

Comhairle Ceantair an Iúir, Mhúrn agus an Dúin
Newry, Mourne and Down District Council

Sraith Straitéisí D'imeachtaí

Event Toolkit

Ag freastal ar an Dún
agus Ard Mhacha Theas
Serving Down
and South Armagh



Comhairle Ceantair
an Iúir, Mhúrn agus an Dúin
Newry, Mourne and Down
District Council

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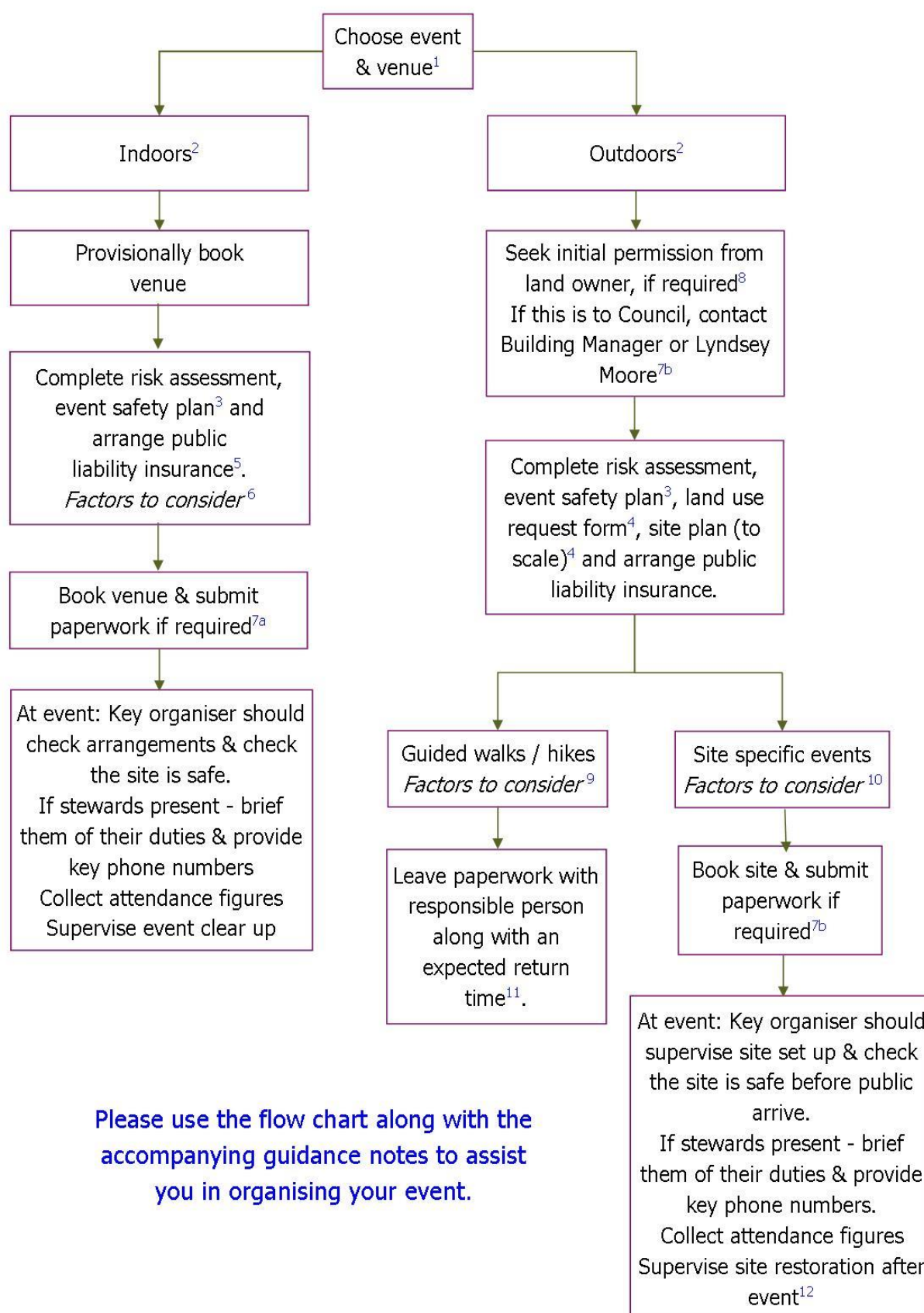
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Event Planning Flow Chart



Please use the flow chart along with the accompanying guidance notes to assist you in organising your event.

