

Draft guidance for organisers of Community Events on what licensing requirements / permissions may need to be obtained

Introduction

Voluntary and community events are an important part of everyday life that strengthen communities and encourage people to play a more active part in society.

We want to make it as easy as possible to plan and hold an event, whether it is to mark a one-off to celebrate special occasions / anniversaries, to raise money for charity or bring the community closer together.

This guide aims to bring together some key factors that need to be considered if you are planning an event, giving brief advice and guidance, and signposting you to where you can find more detail. There is also a [“Can do” guide](#) to provide a central resource for people planning a range of community-led events.

This guide is intentionally brief in order to help point you in the right direction rather than answer all of your questions. There is more detail on street trading consents than other areas as this is likely to be an area to focus on.

The guidance is laid out in sections which you will need to work through in order to establish what you need to do for your event.

1. Land / Location
2. Alcohol
3. Entertainment Licensing
4. Other licences
5. Selling / Street Trading

The guide is laid out in this way as there are differing legislative controls relating to differing parts of events which all have to be met if you are holding an event.

How best to use this guide

To maximise the benefit of this guide you will need to have a clear idea of your proposed community event, including:

- Are you or any traders planning to sell / give away alcohol,
- sell prize draw / lottery tickets,
- sell or supply anything,
- will there be music or entertainment such as dancing – is this the main attraction or background / incidental to the event.
- How many people are you expecting / hoping to attract,
- how long is the event for?
- where it will be held
- Who owns the land - Is it:
 - Council owned land?
 - Public open space?
 - Private land,

- will there be an open access policy,
- will it be restricted, how, will you charge to gain entry?

Each of these questions and their answers will help you to work out what you need to do and the likely cost.

Detailed help in planning an event

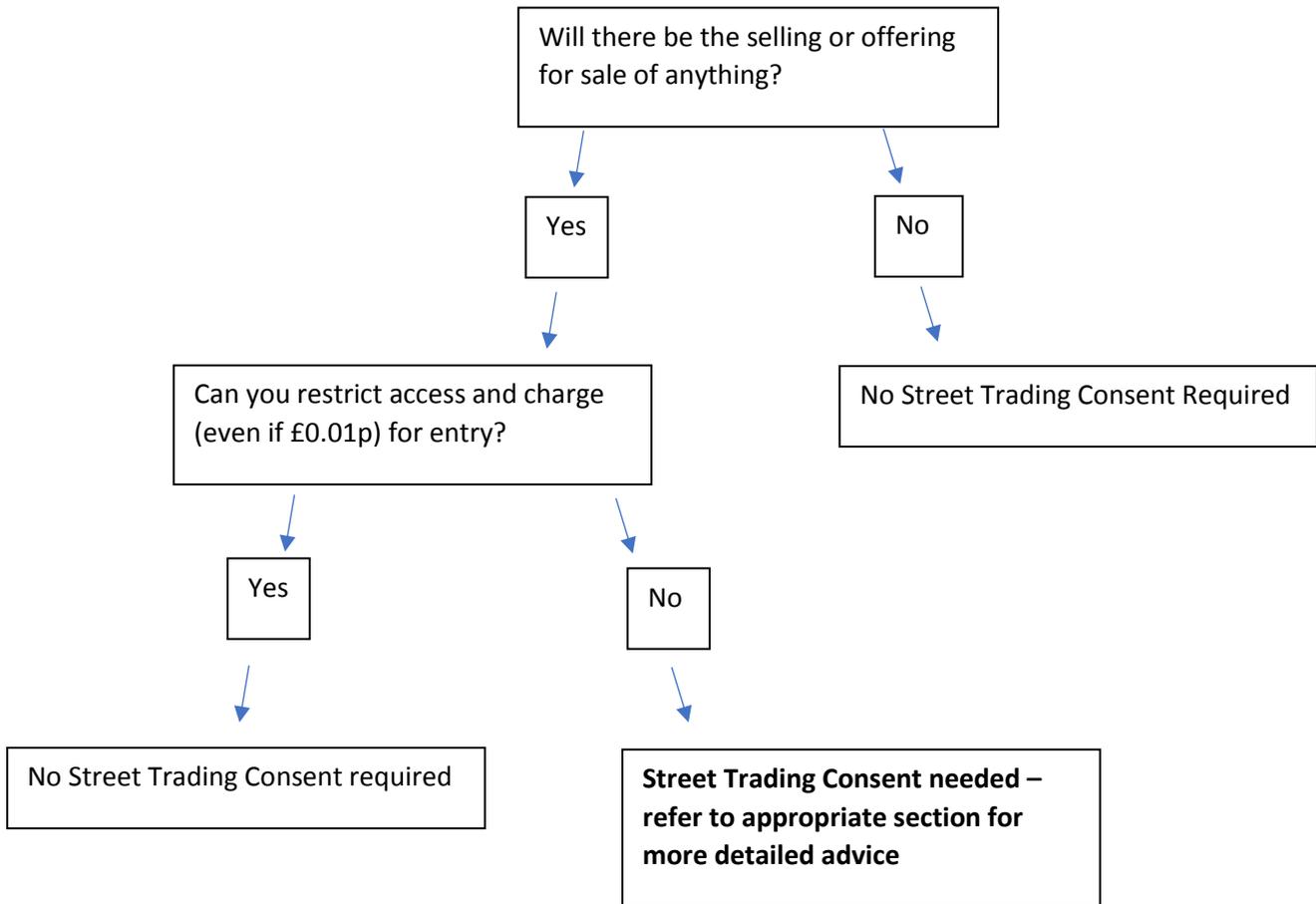
More detailed advice planning and programming an event can be found in the Council's event safety guide www.southglos.gov.uk//documents/South-Glos-event-safety-guidance.pdf This covers a variety of very useful things such as:

