




Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council



Neath Port Talbot Events Policy

(DRAFT April 2024)

1. Introduction

Neath and Port Talbot Council (the Council) recognises the value and benefit that a varied and well managed outdoor events programme can offer to local, residential and business communities in contributing towards a vibrant cultural environment and an economy that is active, lively and inclusive.

The Council Events Policy refers mainly to the use of our owned and managed land to hold an event, including: –

- Any public open space, park, garden
- Any public highway, public car parks, town centre/civic space
- Aberavon Seafront

The Policy also applies to all outdoor events in the Neath Port Talbot area that may need input from a Safety Advisory Group (SAG) or are looking for advice and feedback in developing a new outdoor event.

The broad definition of an event is one that involves an organised activity which is not part of usual daily activities. It is generally planned for a special or particular purpose and involves more people than you would normally find (at any one time) in that space.

This policy does not apply to organised routine sporting activities (e.g. football, rugby, cricket matches). It does apply to applications for running events, organised cycling, fitness classes/personal group training and large scale sporting events.

The processes set out within this Policy provide the framework for the event application process. These processes have been put in place to ensure that events take place safely and as successfully as possible.

The Council performs a number of diverse roles and functions to support and facilitate events. This includes statutory functions such as licencing sites and premises, undertaking road closures and ensuring health and safety requirements are met.

The Council also provides a supporting role in organising and facilitating cultural and recreational activities. This Policy demonstrates our commitment to developing events and festivals and providing a supportive and engaged process with event organisers to create, plan and deliver events safely.

2. Aims

The Neath Port Talbot Culture and Heritage strategies in addition to the county's Destination Management Plan have identified new strategic priorities around enabling wellbeing. Events have been identified as playing an important role in delivering economic and cultural benefits in addition to enabling a sense of local pride of place within these strategies.

Our obligations, in having a duty of care as a landowner/manager, together with statutory and regulatory responsibilities to ensure compliance of relevant legislation for organising events, means we have to ensure events are delivered in a safe and controlled manner and in line with public expectations.

3. Events Policy Statement

The Policy will:

- give clear guidance in relation to those events that will/will not be permitted to take place on council owned/controlled land
- ensure a fair, consistent and transparent process
- outline our role and the role of our officers in relation to the events process
- provide a comprehensive framework for the benefit of event organisers, to ensure their events meet with our policy and procedures including best practice
- ensure the protection of the local environment and our assets for future use by event organisers and throughout the year by the public
- support delivery of an enhanced leisure and cultural offer for the county
- balance the interests of local residents, regular users of parks, open space and seafront, stakeholders and businesses against the impact and/or benefits of holding the event
- ensure that only a sustainable number of events are permitted
- promote best practice in all aspects of event management
- provide a supportive environment for community and commercial event organisers to help the development and delivery of safe and enjoyable events.

4. Roles and Responsibilities

Our role is to support the event application and delivery process from start to finish, ensuring compliance with the adopted policy and procedures and its statutory obligations. This includes supporting the event organisers to promote events via our various media streams.

a. The role of Neath and Port Talbot Council - for events taking place on Council land, includes:

- Providing a central point of contact for all events management communications from initial application to final decision to approve or refuse
- providing information and feedback at all stages of the events process, to facilitate the effective planning, organising and delivery of events by the event organiser
- ensuring that where necessary the relevant Services with the expertise in event management and relevant statutory and regulatory responsibilities, both internal and external, have the opportunity to comment and advise on event applications
- facilitating and chairing meetings of the Safety Advisory Group (SAG)
- undertaking visits to events during set up, the event itself and the event break down to assess compliance with the event application, risk assessment and any licenses issued for the event
- undertaking a review/debrief with the event organiser

Where a Premise Licence is required due to the nature of the activities being organised, the granting of that Licence for an event on Council land does not automatically mean the event can go ahead. The event organiser still has to make an application for a licence or permission to use the land following the events application process.

b. The role of Neath and Port Talbot Council includes:

- Advising event organisers of the application process required to be undertaken to hold an event in county, both on public and private land
- ensuring as far as practicable, that event organisers and the landowner are aware of their responsibilities for events to take place on public and private land
- providing event organisers with advice from our Events Team or other relevant Officers, and where appropriate the SAG, in order that these responsibilities are met

c. The role of the SAG

The SAG is an advisory panel that provides advice and guidance to event organisers, both on Council owned and private land. Membership of the group will vary depending on the nature of the event (for example for events that take place on the sea as well as on land the Coast Guard may be consulted) but typically include representatives from police, fire services, highways, council services and the ambulance service.

The SAG does not make decisions but will provide advice on event plans, give feedback and share any concerns with organisers. Enquiries to the group can be made via the Events Team who will, if they feel it is appropriate, consult with the relevant representatives.

The final decision on approval/refusal for an event to go ahead on Council land rests with us as the landowner. Where an event is on private land and where there are serious concerns about public welfare, SAG members including the police and the local authority may raise their concerns and give advice. Overall responsibility rests with the organiser of the event and the landowners. If public order, serious threat to life or public safety issues arise, the police can enforce their statutory powers.

We oversee applications for road closures, in consultation with agencies and have the final decisions in relation to consent or refusal.