Event Planning Flow Chart - Guidance Notes

1. Consider the activities involved in the event and anticipated attendance as these will determine your required venue capacity and facilities.
2. If suppliers, such as amusements, food providers etc. are being used you will need to collect the companies' public liability insurance, risk assessments and any relevant safety certificates for equipment or food preparation. If food providers are being used they must have a valid food hygiene certificate and the Environmental Health Department of the Council also need to be informed. If amplified recorded music is being played in/on a premises not already licensed to sell alcohol, or is being played between the hours of 11pm and 8am, an entertainment license will be required; this can be applied for through NMDDC Licensing Department (buildingcontrol@nmandd.org) for a small fee.
3. For small events of less than 50 attendees the risk assessment should be sufficient as an event safety plan; however this will depend on the venue owners.
4. Required for site specific events only. The 'Request to Use Council Land' forms ([Appendix 4](#)) are needed for Council owned sites; other land owners may have something similar.
5. It is recommended that your public liability insurance has a minimum limit of indemnity of £5 million.
6. Factors to consider:
 - i) First aid cover & equipment – ask about trained venue staff
 - ii) Room layout
 - iii) Additional equipment e.g. computer and projector
 - iv) Car parking
 - v) In the case of larger events: car park stewards to aid traffic flow
 - vi) Under what circumstances you would cancel the event
7.
 - a. If you are using a Council venue, you will need to supply your public liability insurance, risk assessment(s), event safety plan and any provider's paperwork as stated in note 2 above, to the relevant Council employee; most likely the venue receptionist or manager, four weeks before the event.
 - b. For outdoor events you will need to submit your paper work (as stated in notes 2 & 4 above) to Lynsdey Moore (lynsdey.moore@nmandd.org).
8. This typically applies if the land is privately owned, Council owned or if the event is sufficiently large that disruption would be caused to the site's normal operations or environment. Guided walks along designated paths/roads etc. are generally exempt, however if you are walking along public roads a request needs to be submitted to the [Parades Commission](#), 28 days before the event. With regards to Council sites; at least three months' notice will be required for events of less than 5000 people.
9. Factors to consider:
 - i) Access to toilets.
 - ii) Route you will take and possible access points for emergency help.
 - iii) Advice for participants e.g. reasonable level of fitness required, walking sticks recommended etc.
 - iv) Recruiting a backstop (a responsible person bringing up the back of the walk to ensure the group is kept together and to notify of oncoming traffic).
 - v) Rest points and shortened routes if the weather turns bad unexpectedly.
 - vi) Under what circumstances you would cancel the event.
10. Factors to consider:
 - i) Access to toilets, including accessible toilets.
 - ii) Car parking, including accessible spaces.
 - iii) Adequate event communication, both within the event and to external agencies. You may need to consider a radio repeater, due to the mountainous terrain.
 - iv) Crowd control.
 - v) Shelter from poor weather.

- vi) Event set up time – depending on the size of the event and the changes you wish to make to the site, you may need to close the site to the public for a time, to enable you to set up the site safely.
- vii) Access and egress for emergency services.
- viii) Under what circumstances you would cancel the event.

NB: Barriers, chairs, marquees and tables may be supplied by the Council for a small cost. Requests need to be submitted to events@nmandd.org using Appendix 5 at least four weeks before the event. If the resources are needed during peak event periods it is recommended that you send requests as early as possible to avoid disappointment.

- 11. For larger events it is recommended that you contact the local mountain rescue service with your route plans before the event. The Ring of Gullion is covered by the Mourne Mountain Rescue Service (secretary@mournemrt.org).
- 12. After the event sites should be immediately returned to the same condition (or better) that they were in before the event i.e. all equipment and signage removed, event litter collected and removed. Depending on the size of your event you may need to arrange the supply and emptying of additional bins with the Council.