- Risk Assessments
- Safety Checklists
- Insurance (A minimum cover of £5m is suggested)
- Communications
- Evacuation procedure
- First Aid
- Fire Arrangements
- Security
- Barriers
- Access and Facilities for Disabled People
- Toilets
- Refuse storage and collection, and many more...

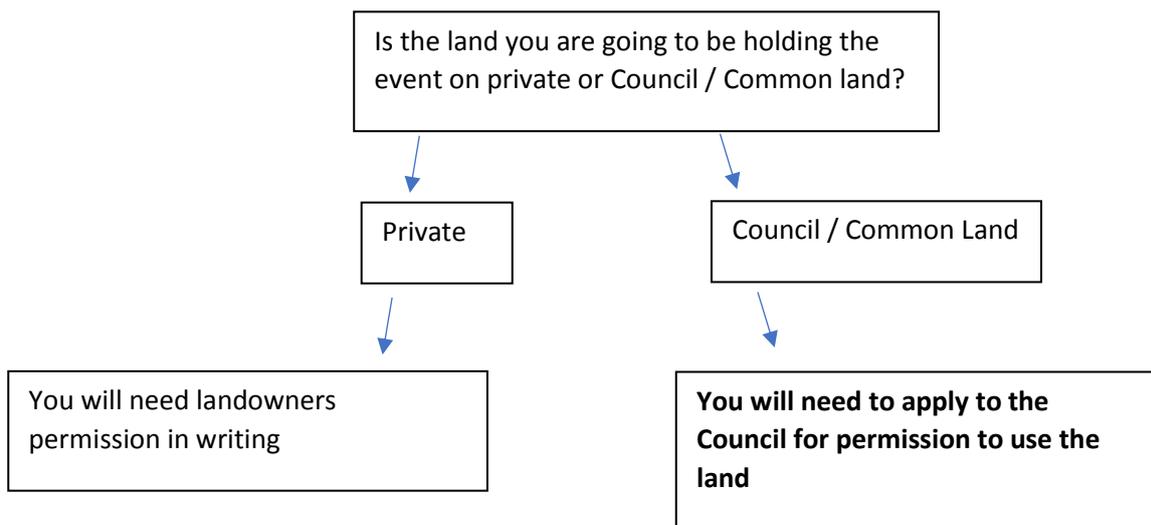
Some other useful links are:

- [DCLG's guidance on organising street parties.](#)
- <http://www.southglos.gov.uk/community-and-living/voluntary-organisations/planning-for-voluntary-and-community-events/>
- The [Local Government Association's top tips](#) for holding a public event in your community.
- [The Street Party Site](#) provided by Streets Alive.
- The Health and Safety Executive's <https://books.hse.gov.uk/bookstore.asp?ACTION=BOOK&PRODUCTID=9780717661626>The
- Royal Society for the Prevention of Accidents' (RoSPA) <http://www.safer-fireworks.com/>
- RoSPA advice on [using Chinese/sky lanterns.](#)

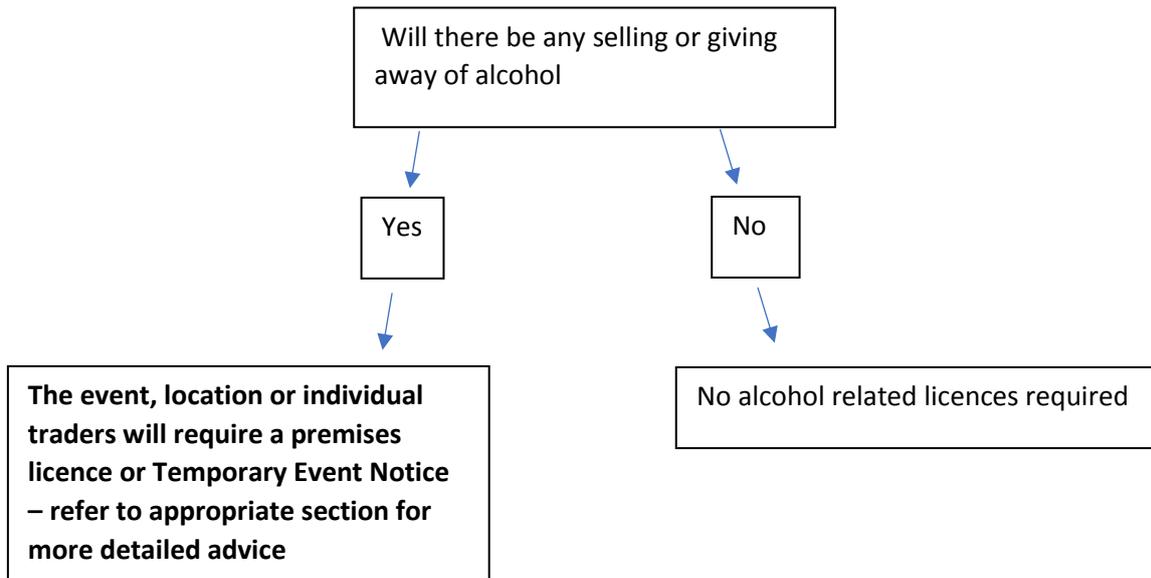
Selling