As a general rule events with 500+ attendees at any one time, whether on council or on private land, may require attendance and input from a SAG. These may incorporate high risk/complex elements such as, but not limited to, fireworks, ticketed professional music concerts and festivals, road closures, counter terrorism measures, high volume alcohol sales. An event of less than 500 attendance at any one time may need to go to a SAG if it is deemed to be high risk.

For the full terms of reference of the SAG visit [\[insert link once live\]](#)

d. The role of the event organiser

The event organiser has overall responsibility for the safe planning and management of the event. Whilst several people may be involved in the planning and delivery, there should be a single named event organiser on any event application who has overall responsibility for the event.

On our owned land the event organiser is required to:

- read and adhere to our events policy and procedures
- engage with local ward councillors, residents and businesses prior to the event, as deemed necessary by the Council, so that any negative impacts of the event are minimised and mitigations put in place for any inconvenience caused by the event
- ensure all current health, safety and welfare regulations and guidance relating to all activities and persons during the planning, delivery and attendance of events, is adhered to at all times
- ensure all relevant licences are in place where required e.g. premises licence
- provide us and any other statutory body/agency with all the required documentation according to the events policy and procedures
- attend as required any SAG meetings, and any other meeting/s
- ensure that the event is run in accordance with the submitted documentation: the application form, the event management plan, risk assessment and method statement

- to provide us with feedback, on completion of the event, including the following information: numbers attending, details of any accidents/incidents, lessons learned and what went well. An email will be sent to the event organiser (after the event) containing a link to the feedback form to be completed
- attend a post-event debrief (if required) on invitation from the Events Officer or SAG
- hold and supply us with evidence of the required level of public liability insurance, including damage cover.

On private land, organisers are advised to:

- ensure all current health, safety and welfare regulations and guidance relating to all activities and persons during the planning, delivery and attendance of events is adhered to at all times
- provide us and any other statutory body or agency with the required documentation
- be aware of their responsibilities in relation to the impact on the wider area such as highways
- seek advice from our officers in the following departments; events, licensing and environmental health and where appropriate the SAG

5. Permitted Events on Council Land

Events which may cause offence or conflict with existing policies or cause reputational damage will not be permitted. We have clear policies in place for what we consider to be appropriate events on council land and a clear rationale for this.

Please refer to Table 1 for further information.

Table 1: Types of Events

Type	Permitted or not Permitted	Description / Rationale	Example of an event	Application Required?
Small Family Events	Generally Permitted	Where a private event is considered to be within the wider context of the location	Family gatherings of up to 30 people	No formal application required but advise for confirmation

		proposed (i.e. parks) and does not breach any byelaws		and sensible guidelines
Community, charity and non-profit events (CCNP)	Permitted	Not for profit making organisations or fundraising events where all profits are invested back into the event for the following year with detail identified in the application form. Events can be free to access or ticketed	<ul style="list-style-type: none"> -Fetes -local sporting events -exhibitions -events with children's activities - family fun days -procession and parades - Open air music performances/ concerts - historical enactments 	Yes. A charge for the commercial use of the land will apply
Commercial, profit-making Event	Permitted	Applications considered on a case-by-case basis. Events can be free to access or ticketed	<ul style="list-style-type: none"> - Funfairs (no animals) -Circuses -Open Air Music concerts, theatre, cinema and music festivals -Exhibitions -Promotions -Themed markets 	Yes. A charge for the commercial use of the land will apply

Private/All ticketed	Generally Permitted	Applications considered where public access is retained.	Corporate product launch, graduation event	Yes. A charge for the commercial use of the land will apply
Weddings and Wedding Receptions	Permitted where the venue has the applicable licence	E.g. The Orangery, Margam Country Park	N/A	N/A
Motor Sport events	Not permitted	These events can have a detrimental impact on areas e.g. parks/ beach and severely restrict access for public use	N/A	N/A
Balloon and Lanterns	Not Permitted	These events can have long term detrimental effects on wildlife particularly the marine environment. Lantern releases also pose an unacceptable fire safety risk	- Remembrance releases - Sky lantern releases	N/A
Fireworks	Generally Permitted	Permitted if delivered by a competent company complying with all regulatory requirements,	-Specific firework display -Fireworks can be incorporate	Yes.

		assurance and risk assessments	d as part of an event	
Events involving animals	Considered on a case-by-case basis	Incidental use of animals is not permitted. Use of animals in circuses is not permitted. Animal displays or demonstrations may be permitted for educational purposes. Animal welfare agencies must be supportive and provide evidence of veterinary care and all required licencing, transportation, health and safety and welfare documents	-Dog shows -Bird of prey demonstrations	Yes.
Events involving road closures	Generally permitted	A road closure application will need to be applied for when the activity impacts the safe flow of traffic on a public highway or is organised on land on public highways where	-filming - parades -processions - markets -funfairs -sporting events -Street Party	Yes

		legislation applies		
Religious events	Considered on a case-by-case basis	See additional information in section below		Yes
Protests or rallies	Considered on a case-by-case basis	Freedom of speech / right to lawfully and peacefully protest. All safety and planning operations as for an event with the same considerations and due process		Yes

No event application is required for charitable collections with no structures and where no activity takes place other than the collection of money. A charitable collection licence is required, see Table 5 for details.

