
Major ≥500
Paperwork
Sent to SAG
Minor ≤500
MPCO checks
all paperwork
EO returns relevant paperwork to SEA who is responsible for checking and chasing paperwork
For events ≥500 or high risk SEA submits completed paperwork to SAG for comment . For ≤500 SEA relays any conditions/revisions directly back to EO
Safety Advisory Group (SAG)
SEA organises SAG meeting - Chaired by Council Health & Safety Officer. New event organisers may be required to atttend SAG but only very occasionally.
MPCO
External orgniser
Event takes place
SEA feeds any actions back to EO
Informaiton passed to Estates for issueing agreement / licence
Estates
to issue agreement and/or licence
Event Organiser
Event takes place