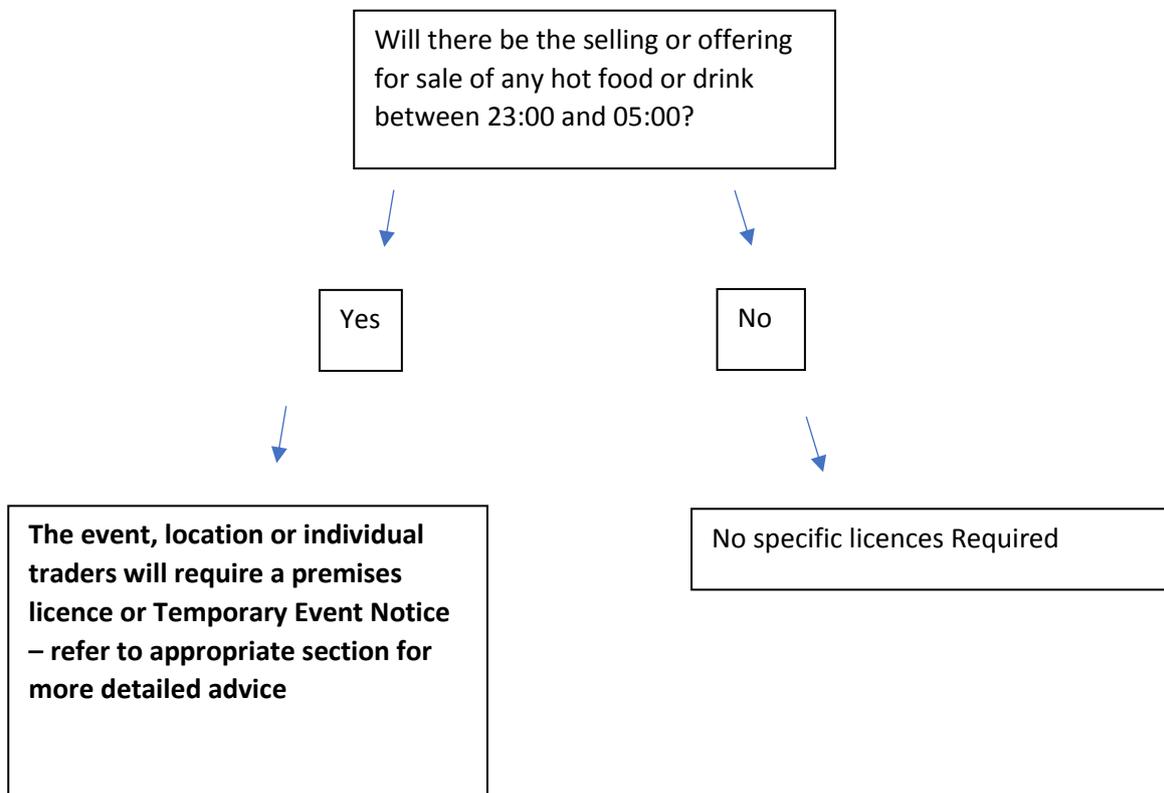
Location



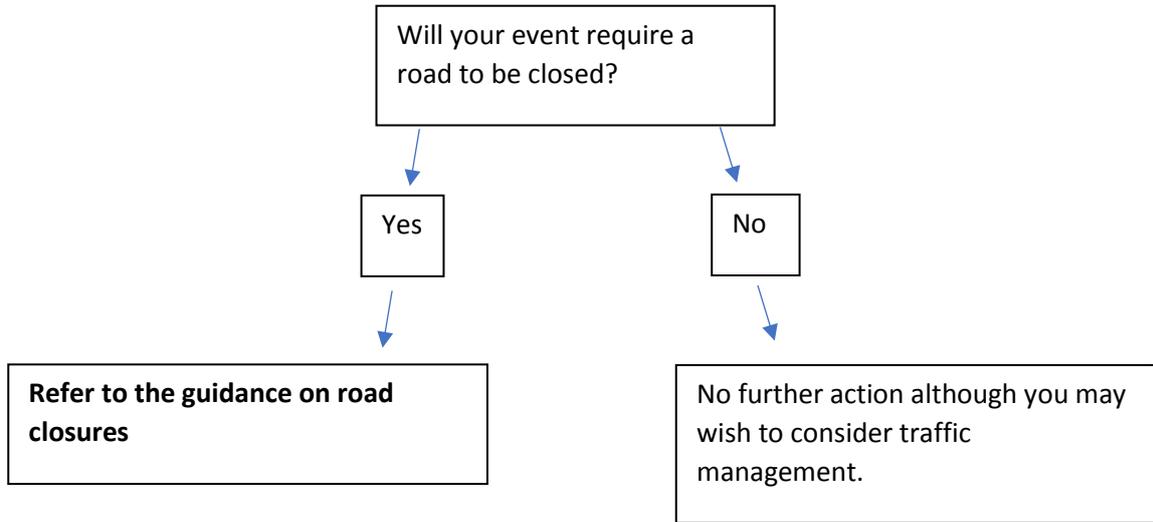
Alcohol



Hot Food or Drink



Road Closures



Checklist Table for applicants - Further Permissions Required

Activity	Further Work Required?	Further Work Required?	Guidance
	NO	YES	Page No.
Selling			
Location			
Alcohol			
Hot Food / Drink			
Road Closures			
How many / How long			
Other Considerations			

Land / Location

Land ownership

For many reasons it is important to decide upon the proposed location of your event and then establish the ownership of the land. You are likely to need, in writing, the landowners' permission to hold the event.