The Events team will communicate with counterparts in neighbouring local authorities in order to ensure that no other large scale events are planned on the same date. This is to ensure that the emergency services are not overwhelmed should incidents occur and to minimise impact on transport networks. Event organisers are advised to check dates in advance by visiting respective local authority websites prior to making an application to the council and to consider holding events during off-peak seasons/ dates.

Other non-permitted events and activities

We reserve the right to withhold granting permission for an event or any advertising which is either directly involved with or associated with any of the following activities:

- Tobacco and alcohol manufacturers
- Extreme political parties or organisations
- Any event on our land requiring our approval where the aims conflict with or seek to undermine decisions or policy democratically taken by us, the Council
- Any business involved in the manufacture or sale of firearms

- Any companies involved in the sex industry
- Businesses involved in animal experiments
- Any organisations involved in blood sports or which involve the use of, or cause harm to, any animal or are detrimental to the safety and welfare of any animal
- Any activity that might cause disharmony on the grounds of race, religion, sexual orientation or disability, or any activity with negative attitudes which compromise our commitment to equal opportunities or which could be considered a breach of the Equalities Act 2010. This will specifically include any charity, community or commercially ticketed event where any of the groups or individuals are excluded or refused entrance
- Vox pops, stop and ask activities are generally not permitted to avoid causing unnecessary interruption to the general public but may be considered on a case-by-case basis
- An activity specifically prohibited by a bylaw

6. Filming and Drones Policy

Supporting filming opportunities is generally in our interest as it can raise the profile of the area. We are happy to consider applications to film on our land including the use of drones. All applications must still ensure that they comply with similar requirements for organising any event on council land.

If filming requests are agreed at short notice, primarily for live or pre-recorded news broadcasts, then these will be dynamically assessed and will require evidence of risk assessment and public liability insurance.

Filming requests that are not permitted include:

- Any of the activities listed in the Table 1
- If the filming would create an unreasonable or prolonged nuisance or annoyance to the occupiers of any neighbouring property, business or the general public
- Filming invades the privacy of others
- If the filming would place the security of buildings and premises at risk
- If the filming would contravene the GDPR and/or CAA regulations or any other safety or privacy regulation

Use of Drones

In order to obtain permission from us to operate a drone for commercial purposes the operator must have a permit from the Civil Aviation Authority (CAA). Permission will not be granted unless this permit is evidenced. All permits must adhere to the CAA drone code.

The drone operator is also required to have public liability insurance in place with a minimum cover of £5 million.

Student Filming

We support student filming for non-commercial purposes and where it is an essential part of coursework. Confirmation of this is required in writing from the university, college or other further education provider. All filming dates and times must be agreed in advance with the Council. Evidence of public liability insurance for student filming on location is also required.

Student filming in public open space can require more support than can reasonably be provided by us and to reduce any risk the following restrictions apply:

- Maximum of six hours filming between the hours of 9:00 AM and 5:00 PM on weekdays only, excluding bank holidays
- No infrastructure is permitted
- Any licences or permits required are the responsibility of the student and their educational establishment and must be confirmed prior to consent
- A full risk assessment is required with the application

7. Event Application, Approval and Refusal Policy

The Council is committed to providing the best available advice and guidance to event organisers to assist them in planning a safe and enjoyable event.

The event application process is a series of steps that the event organisers need to follow that can be considered for approval by the Council and its statutory partners including the agencies that are part of the SAG where applicable.

The application process is designed to ensure that all necessary and relevant information relating to an event has been well prepared by the organiser and is reviewed and considered by appropriate officers, organisations and specialist services to ensure compliance with legislation and any wider Policies and best practice as outlined in this policy.

The Council has the final decision in approving or refusing an event application.

Applications

The event application form is found [here](#) [insert link once live] together with supporting information. However, it is strongly advised that the event organiser liaises with the Events Team in the first instance regarding the availability of dates and locations and the feasibility of the event being able to take place. It is particularly important to refer to the

procedures contained in this Policy and to ensure that the application is submitted with the appropriate documentation and within the policy timeframes.

Organisers of new major events may be required to complete a pre-application assessment and obtain an 'in principle agreement' to use a location **before** a formal event application can be submitted. This may involve initial consultation with key stakeholders and SAG members to assess the feasibility of holding the event. 'In principle' support will be subject to the necessary licences and consents being obtained and failure to obtain those may result in the 'In principle' support being withdrawn, and the Council will not be liable for any costs incurred.

When considering applications in most cases we will operate on a first come first served basis however, in some cases, the historical performance of an established event may result in it being given priority if more than one party applies for an event on the same date/location.

The Council and the relevant officers and agencies, including the SAG, will consider the appropriateness of any application based on the event organisers previous events and any forthcoming events within the geographical area.

The event organiser must comply in full with the application procedure, respond to all requests for further information from the Council and ensure policy and procedures are evidenced as part of the event application process.

The anticipated numbers attending the event at any one time is the key determinant in what documentation is required in the planning of the event. It will also determine whether the event needs to go to a SAG. However, there can be cases when a smaller event could be of more complex nature or present sufficient risks that it may require attendance at a SAG.

A large event is very likely to have an impact on the infrastructure of the wider area. Events not on the highway can still cause traffic congestion and noise from the event along with large numbers of people entering and exiting the event may have an impact on the local residential and business communities.

Organisers may need to consider licencing implications including the need for a specific premise licence which can take several months to get agreed by the Council's Licencing Board and may involve full consultation with SAG members and the local community.