Event Risk Assessment

As part of organising a safe event you must control the risks to organisers and attendees. To do this you need to think about what might cause an accident and/or ill health to people and decide what reasonable steps you can take to prevent them; in other words, make a risk assessment. Most of what is contained in a risk assessment is common sense, for example; keeping electrical equipment away from water.

To carry out a risk assessment you need to think about what activities your event will have and what hazards (anything which may cause harm) are associated with those activities. Decide how people may be harmed by the hazard and work out what steps can be taken to reduce the risk of an accident happening. You may find it easier to produce two risk assessments, one from the perspective of the organisers, stewards and other volunteers assisting with the running of the event, the other from the perspective of attendees; particularly if those working behind the scenes are exposed to more hazards. Should an accident occur all the details will need to be collected on an Accident/Incident Report Form ([Appendix 2](#)); depending on the severity of the accident this form may need to be submitted to the event insurers.

On pages 8 - 10 there is an example of a generic risk assessment, which you are welcome to use as a guide to create your own event-specific risk assessment.

Event Safety Plan

Larger events (over 100 attendees) will need an event safety plan as well as a risk assessment. Event safety plans focus more on what will happen in the event of an emergency; rather than general risks. Your event safety plan should detail who will take on decision-making responsibilities during an emergency, as well as the emergency procedures.

When developing your event safety plan you should consider how you will:

- Get people away from immediate danger,
- Handle casualties,
- Liaise with the emergency services and if the situation is serious, hand over responsibility for the emergency to them,
- Deal with people displaced by the emergency i.e. those not injured,
- Protect property.

Your event safety plan should also include:

- A contacts page, containing all the essential contact numbers and
- Site location maps detailing the locations of activities, stewards, first aid etc.

On pages 10 - 12 there is a short example of a generic event safety plan, showing the control factors put in place for one hazard identified at the risk assessment stage as well as general stewards' duties. You are welcome to use this event safety plan as a guide to create your own event-specific safety plan.

This is for guidance only. You must complete your own, event-specific, risk assessment

Example - Generic risk assessment

Below is a generic risk assessment which will cover the main risks present at any event; however it is not a comprehensive list. The 'current control measures' provided will not apply to all situations. Please use it as a guide to tailor your own, **event-specific**, risk assessment. A few guidance notes have been included in blue.

***Likelihood** – A measure of the chance of an accident occurring

1 – Very unlikely: There's a 1 in 1,000,000 chance of the hazardous event happening

2 – Unlikely: There's a 1 in 100,000 chance of the hazardous event happening

3 – Fairly likely: There's a 1 in 10,000 chance of the hazardous event happening

4 – Likely: There's a 1 in 1,000 chance of the hazardous event happening

5 – Very likely: There's a 1 in 100 chance of the hazardous event happening

Severity – A measure of how serious an injury would be if an accident occurred.

1 – Insignificant: No injury

2 – Minor: Minor injuries needing first aid

3 – Moderate: Up to three days' absence from work

4 – Major: More than three days' absence from work

5 – Catastrophic: Death

If you have safety measures in place and are still getting a Risk Factor score of 17-25 the activity/event should not go ahead.

Event Safety Risk Assessment

ACTIVITY: *Insert event title*

LOCATION: *Location address*

Location Description:

Give a brief description of the location, indoors, outdoors, surface type and condition etc.

MAP SHEET/GRID REF: *Letter & Six-figure grid reference* **Likelihood (L) x Severity (S) (were 1 is low, 5 is high) = Risk Factor (R) *see notes above**

Area/Object	Potential hazard	L	S	RF	Current control measures	Action in event of an accident	Additional control measures
Weather	Cold/heat/burn	4	3	12	Adequate protection – Attendees have been advised to wear correct clothing for conditions. Check Met Office weather day before the event taking place at: goo.gl/C40rpv	First aid / 999 (depending on seriousness)	Activity cancelled in extreme weather
Uneven and potentially slippery surface	Slip/trip/fall	3	2	6	- Warning statement. - Attendees advised to wear appropriate footwear. - Wet surface hazard signs displayed.	First aid / 999	Leaders aware of alternate entry/exit points in case of injury.