If the land is owned by South Gloucestershire Council, including common land and public open space, you will need to apply to the Council to use the land.

This procedure is relatively straight forward and a short five page guidance note and lots of other helpful advice can be accessed here: <http://www.southglos.gov.uk/leisure-and-culture/parks-and-open-spaces/hire-of-public-open-space/>

It should be noted that:

- The Council requires 15 working days to process small event applications,
- should they be larger events then the Council requires 6 weeks' notice
- Failure to comply with these guidelines could result in your event not being approved.
- The person signing the application will be personally responsible for ensuring that the letting fee/hire charge is paid and for compliance with these regulations.
- The Hirer is fully responsible for obtaining any licences or other permission required.

Roads

If your event is on a road or will involve large numbers of persons attending the event, you will need to consider developing a Road Traffic Management Plan for the event.

Traditionally the Police have provided assistance to event organisers in the form of traffic management and attendance, free of charge. The Police's policy on presence at public events has changed and you will now need to consider what action you will need to take yourself.

In particular you will need to consider, for safety reasons, whether the temporary closure of a road is required.

South Gloucestershire Council issues Temporary Road Closure Orders and you will need to give at least two months' notice to the Council of a request for an Order.

The Council has to follow strict legal procedures before issuing a Temporary Road Closure Order.

<http://www.southglos.gov.uk/transport-and-streets/streets/roads-maintenance/licences-for-work-on-the-highway/licensing-road-closures-2/>

You therefore should not leave an application for a Temporary Road Closure Order until the last minute, as the Council may not be able to assist you.

When a Temporary Road Closure takes place you will be required to provide road signs, alternative routes for traffic and management of the road closure.

Provision of signs and management of the road closure will be at your expense and you will need to bear this in mind when planning your event.

If you require any further advice on obtaining a Temporary Road Closures Order, please contact the Council's Legal and Democratic Section

Parking issues.

You should also consider whether the event will impact on parking and how this will be best managed.

Alcohol

For lots of community events alcohol may be part of the attraction, something people can buy when they attend, raffle prizes or otherwise.

It is important to consider what part or parts alcohol may play in your event so that you can be sure to stay within the law.

When you don't need a specific licence

The premises / trader are already licensed

You don't need a licence to provide alcohol at a private event, such as a street party, as long as it is not being sold but most street parties and events are not likely to be private events with access restricted to known persons so this exemption should not be relied upon.

You will also not need a licence if the venue chosen has either of the following:

- a) 'Premises Licence' and that there is a named 'supervisor' who holds a 'Personal Licence' to sell alcohol
- b) 'Club Premises Certificate' which includes the sale of alcohol

This is something you can check with the owner of the venue and / or the trader who wishes to sell alcohol.

Alcohol as prizes in raffles and tombolas

You don't need a licence to offer bottles (or other containers) of alcohol as prizes in raffles and tombolas provided the following conditions are met:

- the raffle must be promoted as an incidental event (ie it is not the main event) within an 'exempt entertainment' – this is defined as a bazaar, sale of work, fête, dinner, dance, sporting or athletic event, or other entertainment of a similar character
- after expenses are deducted, none of the money raised by the 'entertainment' is used for private gain
- the alcohol is in a sealed container, such as an unopened bottle
- there are no prizes that are just money

- tickets are only sold during the event, not in advance
- the raffle/lottery is not the main inducement to attend

You must not sell tickets that can then be exchanged for an alcoholic drink, or to ask for a donation in return for alcohol.

If none of the above exemptions apply and you want to:

- have a bar where alcohol is sold
- sell alcohol in another way
- provide entertainment to the wider public
- charge to raise money for your event

You will need a [Temporary Event Notice](#). This costs just £21 and is easily obtained.

Entertainment licensing

Entertainment Licensing

A licence may be required where any premises are used for the public performance of:

- films,
- plays,
- dancing,
- music or,
- other similar entertainment including karaoke and discos.

Outdoor events may also require a licence and sufficient notice must be given (minimum 3 months).