Table 2 below outlines different types of events with the preferred timescales to submit an application and an indication for what you are required to submit. It is not exhaustive, and links are provided to national guidelines and legislation that may be relevant to the planning of your event. Again, please make sure you contact the **Events team** to help you through the application process

Table 2: Event Application Timescales and Documentation

Type of Event	Preferred timescale	What to submit
Events with up to 500 attendees at any one time	3 months	<ul style="list-style-type: none"> - Event application form - Basic Event Management Plan (EMP) to include risk assessment, stewarding plan, first aid plan etc. - event layout plan - Public liability Insurance (min £5 million indemnity) - details of event content (e.g. traders, food vendors, children’s rides, stage, PA) - Temporary Event Notice for entertainment and bar if applicable
Events with 500+ attendees at any one time. These events require SAG input and incorporate high risk/complex elements such as, but not limited to, fireworks, ticketed professional music concerts and festivals, road closures, counter terrorism measures, high volume alcohol sales	<p>Minimum 6 months</p> <p>New events over 1000 attendees will be required to go through a pre-application process</p>	<ul style="list-style-type: none"> -Event application form -Event management plan (EMP) to include, but not limited to, event layout plan, specific risk assessments – fire, terrorism threat, crowd management plan, traffic management plan, medical plan, alcohol management plan. -Potential requirement for Temporary Event Notices or Premise Licence

		- Public Liability Insurance between £5 million and £10 million
Large production filming (e.g. over 10 crew with production trucks) Includes any with drones	Minimum 4 weeks for large commercial productions	-film application form -event management plan with risk assessments, traffic management plan (if applicable) site layout plan, security and stewarding, and local consultation arrangements - Public Liability Insurance £5 million - CAA permit and specific risk assessment and insurance for drones
Small production filming (limited crew and no staging or infrastructure) Includes any with drones	2 weeks	-film applications form -risk assessment - Public Liability Insurance £5million - CAA permit and specific risk assessment and insurance for drones Other requirements depending on individual plan
Student filming applications Includes any with drones	2 weeks	film applications form -risk assessment - Public Liability Insurance £5million - CAA permit and specific risk assessment and insurance for drones

		Other requirements depending on individual plan Consent from relevant Education establishment
Any events involving road closures	12 weeks	-Route map which may need to include which roads are being closed, the location of road safety signage and where Marshalls are placed -Traffic management plan which would include a risk assessment and details of access and exit routes for emergency vehicles Plus other relevant plans and insurance detailed for other event applications

Please note the above timings are used as a guideline. It is the responsibility of the event organiser to obtain a written agreement from the Events team if these deadlines need to change. In each case the event organiser must contact the Events team before the deadline to seek approval. The Events team may decline an application if the above advised deadlines are not met. In consultation with relevant representatives of the SAG the Events team decision on the requirement for an event to be considered by the SAG is final.

Approval

The event application is only valid if all the supporting information and documentation required under this policy is submitted as per the policy requirements. We advise the event organiser **not** to publicise their event until they have received written confirmation for the event to proceed. Should the event organiser publicise the event before the application is approved, the Council cannot be responsible for any costs incurred by the event organisers or contractors should the event subsequently be refused.

Refusal

The Council's decision is **final** and we reserve the right to refuse permission for an event based on the following circumstances:

- non-compliance with one or more of the requirements outlined in our Event Policy and Procedures or any other relevant Council policy
- non-submission of the application or any supporting information within the specified time frames as outlined in this policy, or within any amended timescale agreed by the Events team
- non-payment of event application, hire fees or reinstatement deposits
- concerns are raised by one or more internal service area relating to a serious negative impact of the event on that particular service
- serious and unresolvable concerns raised by one or more members of the SAG
- other similar or large-scale events in close geographical proximity and/or close in terms of dates which in the opinion of the Council, will lead to over congestion of events in a particular area or site
- concerns over the detrimental impact the event may have on the site in question, e.g. where considerable damage may be caused to the land which impacts on the ability for short term/long term future public use by the local community and residents
- previous or known breaches or non-compliance with any condition or requirement as set out by us in any license or agreement between ourselves and the event organiser, including breaches of this policy
- previous or known non-compliance or breaches by the event organiser against the information and procedures as set out in the event organisers application, risk assessment or event management plan
- concerns regarding the financial viability of the event and financial stability of the organisation(s) proposing the event
- publishing or posting inappropriate and/or defamatory comments about the Council, its staff or members, in any public forum including social media
- previous evidence of fly posting of promotional material, or non-removal of permitted advertising
- concerns regarding the competency and/or suitability of the event organiser(s)
- information received from another local authority, agency or service which highlights concerns about the general compliance or appropriateness of the event/event organiser
- if the volume of existing applications received determines that we are unable to administer any further applications received

Post Event Inspection

A post event site inspection will take place if applicable 1-2 days after the event and will involve the Events Team, event organiser and/or other appropriate officers or contractors acting on our behalf.