This is for guidance only. You must complete your own, event-specific, risk assessment

Moving vehicles	Collision with attendees	2	3	6	<ul style="list-style-type: none"> - Stewards wear hi-vis vests at all times. - Traffic movement areas e.g. crossings manned with stewards in hi-vis vests directing pedestrian traffic. - Site made into a pedestrian zone during the period the event is open to the public. - Walk leader and back stop wear hi-vis vests and alert walkers to oncoming traffic, so they can move into the side of the road. 	First aid / 999	Stop pedestrian movement if necessary to facilitate vehicle movement. NB: Stewards to not have the power to control vehicle traffic, only pedestrian traffic.
Generators / Electrical equipment	Electric shock	1	4	4	<ul style="list-style-type: none"> - Generators placed in a cordoned off area. - Ensure electrical equipment is suitable for outdoor use. - If more than 12 months old electrical equipment is PAT tested. - Electrical equipment kept away from water sources indoors. - Equipment checked for damage before use; particularly cables and plugs 	First aid / 999	At outdoor events a qualified electrician must be on site to sign off all electrical equipment as being safe to use.
Generators / Electrical equipment	Tripping over cables	2	3	6	<ul style="list-style-type: none"> - Cables kept tidy in cordoned off area. - If cables must cross pedestrian walk ways, external/internal pedestrian cable covers used. 	First aid / 999	At outdoor events a qualified electrician must be on site to sign off all electrical equipment as being safe to use.
Wildlife	Stings/bites	2	2	4	None	First aid / 999	None
Manual handling	Sprain / Strain	3	2	6	<ul style="list-style-type: none"> - Stewards trained in correct manual handling techniques. - If stewards untrained, have trained person demonstrate safe manual handling before work begins and supervise throughout. 	First aid / 999	None

This is for guidance only. You must complete your own, event-specific, risk assessment

					- If loads are too heavy or awkward for one person, work in pairs.		
High drops	Fall from height	2	4	8	- Restrict or prevent access to areas with high drops e.g. steep slopes, stages. - Close off area with barriers.	First aid / 999	None
Medical condition	Asthma etc.	1	3	3	Awareness.	First aid / 999	None
Noise	Hearing damage	3	3	9	- Workers provided with suitable ear defenders. - Stage sound volume maintained at recommended decibel level.	First aid / 999	Seek advice from the NMDDC Licensing or Health & Safety Departments.
Fire	Burns	3	3	9	- Provide fire extinguishers in key areas e.g. near electrics or BBQs.	First aid / 999	None
Lighting	Trip/Fall	4	2	8	- If an outdoor event is continuing into the hours of darkness provide suitable temporary lighting throughout the site, focusing on main thoroughfares, toilets and exits. - Provide stewards with torches.	First aid / 999	At outdoor events a qualified electrician must be on site to sign off all electrical equipment as being safe to use.

Safety equipment / information	e.g. first aid kits, hi-vis vests, fire extinguishers	Nearest Hospital: Daisy Hill: Tel 028 3083 5000 Safety Co-ordinator mobile: Chief Steward mobile:
Qualified First Aider(s)	NMDDC Health & Safety dept. or British Red Cross can provide advice on the level of first aid provision required, particularly for larger events.	
Assessed by:		
Checked by:		

Below is a short example of a generic event safety plan which covers one main hazard present at an event; the control measures provided will not apply to all situations. Please use it as a guide to tailor your own event safety plan, using your event risk assessment. The length of your event safety plan will be determined by the number of main hazards identified in your risk assessment.

Example - Event Organiser – Event Name : Event Safety Plan

Date – Location

Site Management:

CHIEF STEWARD: Main coordinator of the event

MUSTER POINT: A suitable location for stewards to assemble for deployment in an emergency.

SAFETY CO-ORDINATOR: Person in charge of safety – for small events this can be the same person as the chief steward, for larger events (upwards of 100 people), a separate person is recommended.