Small scale events may be covered by a Temporary Event Notice with a reduced timescale (at least 10 working days notice) or may be exempt under the Live Music Act 2012.

Events involving late night refreshment which is hot food and / or hot beverages (between 11pm and 5am) will also need a licence. Normally there will be a fee for the granting of a licence and further details and application forms can be obtained from the Council's Licensing Section whose details are given in section 4

Providing entertainment

The following events do not need entertainment licences between the hours of 8am and 11pm:

- performances of live unamplified music for audiences
- performances of live amplified music in licensed premises for audiences of up to 200 people
- performances of plays and dance for audiences of up to 500 people
- indoor sporting events for audiences up to 1,000 people

Other examples of performances that generally don't need a licence are:

- karaoke – between 8am and 11pm in licensed premises for audiences of 200 or less if there is any amplification
- incidental music - live music that is incidental to other activities that aren't classed as regulated entertainment

GOV.UK also holds more detail on [entertainment licensing](#).

Playing pre-recorded music

If you are planning on playing pre-recorded music at an event that is open to the public, check with your venue to see if it holds licences from [PRS \(Performing Rights Society\) for Music](#) and [PPL \(Phonographic Performance Limited\)](#).

Other licences or permissions?

Many activities don't need a licence. However you should check the situation early on, because if you do find you need a licence or other permission, this can take some time, even months in some cases.

This part of the guide will help you with some of these more probable ones.

Raffles, lotteries and tombolas

You do not have to register an “incidental non-commercial lottery”. This is a term that includes raffles, sweepstakes and tombolas.

Tickets for this type of lottery must be sold and the winners announced at the event. Anyone at the event (including children) can take part in this sort of lottery. The expenses that can be deducted from the proceeds must not be more than £100, and no more than £500 can spent on prizes (not including donated prizes).

See [providing alcoholic drinks](#) for information about alcoholic prizes.

Find out more about raffles and lotteries on the [Gambling Commission's website](#).

Bingo and race nights

You do not need a licence to play bingo, or run a race night as long as you are playing for 'good causes'. This means that the night:

- can only take place at events where none of the proceeds are being used for private gain
- players must be informed of the organisation or good cause that will benefit from the money raised

You can play either 'prize bingo' or 'equal chance' bingo.

For prize bingo:

- all the prizes are put up in advance and are not dependent on the number of players or amount of money collected
- there are no limits on the amount of money you can collect for admission fees or ticket sales, or on the value of prizes paid out.

For equal chance bingo:

- the amount of money paid out in prizes is dependent on how much is collected in admission charges and sale of tickets
- you can charge each person up to £8 for admission and tickets
- the total value of prizes for one off events must not be more than £600

Race Nights that are run to raise money for charity, also may not need a licence if they are run on the same basis as above.

Find out more with the Gambling Commission's guidance Advice on [non-commercial and private gaming and betting](#).

Selling / Street Trading

What is street trading

If you trade in the street you may require a Street Trading Consent.

Street Trading is defined as the selling or offering for sale of any article in the street. This includes food such as ice cream and kebabs.

A street is defined as "any road, footway, beach or other area to which the public have access without payment" therefore this may include both public open space and private land.

It is therefore very likely that your event, or traders within it, will require a street trading consent from South Gloucestershire Council.

There are some clear exceptions to this that will mean you fall outside the scope of these provisions:

Market Charters

Thornbury and Chipping Sodbury have established rights to hold a market. If markets are held in accordance with the provisions of their charter they will be exempt from the requirement to hold a street trading consent.

Any markets organised under the auspices of the market authority for Chipping Sodbury and Thornbury in the following locations will be considered to be exempted street trading activities by virtue of the historical charters in place:-

Chipping Sodbury: Horse Street, Broad Street and High Street.

Thornbury: High Street, Rock Street (including car park), Main Shopping Centre (The Plain) and Castle Street.

Should an individual trader wish to trade, or an event take place in these areas outside the scope of the market charters, then they will be subject to the street trading scheme and will require a consent from South Gloucestershire Council.