During the site inspection, the officer may observe and record the following:

- adherence to conditions as set out in any license/consent/authorisation to use the land
- damage to the site and/or site infrastructure. Images (photographic or video) may be used to record evidence of any damage or issue relating to our land, property, flora and fauna. The event organiser may request copies of recorded images if they are not present at the post event inspection
- waste left on site
- non-removal of promotional materials at any site or location

If damage is identified and the Events Officer believes it is as a result of the event, then we are entitled to keep part or all of the reinstatement deposit (refer to Section 8) to cover any reasonable costs associated with the repair/replacement and the administration time involved. If the costs of the repairs are higher than any deposit paid the event organiser will be sent an invoice for the balance of the costs.

Debrief and feedback

Event organisers may be required to provide feedback on their event. Typically, this will include details on attendance numbers, operational reports, accidents, near misses and any public feedback reports.

For large and/or high-risk events event organisers will be required to hold a more detailed event debrief. The Events Officer should be invited to attend this debrief.

8. Charging Policy

The Council is committed to providing a fair set of fees and charges for commercial and non-profit hire/use of Council land, which contribute towards the cost of the administration and management of events. There may also be additional charges for facilitating events through support from staff and contractors, including road closures, waste, parking suspensions, ground reinstatement, premise licences applications.

These charges are reviewed annually. The Council reserves the right to vary, waive or increase charges in consultation with appropriate senior managers to ensure the Council balances the need for best value with the viability of an event.

*Please note that Margam Country Park operates a separate pricing structure. Please contact the Events Team for more information.

NOTE: Fees for commercial events and filming will depend upon a range of variables including event size and scale, level of input required from NPT Council staff etc. All events are different and a fixed fee will be agreed with commercial event organisers prior to submission of an application. Commercial event organisers are advised to contact the Events Team as the earliest opportunity.

Table 4: Events Fees And Charges

Type of event	Charge £ excluding VAT	Notes
Community Non Commercial Events Small – under 100 Medium - 101-499 Large - 500+	£25 £50 £100	Applicant would have to demonstrate the organisation/ individual is non-profit making and that the event does not have a large number of third- party operators commercially trading
Community Events with Commercial Activity. Medium - 101-499 Large - 500+	£150 £300	Where the event includes over 33% of third-party operators commercially trading

<p>Commercial Events including for example:</p> <ul style="list-style-type: none"> • Funfairs & Circuses • High profile concert / Music Festival • Music Festival (tribute acts, low profile) • Sporting Events • Food and Drink/themed Festival 	<p>A fixed fee will be agreed on a case by case basis.</p>	<p>Depends on site location, size of event and NPTCBC staff involvement required.</p> <p>10% deposit to be provided on application.</p>
<p>Reinstatement Deposits</p>	<p>Deposits start from £1,000 and depend upon on the size and scale of the event, numbers attending and the nature of the activities, duration and amount of infrastructure to be put in place. Where considerable damage occurs Council land the full cost of reinstatement will be pursued.</p>	
<p>Filming</p> <ul style="list-style-type: none"> • Large Production Commercial Filming • Small Production Commercial Filming • Not for profit Organisation (reduced fee) • Student Filming (no fee) 	<p>A fixed fee will be agreed on a case by case basis.</p>	<p>Depends on filming location, disruption to local facilities, hire of venues and NPTCBC staff involvement required.</p> <p>There are no fees for student filming, please refer to Section 6.</p>
<p>Road Closures Application of Temporary Traffic Regulation Order</p>	<p>Community events – no fee.</p> <p>Commercial events – full cost recovery of staff time, costs start from £500, a fixed</p>	<p>There will be additional costs required for qualified personnel to put out road closure signs and manage the road closure and create a traffic management plan for the closure. Please contact the Events team for advice on options</p>

	<p>fee will be agreed in advance of application.</p> <p>Late applications will incur an additional fee of £100.</p>	
Street/car park/pay and display suspensions	Price dependant on requirement and specific car parks close.	Price will include an assessment of loss of income alongside reimbursement of any reasonable costs faced by the council and possibly nearby businesses in suspending car parking at the location requested.

Site Deposits and Fees

Reinstatement deposits may be charged to the event organiser to cover any potential damage to the site and must be paid no later than four weeks prior to the event. All site fees must be paid within 14 days of receipt of formal event approval. The operator will not be granted access to the Council land without both hire fees and deposit being paid.

Any unpaid fees and charges will result in the event organiser being refused permission for any future events.

Event organisers will be charged an additional deposit for loan of keys for access to an event site on council land. A minimum deposit of £100 is required for all keys being loaned from the council. A key allocation form will be filled out and signed by one of the Events Team when signing out keys and when keys are returned.

It is the responsibility of the event organiser to check that all keys work prior to the event and the organiser may collect keys by arrangement no earlier than 5 days prior to the event and must arrange to return them on the first working day after the event

closes. It is prohibited, under any circumstances for event organisers, or those associated with the event in any way, to make copies of the keys loaned to them.

Late Cancellation, event shutdown and refunds

The Council reserves the right to cancel an event or shut down an event during its operation should it be deemed to be necessary. Examples include but are not limited to the following:

- the site has become water-logged or it is considered that the site will be damaged beyond reasonable repair (beyond the level covered by any site deposit) if the event were to take place
- related fees charges and deposits have not been paid
- information required by the Council has not been received from the event organiser by the given deadline
- any other exceptional or unforeseen circumstances such as severe weather or following government/public health direction/guidance
- health and safety breaches or concerns for public welfare both prior to and during the event
- non-compliance to the Council's conditions or requirements
- non-compliance or breaches by the event organiser in relation to procedures or information set out in their application form, risk assessment or event management plan

The Council accepts no liability for any pre/during/post event costs the event organiser may have already incurred in relation to the above.

