

Organising an Event

Thanet District Council



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Foreward

Organising an event can be hard work, and a top tip is to start early! Try to give yourself a six month start, and make sure that you get in touch with the relevant organisations as soon as you can.

When you organise an event, be realistic, aim for something that you will be able to Achieve. We have developed this toolkit to help you organise your event, no matter how big or small. We are aiming to help you know what you need to do, when you should be doing it and hopefully, make the experience of planning and running a local event a pleasant experience for you.

Kind regards,

Thanet District Council - Events Team



Introduction to Thanet SAG

- ❖ Thanet District Safety Advisory Group (SAG) was established in 2005 and offer expert advice and guidance
- ❖ **The SAG aim to:**
 - Ensure that events that take place across the district are safe for the general public
 - Make the event process quick and effective
- ❖ The SAG meet monthly where all event organisers are welcome to attend
- ❖ **The Thanet SAG consider applications for events that are held on:**
 - Council land & premises that are accessible to the public highways
- ❖ As an organiser you have a duty as far as practical to be aware of current regulations, byelaws and codes of practice relating to your event so you are able to take action
- ❖ Thanet SAG only ask organisers to complete documents that is required by law or industry standards

Thanet District SAG is formed by the following organisations:

- ❖ TDC Parking
- ❖ TDC Licensing
- ❖ TDC Foreshores
- ❖ TDC Waste & Recycling
- ❖ TDC Parks and Gardens
- ❖ TDC Environmental Health
- ❖ TDC Community Development
- ❖ Maritime & Coastguard Agency
- ❖ South East Coast Ambulance
- ❖ Kent Fire & Rescue Service
- ❖ East Kent Human Resources
- ❖ KCC Highways
- ❖ Kent Police

SAG

Safety Advisory Group

Planning

Timescale - a successful event can take 12 months to put together.

We expect to receive an Event Notification Form at least **14 weeks before** the event date including all documentation such as:

- ❖ Third party insurance, food hygiene certificates, event management plans etc

Once all paperwork has been reviewed by Thanet SAG we will give (or refuse) consent for the event.





2. TDC send out Events policy and event application pack

1. Contact events@thanel.gov.uk to check availability of site



3. Event notification submitted with signed policy & supporting docs. Application fee paid on submission



Processing Stage

Apply for licenses/ road closures

TDC send documents to SAG to review

Advice and guidance

Changes in relation to feedback

Amended documents received



7. Invoice paid by event organiser

6. TDC's quote is agreed by the event organiser an invoice is then generated



8. TDC send out Permission to Occupy



Post Event

Event debrief TDC and agency feedback

Land Hire

Please contact events@thanel.gov.uk to enquire about the land you wish to hire.

If the land is available you will need to fill out our [Event Notification Form](#) once the application fee (£75) is received we will provisionally hold the date and send you an application pack.

You will then need to submit your documents e.g: risk assessment, event management plan, site map, public liability insurance and all other supporting documentation to be reviewed by SAG.

Risk Assessments

A risk assessment helps event organisers to be prepared for anything that might happen. This is requirement when hiring council land. [Template risk assessment.](#)

Environmental Health

- ❖ All amplified music should finish no later than 9pm
- ❖ No fireworks or other pyrotechnics shall be used other than with prior written consent.
- ❖ All diesel generators must be sited, where possible, away from noise sensitive areas.
- ❖ If you are having food traders, you are advised to contact the Food Safety Team for their advice.
- ❖ For large events, separate, suitable and sufficient provision for toilet facilities for food handlers should be provided

General, structural and legal advice regarding food businesses is available [here.](#)

Road Closures

KCC are responsible for the roads in Thanet. Thanet District Council make the road closure order under Section 21 of the Town Police Clauses Act 1847, the consent of KCC to use the road is still required. Some events may require the road to be closed using the Road Traffic Regulation Act. If your event falls into this category you will need to contact KCC Highways for a road closure application or TDC parking.

For all road closures or events that impact upon the highway KCC require a Traffic Management Plan.