CHILD PROTECTION: If children are in attendance there should be a minimum of two responsible persons (one male and one female), who have had appropriate background checks and child protection training, to look after lost children. You will also need a child protection policy and an enclosed child-friendly area to take lost children. It is also recommended that the persons responsible for child protection wear a different colour of hi-vis vest to easily distinguish them from other stewards.

Event Control Centre (Muster point) : Usually the same as above

Communication: Depending on the size of the event different methods of communication will be needed, for small events stewards' personal mobiles and megaphones for communicating with attendees will be sufficient. For larger events or events in poor signal areas, 2-way radios should be considered for stewards, along with a PA system for distributing information to all participants.

NB: Low cost and effective 2-way radios are available online.

First Aid: What level of first aid will be provided and by whom? The level of first aid cover required will largely be dictated by the anticipated numbers of attendees and the event risk assessment. An example would be: Ambulance & crew provided by Order of Malta, supported by two of our own volunteers.

Toilets: If you are having an indoor event, it is highly likely toilets will be provided. However if you are at an outdoor site you may need to hire chemical toilets; remember to ensure that at least one of the toilets is wheel chair accessible. The number of toilets will be determined by the anticipated numbers of attendees; the toilet providers can advise you on the recommended number.

Stewarding arrangements

Site specific issues: -

In this section you should highlight the main hazards which your stewards will be responsible for managing. It is recommended that you develop a stewarding plan to ensure each steward knows their roles and responsibilities prior to the event.

Risk assessment *Hazards*; Attendees, density/movement and moving vehicles.

Control measures:

How you will protect attendees from the hazards

- Number of stewards available - positioned at all vital points; highlight key areas e.g. a road crossing from a car park
- Site checked for any glass or other hazards before set up.
- Site made a pedestrian zone from ... until ...
- Caution signs of pedestrians crossing will be placed on the roadside.
- If a field is being used as a temporary car park - Tractor on stand-by in case cars get stuck in the field. It would also be worth considering alternative parking in case of wet weather.
- Event coordinator will brief all stewards on their duties. It is also recommended you go over the order of events, location of first aid and lost children point etc.
- Food provider(s) have valid food hygiene and other relevant food safety certificates.
- Amusement provider(s) have valid public liability insurance, risk assessments and health & safety certificates for all amusements provided.

Emergency Action Plan: -

The Chief Steward and Safety Coordinator reserve the right to cease the Activities if a Health and Safety risk becomes apparent at any stage.

1. The Chief Steward or Safety Coordinator must be contacted immediately by the quickest practical means.
Give precise details to the Chief Steward and await further instructions.

2. It will be the Chief Steward's/Safety Coordinator's* responsibility to:
- Contact the relevant emergency services (Fire, Ambulance, Police, etc.)
 - Request that the necessary Stewards either go to the Muster Point or required location.
 - Under no circumstances should anyone attempt to fight a fire without the permission of the Chief Steward or Safety Coordinator*.

Medical emergency, Bomb scare or Public disturbance:

- The Chief Steward or Safety Coordinator* must be contacted immediately by the quickest practical means.
- Give precise details to the Chief Steward and await further instructions.

Steward's duties (it is essential each steward is aware of his/her specific duties):

Dedicated stewards will be required to:

- Monitor & control the public to ensure all safety zones are kept secure.
- Concentrate on their duties not the activities.
- Contact the Chief Steward or Safety Coordinator in the event of an emergency.
- Ensure no overcrowding occurs in any part of the venue particularly on entering or leaving the site.
- Secure emergency access routes.
- Be alert to tripping hazards, broken glass etc. and take the necessary action to prevent injury e.g. remove the offending item or isolate (if in doubt contact The Chief Steward or Safety Coordinator).
- Cooperate with the Chief Steward and Safety Coordinator at all stages of the event.
- Cooperate with members of the emergency services (notify Chief Steward or Safety Coordinator if the emergency services require assistance).
- Not be under the influence of alcohol whilst executing their duties.
- Report immediately any hazardous activities/equipment/structures, accidents or ill health, dangerous occurrences, unruly behaviour or equipment.
- Assist lost children following 'event lost child policy' (Contact Chief Steward or Child Protection Stewards and bring to Muster point).
- Remain on duty until the event is over and the Chief Steward is satisfied that the supervision requirements can be stepped down.
- Remain calm and courteous towards members of the public and provide them with the necessary information e.g. First aid and other facilities (if in doubt refer them to the Chief Steward).
- Be identifiable by wearing the high visibility reflective vests provided.