Where an event is cancelled through no fault of the event organiser and where this falls within 14 days of the date of the event all fees /charges /deposits will be returned in full.

If an event organiser wants to cancel an event, they must contact us at least 14 days prior to the event. Under all circumstances we reserve the right to charge the administration fee for the event.

9. Events Health and Safety Policy

Policy statement

It is vital that events are operated safely, and that is something that needs to be given high consideration by both the event organiser and the Council.

The risks and requirements to manage an event safely vary, but where appropriate the following will be required as part of the full application process.

General requirements of the event organiser: -

Risk Assessment (RA)

All events on our land require a well-considered and robust risk assessment to be in place. The RA must identify the risks associated with the event and demonstrate how these risks will be mitigated against and reduced to an acceptable level.

A template for risk assessment is available on our website [[insert website link once live](#)]

Event Management Plan (EMP)

Large and major events will require substantial forward planning and the risk assessment should be undertaken by a competent person. The assessment should form part of a wider Event Management Plan.

An Event Management Plan is a safety document that should be written in conjunction with the RA and submitted for review with the event application form. The EMP details all the safety and organisational aspects of the event from set up to de-rig. Events are subject to Health and Safety regulations, and it is the event organiser's responsibility to ensure all regulations are adhered to strictly and addressed appropriately in the EMP.

All events must submit an EMP which is reviewed by our relevant officers/ departments. Additional analysis of the EMP will be carried out by the SAG for events with over 500 attendees and/or involving road closures or higher risk activity.

The length and complexity of the EMP will vary depending on the size and nature of the event. Below is a reasonable, but not exhaustive, outline of areas to be covered for a large scale event –

- marshal and security details including job roles, training and location plan
- traffic management including parking, vehicles on site and entry and exit of vehicles
- road closure details
- key contact details
- licenses required
- health and safety procedures/provision
- medical cover and first aid
- safeguarding procedures and policy
- fire safety and fire risk assessment
- crowd management
- waste management
- site plan(s)
- contingency plans (including cancellation and scaling back)
- emergency evacuation plan

- schedule and programme of events
- details of power sources/generators
- details of temporary structures
- details of event catering, traders and suppliers including documented food safety controls
- stalls/stands and activities
- noise management plan
- communication plan
- proof of ADIPS (see glossary of terms for funfairs & circuses only)
- toilet facilities provision

Failure to submit the full information required in the Event Management Plan will result in the event not being approved. Event organisers are advised to use resources available for guidance such as the [Purple Event Safety Guide](#).

Licenses

It is the event organiser’s responsibility to ensure they have obtained all the correct authorisations and licences in the relevant timescales from our licensing department.

Further information is available on the Council’s [Licencing webpage](#).

Table 5 - Licence information

Type	Application deadline	What to submit	Fee
Premises licence (alcohol and / or entertainment)	At least 6 months prior to the event date, applicants are advised to contact licensing outlining the details of their proposed event.	<ul style="list-style-type: none"> - premises licence application - premises plan - consent of premises supervisor - supporting evidence to the application (optional) Fee	- fees vary per application so please refer to the council’s licence fee web page for more information

<p>TENs (Temporary Events Notice) (Alcohol and / or entertainment , for events with less than 499 persons in attendance.</p>	<p>No later than 10 working days prior to the event date</p>	<p>Application form Fee</p>	<p>£21</p>
<p>Street Trading (Selling refreshments / merchandise)</p>	<p>At least 2 months prior to the event date, applicants are advised to contact licensing to discuss any traders attending the event.</p>	<p>Application form Fee</p>	<p>- fees vary per application so please refer to the council's licence fee web page for more information</p>
<p>Street collection permit / lotteries (Charitable collections and general fundraising)</p>	<p>At least 2 months prior to the event date, applicants are advised to contact licensing to discuss any fundraising activities at the event.</p>	<p>Application form</p>	<p>No fee</p>

Public Liability Insurance

Event organisers must meet the following requirements:

- evidence of a minimum of £5 million indemnity cover must be provided to us. However, the Events team will consult our Insurance team and a minimum of £10 million may be required for particular events.
- insurance must cover all setup and close down days of the event
- it is the responsibility of the event organiser to ensure that all suppliers, traders and exhibitors at their event have the necessary, in date, insurance cover in place (minimum £5 million indemnity)
- for events involving road closures, the Council requires £10 million public liability insurance.

Parking and traffic management

Event organisers can request spaces in council-owned car parks for their event. Charges, to cover loss of revenue, may be applicable for parking spaces allocated for the event in our pay and display car parks or any regulated area on the highway.

Event organisers are responsible for the management and marshalling of car park spaces and the movement of vehicles at all times during the setup and the de-rig of the event.

The event organiser will need to provide a traffic management plan showing the route the event traffic will take during the setup and de-rig of the event. Traffic movement during an event will be confirmed on an event-by-event basis.

Event organisers must respect other car park users and not block access or egress to the facility or individual spaces.

Road closures and highway safety

Event organisers may need to apply for a road closure.