Event Type and Guidance

Small: Less than 499 attendees

- Including all staff, stewards & all participants at one time

Standard: 499-999 attendees

- Classes as a high risk activity not a major event
- Total number of attendees including participants & spectators at any one time

Event Size

- Including participants & spectators at any one time
- If food is served (even if it is free please contact our food safety team)
- Seek advice from your safety officer about; First Aid, Stewards, Structures, Barriers, Electrical Suppliers & all other equipment

- Depending on the size of the event you may need an event manager & a safety officer
- Includes more than one activity which is considered to be sufficient risk to require additional assistance
- If you are selling alcohol you will need a license or a temporary event licence (TEN)

Major: 1000+ attendees

Safety before your event...

Safety is the main priority at an event! As event organiser you will be held responsible for everyone who attends your event.

All events that take place must comply with the relevant safety acts:

- The Health and Safety at Work Act 1974
- The Occupiers Liability Act 1957/1984 and its accompanying regulations & standards of safety

It is recommended that you have; 1 marshall per 100 people aged under 15 years old and 1 marshall per 150 people aged 15+

Keeping the area clean litter left by people attending the event is your responsibility!

Check the site to make sure everything is setup and there are no hazards.

Helpful information for event and safety can be downloaded from [here](#)

- The Events Safety Guide (Purple Guide)
 - Managing Crowds Safely
- Fire Safety Risk Assessment: Open Air Events and Venues
 - Giving your own Firework Display
- Health and Safety at Motorsports Events
- Road Race Handbook – available from Run Britain

Communication is critical!

You can use radio to stay in contact - have a personal radio link to keep in contact with stewards. A manned base is a good idea so if there is a problem there is someone they can go to directly.

Large or major events a PA system is useful if there are any lost children.

Make sure that everyone knows who their main contact is.



TDC Events

Email: Events@thanet.gov.uk

TDC Licensing

Email: licensing@thanet.gov.uk

TDC Parking

Email: car.parking@thanet.gov.uk

Tel: 01843 577471

Road Closures

Email: Mary.watts@thanet.gov.uk

TDC Foreshores

Tel: 01843 577275

Email: leisureservices@thanet.gov.uk

Health & Safety Executive

Tel: 0300 003 1747

KCC Highways

Tel: 03000 41 41 41

Email: Kent.highwayservices@kent.gov.uk

Civil Aviation Authority

Tel: 01293 573084

Email: infoservices@caa.co.uk

St Johns Ambulance, Thanet

Tel: 01843 589919

Email: south-events@sja.org.uk

The Performing Rights Society

Tel: 020 7580 5544

TDC Environmental Health

(Food Safety, Noise)

Tel: 01843 577580

Email: enviromental.health@thanet.gov.uk

TDC Waste and Recycling

Email: wasteandstreetcleaning@thanet.gov.uk

Tel: 01843 577000

TDC Tourism

Email: visitorinformation@thanet.gov.uk

Kent Fire & Rescue HQ

Tel: 01622 692121

Email: enquiries@kent.fire-uk.org

South East Coast

Ambulance Service

Tel: 01622 759194

HM Coastguard

Tel: 01843 210008

Margate Ambulance Corps

Tel: 01843 223405

Red Cross, Thanet

Tel: 01843 223739



- [Details of what's on in Thanet, where to stay, maps and travel](#)
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- [Event notification form](#)
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- [Tips, advice and guidance on planning and having a successful street party.](#)
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- [Kent County Council's webpage about road closure applications and what you need to do.](#)
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- [Some basics on food safety and hygiene for your event.](#)
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- [Help on how you can make your event accessible for everyone in the community.](#)

- [Guidance on safe practice for fairgrounds and amusements](#)
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- [HSE event safety guidance](#)
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- [Advice on the organisation of firework displays.](#)
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- [Security Industry Authority – they are responsible for regulating the private security industry in the UK.](#)
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- [For advice and information of food safety and hygiene](#)



For More Information

For more depth knowledge on the variables that you will need to think about when planning you event please read our A-Z of Events.

[Click here](#)