If street trading consent required

If you, or traders attending the event, require a street trading consent then you should factor in that it will take at least 8 weeks. The time taken to go through the street trading consent application process is this long mainly as there is compulsory consultation - if valid objections are received then the consent application will need to be considered by a sub-committee of elected members.

Block Consent

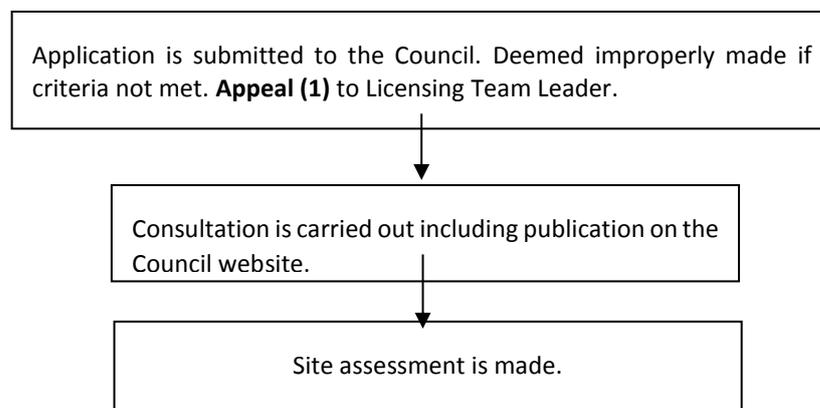
In order to help organisers, and traders attending, events the Council has the facility to apply for a 'Block Consent' for the event. This is an alternative to each individual trader applying for a street trading consent.

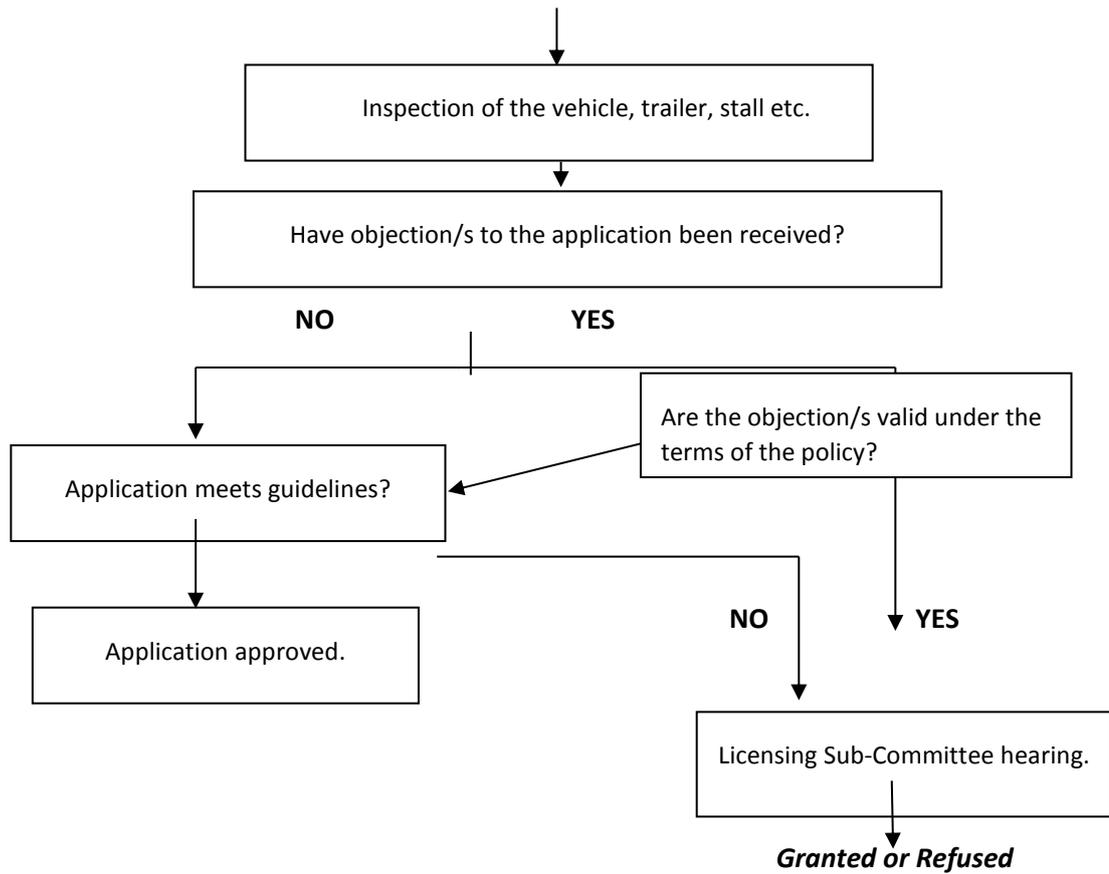
If you are considering applying for a block consent you will need in particular to consider the following:

- The organiser is responsible for all street trading and is liable for any potential breaches of conditions,
- It is a requirement for organisers of block consents to keep an up to date list of all traders operating at any one time. This list must be presented to the Police or Council Officers upon request.

Applying for a consent

A flow chart showing the process of applying for a Street Trading Consent:





The application

An application for a Street Trading Consent must be made to South Gloucestershire Council in writing or submitted online through GOV.UK.

You will need to submit the following documents and fee for the application:

- 1) A completed and signed Street Trading Consent application form.
- 2) Proof of current address and identity will be requested at this stage
- 3) Proof of eligibility to work in the United Kingdom and sign a declaration to that effect.
- 4) The applicable fee which will be refunded if the application is refused.
- 5) Where the proposed street trading activity is from a fixed position, one copy of a map. The map should clearly identify the proposed site position by marking the site boundary with a red line.
- 6) One colour photograph of the trading unit (stall, van, barrow, cart etc.) that will be used for the street trading activity.
- 7) An original copy of the certificate of insurance that covers the street trading activity for Third Party and Public Liability risks with a minimum cover of £5,000,000.
- 8) At the point of application for a consent a quote will be accepted.
- 9) Written permission from the landowner if the street trading activity is to be carried out on private land.
- 10) A Basic Criminal Record Check for each applicant from either the Disclosure and Barring Service (DBS) or a Subject Access Check from the local police station.
- 11) Written permission for toilet provisions for the street trader and all staff to use.

12) For trade waste, original proof of a contract set up with a trade waste collection contractor.

Additions for Block Consents

- 13) Applications for a Block Consent must also include Third Party and Public Liability insurance covering all traders, or individual insurance for all traders.
- 14) A list of all the traders to be covered by the Block Consent must be provided, if known at the time of the application. If the traders aren't known at the time of the application, a list must be provided 5 working days before the Block Consent commencement date.
- 15) Block consent applications will require proof that all food traders are registered with a Local Authority.
- 16) Block consent applications will require colour photographs of the area the consent is being applied for.

Factors that may prevent a consent application being granted

Street Trading Consents from static locations will not normally be granted where:

1. A significant effect on road safety would arise either from the siting of the trading activity itself, or from customers visiting or leaving the site, or
2. Where there are concerns over the recorded level of personal injury accidents in the locality where the street trading activity will be sited, or
3. There would be a significant loss of amenity caused by traffic, noise, odour or fumes, or
4. There is a conflict with Traffic Orders such as waiting restrictions, or
5. The site or pitch obstructs either pedestrian or vehicular access, or traffic flows, or places pedestrians in danger when in use for street trading purposes, or
6. The trading unit obstructs the safe passage of users of the footway or carriageway, or
7. The trading site interferes with sight lines for any road users such as at road junctions, or pedestrian crossing facilities, or
8. The trading site does not allow the consent holder, staff and customers to park in a safe manner, or
9. The street trading activity is carried out after dusk and the site is not adequately lit to allow safe access and egress from the site for the consent holder, staff and customers
10. The Council will determine each application on its individual merit but generally will only permit street trading between 6.00 am and Midnight on any one day.

Objections

Should a valid objection be received against an application, then the application will be referred to the Council's Licensing Sub-Committee for determination.

The Licensing Sub-Committee will listen to all evidence and consider each case on its own merit before making a decision to grant or refuse an application.

Further details on this procedure and the appeal procedures can be found in the current Street Trading Policy.