For road closures, an application should be sent to us:-

- A temporary traffic regulation order is generally required where there is a risk of danger, this is to maintain highway safety. In all cases the event organiser should consult with us at the earliest opportunity to discuss the most appropriate route to take concerning road closures and highway safety. Charges may be applicable for road closure applications.

- Road closure applications must be submitted a minimum of 8 weeks prior to the event. The event organiser will be contacted by us as soon as a decision has been made.

Safeguarding

We have a duty of care to ensure that all children and vulnerable adults are protected during the delivery of our services including during events. Event organisers are expected to have regard to our safeguarding policy within their event management and operations plans.

If the site is to be used for the purpose of children's entertainment, the event organiser must arrange for adequate adult supervision by those experienced in the care and control of children and who have undergone the necessary DBS checks to work with children/vulnerable people.

The event organiser must, within their event documentation, provide details on what processes will be put in place to protect children/vulnerable adults. The event organiser is advised to take the following information into consideration:

- provision for lost children/vulnerable adults
- provision of baby changing facilities
- provision for lost property
- details of DBS checked event staff
- details of the event procedure relating to a lost or found child or vulnerable person including how this will be logged
- identifying a specific person who will be present at the event who can deal with complaints from attendees
- to have two adults to one-child policy, to ensure no child is supervised by just one member of staff or volunteer at any time
- age limits that should apply to some events/activities

Food safety

Where commercial caterers are used as part of an event organisers must meet the following requirements:

- Ensure that all caterers have a minimum food hygiene rating of 3 (generally satisfactory) or above.
- Provide a list of caterers, including all associated paperwork, to the Events Officer a minimum of four weeks prior to the event, to allow sufficient time for checks to be carried out by our environmental health team.

- The event organiser will be responsible for removing any caterers from their list who fail to meet this standard. Checks may be made throughout the event by our representatives.
- We expect the event organisers to prioritise using local businesses for the provision of food/catering at their event.

Any professional caterers must be registered under the [Food Safety Act 1990](#) and have received training in food hygiene; this applies even if food is being given away for free. An outline of the type of catering and facilities should be provided in advance of the event.

There is no formal Events approval process for catering at small community events; however, organisers are encouraged to contact the Council’s Food Safety team on food@npt.gov.uk for advice and support

Accident/incident reporting

As part of the EMP, and in accordance with Health and Safety regulations, all event organisers must have a procedure to record accidents/incidents or near misses associated with the event (including set up/de-rig) and must give this information to the Events Team at the earliest opportunity.

In the event of any serious accidents and those requiring hospital visits the event organiser must notify the Health and Safety Executive and the Council immediately - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

10. Environmental Policy

At Neath and Port Talbot Council we recognise that tackling climate change is necessary and urgent, and the Council is determined to respond with commitment and speed through our Decarbonisation And Renewable Energy Strategy (DARE).

Event organisers are required to tell us the ways in which they are reducing the impact of their operational activities across the following areas:

- ✓ energy and water use
- ✓ transport and travel
- ✓ sourcing of food, beverages and procurement of other supplies
- ✓ waste and recycling
- ✓ protecting the landscape and wildlife from contamination including from plastics and micro-plastics.

Examples of how this can be achieved:

- Use of reusable vessels for beverages, such as plastic cup deposit schemes
- Avoid all single-use, disposable packaging e.g. condiment sachets
- Make free drinking water available. The local water authority may be able to assist in providing drinking water stations at your event
- Provide waste and recycling facilities
- Make use of reusable or recyclable products for display and promotional materials, reuse banners with date changes, find alternatives to cable ties
- Use of clean electric battery-operated generators, or generators powered by Bio Fuels
- Use of electric vehicles at events

PLEASE NOTE that from October 2023, as part of the implementation of the Environmental Protection (Single-use Plastic Products) (Wales) Act 2023, **single use plastic products are not permitted**. This includes plates, including those with a laminated plastic surface, cutlery, drink stirrers, balloon sticks, plastic stemmed cotton buds, plastic drinking straws (exemptions for people who need to eat or drink safely). It also includes takeaway food containers and cups made of expanded or foamed extruded Polystyrene

When planning events, we encourage event organisers to develop transport and travel plans that promote more sustainable modes of transport (walk, bike, bus, coach, train) with the aim of encouraging as many staff and attendees as possible to travel in this way, reducing their environmental footprint

11. Events Development and Support Policy

The Council is committed to supporting event organisers to offer advice and guidance through the application process. Whilst we cannot tell you how to organise your event our Events team will liaise with their colleagues in the Council and our partners to seek solutions to overcome any logistical challenges.

The Events team can also signpost potential funding sources to support both new and existing events.

We are very receptive to listening to new ideas for events or for developing existing events and will provide feedback on content, logistics, funding, commercial opportunities and potential partners.

We will also be organising open days for community event organisers where training and advice will be given on a range of areas from creating a risk assessment and

developing an event management plan to understanding existing and new legislation on the use of public highway and the potential need for counter terrorism measures.

We will also continually review our processes and procedures and corporate policies to ensure our County is a welcoming place, with a diverse range of events and festivals. The development of the Events Strategy will provide a clear framework and commitment to events and will be developed working with local communities, event organisers, promoters, and creative organisations.

12. Events Organised by the Council

There are currently only a limited number of events organised by the Council. These include the Neath Fair, Neath Food and Drink Festival and the Remembrance Day Parades in Neath and Port Talbot. In addition, there are outdoor events and activities at Margam Park, particularly in school holidays and around Christmas.