Notes: Ensure fire hydrants are kept clear.

Thank you for your attention

Example - Event Check List

The check list below covers large events; therefore it is probable that some items will not be required for smaller events. Your risk assessment should highlight what you need from the list.

Event: _____

Location: _____

Date: _____

	Number	Supplier	Date Ordered
Barriers			
Bins			
First Aid			
Lighting			
Marquees / Gazebos			
Stewards			
Park & Ride			
Stage			
Security			
Sound			
Toilets			
Traffic Management Company			

Appendix 1

Risk Assessment Template Summary of Persons at Risk

Identify who will be at your event and could be at risk – contractors, staff, members of the public, exhibitors, and caterers

All Workers	<input type="text"/>	Inexperienced Staff	<input type="text"/>	Outdoor Workers	<input type="text"/>
Pregnant Women	<input type="text"/>	Cleaners	<input type="text"/>	Visitors/Public	<input type="text"/>
Performers	<input type="text"/>	Volunteers	<input type="text"/>	Elderly People	<input type="text"/>
Staff with disabilities	<input type="text"/>	Maintenance Staff	<input type="text"/>	Other	<input type="text"/>

Summary of Core Hazard Categories

Identify the hazards which could impact on your event

Access/Egress	<input type="text"/>	Environmental	<input type="text"/>	Hazardous Substances	<input type="text"/>	Manual Handling	<input type="text"/>	Temperature Extremes	<input type="text"/>
Adverse Weather	<input type="text"/>	Explosion	<input type="text"/>	Hygiene & Welfare	<input type="text"/>	Noise	<input type="text"/>	Vehicles	<input type="text"/>
Animal	<input type="text"/>	Fall of object from height	<input type="text"/>	Ladders	<input type="text"/>	Radiation	<input type="text"/>	Ventilation	<input type="text"/>
Biological	<input type="text"/>	Fall of person from height	<input type="text"/>	Lifting Equipment	<input type="text"/>	Sharp Objects	<input type="text"/>	Violence to staff	<input type="text"/>
Collapse of structure	<input type="text"/>	Fire Safety	<input type="text"/>	Lighting	<input type="text"/>	Slip/trip/fall	<input type="text"/>	Work equipment	<input type="text"/>
Crowd Control	<input type="text"/>	Food Hygiene	<input type="text"/>	Lone Working	<input type="text"/>	Storage	<input type="text"/>	Other	<input type="text"/>
Electricity	<input type="text"/>	Gas	<input type="text"/>	Machinery – forklift	<input type="text"/>	Stress	<input type="text"/>		

Hazard – is something with the potential to cause harm. For example

Any possible risk from activities or demonstrations
Chemicals or substances hazardous to health including dust and fumes
Crowd intensity at the event
Electrical safety
Hazards relating to any fire risks or fire evacuation procedures

Sale of hot food and drink and supply of alcohol
Slipping, tripping and falling hazards on site

Put measures in place to stop or minimize the likelihood or impact of the hazard – the level or risk (high, medium, low) eg. remove the hazard, prevent access to the hazard, put in measures and procedures to reduce exposure to the hazard, find an alternative activity or machine.

Moving parts of machinery and any vehicles on site
 Manual handling and lifting
 High noise levels
 Poor lighting, heating, ventilation

Blank Risk Assessment Template

What are the Hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by Who?	Action by when?	Done

Accident / Incident Report Form

Once completed this form should be submitted to the person responsible for event safety.

1. About the person who had the accident

Give full name, home address and contact phone number.

FULL NAME: _____

ADDRESS: _____

POSTCODE: _____

PHONE NO.: _____

2. About you, the person filling in this form

If you did not have the accident, give full name, home address and contact phone number.