Through the development of the Events Strategy the Council will be seeking commercial and community partners to deliver new events and maximise the opportunity for future grant funding from the Government and large corporations to support new events and develop existing ones.

13. Other Regulatory requirements and Best Practice

Event organisers need to consider the below when organising an event. Not all will be relevant to every event, but organisers need to consider which apply to their event and seek guidance if unsure as many are a statutory requirement:

Counter Terrorism Measures

Many outdoor events have a very low terrorism threat and require minimal mitigation measures but this needs to be assessed like any other health and safety risk. Any measures put in place for an event will be proportionate taking into consideration factors like the size of the event, who is attending and the nature of activities. For example, a community fete attracting 300 people at any one time will require a significantly lower number of mitigation measures compared to a festival or concert with a several thousand people attending, involving international celebrities and VIPs.

New legislation, currently known as Martyn's Law, may be introduced sometime in 2024. Event organisers should be aware of the key requirements and measures that would be expected to be put in place but these will be proportionate and practical depending on the size of the event being organised. Proportionality is the fundamental consideration in this legislation. Further information can be found on the [Protect UK website](#). For any further enquiries please contact the Events team.

Accessibility

All event organisers are bound by the requirements of the Equalities Act 2010, regardless of the size of the event or whether people will be charged for attending. As such, they are obliged to think ahead and make reasonable adjustments to ensure that disabled attendees (or potential attendees) are not put at a substantial disadvantage, compared with non-disabled people.

"Disability" has a broad meaning. It is defined as a physical or mental impairment that has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities.

What is a "reasonable" adjustment will depend on all the circumstances, including the cost of the adjustment, the potential benefit it might bring to other attendees (for example, ramps may also benefit attendees with small children), the resources an organisation has, and how practical the changes are.

Reasonable adjustments may include, but are in no way limited to:

- Laying down temporary plywood paths on uneven or wet ground
- Installing ramps next to steps
- Providing toilets which are accessible and have adequate lighting for people with visual impairments
- Displaying warning signs if strobe lighting is to be used
- Planning a way of communicating with deaf and hearing-impaired attendees, in the event of an emergency

Any adjustments deemed reasonable should be in place before the event begins.

Organisers should not wait until a disabled person experiences difficulties at the event, as it may then be too late to make the necessary adjustment

Advertisements

Advertisements and signage will normally require consent. Consent would not be required for temporary notices or signs which are intended to advertise any local event being held for charitable purposes, such as a fête or sponsored marathon.

Any attachment or advertisement on a listed building will also require Listed Building Consent. It is preferable to avoid additional advertisements on listed buildings.

Regardless of whether advertisement consent is required, all outdoor advertisements must comply with five standard conditions. They must:

- Be kept clean and tidy
- Be kept in a safe condition
- Have the permission of the owner of the site on which they are displayed (this includes the Highway Authority, if the sign is to be placed on highway land)
- Not obscure, or hinder the interpretation of, official road, rail, waterway or aircraft signs, or otherwise make hazardous the use of these types of transport
- Be removed carefully where so required by the planning authority

Equalities Policy

The Council is committed to equality of opportunity for the whole community and believes that the diversity of the community is a major strength which contributes to the social and economic prosperity of the area. The Council commits to ensuring that no resident of, or visitor to, the area is treated inequitably or in an unlawful or unjustifiably discriminatory manner.

Events that compromise the Council's commitment to equal opportunities, in terms of their content and/or the organisers' affiliations (negative attitudes, racial hatred, homophobia, etc) will not be sanctioned by the Council.

Emergency Vehicles

It is essential that emergency vehicles are able to access the site at all times. Nothing can be permitted to restrict access to emergency facilities such as hospitals and medical centres. Where an event is held on the highway, barriers can be used to close off the road and items such as tables and chairs can be placed on the highway, providing they can easily be removed if necessary to allow emergency access.

Fire Safety

The onus is on the event organiser as the "responsible person" to actively pursue and maintain fire safety. The responsible person must carry out a risk assessment and implement appropriate measures to minimise the risk to life and property

It can be advisable for event organisers to involve the Fire Authority at the earliest opportunity

Temporary Structures

Organisers of events who intend to erect temporary structures such as grandstands, stages, lighting, sound or control towers, tents, marquees or canopies should contact

the Building Control/ Structures Sections well in advance of the event and provide sufficient details including layout plans and construction details/calculations to enable the structural stability of the structure to be verified. The Building Control/ Structures sections will check the information provided and undertake inspections to ascertain the structural stability of any significant temporary structures.

The Chartered Institute of Structural Engineers has produced [comprehensive guidance on temporary demountable structures](#).

For further information and advice, contact the Council's Building Control Department on building.control@npt.gov.uk

Toilet facilities (including accessibility)

It is the duty of the event organiser to provide adequate and accessible toilet facilities for events. Guidance on the anticipated number of attendees to toilet provision ratios can be found in [The Purple Guide](#).

For small scale community events in a location where there are public toilets the Council will need to be aware of your requirements in order that they can arrange for extended opening hours and extra cleaning. There will be a charge incurred for this service.

14. Contact the Events Team

For further advice please contact the Events team on [\[insert email once live\]](#) or telephone [\[insert number once live\]](#)