FULL NAME: _____

ADDRESS: _____

POSTCODE: _____

PHONE NO.: _____

3. Please sign and date (there person filling in the form)

SIGNATURE: _____ DATE: ____ / ____ / ____

The person who has had the accident should sign and date if they have not filled in the form (as confirmation that they agree the accident recorded is a true and accurate record).

SIGNATURE: _____ DATE: ____ / ____ / ____

4. About the accident – When and where it happened.

DATE: ____ / ____ / ____ TIME: _____

IN WHAT PLACE DID THE ACCIDENT HAPPEN: _____

5. About the accident – what happened

Say how the accident happened. Give the cause if you can. In the event of any personal injury, say what it is.

HOW DID THE ACCIDENT HAPPEN? _____

MATERIALS USED IN TREATMENT _____

6. Witness details

Give full name, home address and contact phone number.

FULL NAME: _____

ADDRESS: _____

POSTCODE: _____

PHONE NO.: _____

WITNESS STATEMENT: _____

7. Report passed to Event Safety Co-ordinator

DATE: ____ / ____ / ____ TIME: _____

CO-ORDINATOR'S NAME AND INITIALS: _____

Event Plan for _____

Introduction: (Give a brief explanation of event) _____

Key Personnel:

Event Organiser: _____
Person responsible for Health & Safety: _____
Person responsible for security: _____
Person responsible for first aid: _____

Equipment:

Will electrical equipment (lighting, disco equipment etc. be used:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, is the equipment less than 12 months old:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If more than 12 months old, has it been PAT tested:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Give details of any other equipment to be used: _____

What First Aid provision has been made: _____

Give details of entrancing arrangements (e.g. ticket, pay at door etc.)

Give details of stewarding arrangements: _____

Give details of emergency arrangements: _____

Give details of Insurance held: (A copy of public liability insurance must be included)

Anticipated audience profile: (age,gender etc) _____

If outside event has, PSNI/DRD approval has been given?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is there to be alcohol at the event?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is alcohol to be sold on premises:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes to last question has a liquor licence been obtained?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Signature: _____

Date: _____

**APPLICATION FOR REQUEST TO USE COUNCIL LAND
NEWRY, MOURNE AND DOWN DISTRICT COUNCIL**

PLEASE REFER TO LINK BELOW FOR INFORMATION ON HOW TO ORGANISE AN EVENT
<https://www.newrymournedown.org/how-to-organise-an-event>

Please **read this Privacy Notice** before signing the attached form.

Privacy Notice

September 2022

Visitor Services Team
0330 137 4046
10-14 Central Promenade, Newcastle, County Down, BT33 0AA
visitor.services@nmandd.org

The type of personal information we collect

We currently collect and process the information contained in the attached 'Request to use Council Land' form.

How we get your personal information and why we collect it

Most of the personal information we process is provided to us directly by you for the use of Council land.

We use the information that you have given us in order to:

- process your booking and confirm use/hire details;
- raise any issues we may have regarding the use/hire of the area;

Your personal information will not be shared with third parties.

Under the UK General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information is:

(b) We have a contractual obligation. This allows us to process personal data when this is necessary for the performance of a contract.

Your information is stored in a secure file room and electronically on Council servers.

In accordance with Council's Retention and Disposal Schedule completed forms will be held for 12 months from the booking date and then destroyed. Payment details will be retained for a maximum period of 7 years from the date of payment after which it will be securely destroyed.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us if you wish to make a request (see contact details at the top of previous page).

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us (see contact details on footer of first page).

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's contact details are as follows:

- ICO website: www.ico.org.uk
- ICO self-service portal: <https://ico.org.uk/make-a-complaint/official-information-concerns-report/official-information-concern/>
- Helpline: 0303 123 1114

REQUEST TO USE COUNCIL LAND NEWRY, MOURNE AND DOWN DISTRICT COUNCIL

PLEASE REFER TO LINK BELOW FOR INFORMATION ON HOW TO ORGANISE AN EVENT

<https://www.newrymouredown.org/how-to-organise-an-event>

APPLICANT NAME		ORGANISATION	
EMAIL		TEL/MOBILE	
COUNCIL LAND REQUESTED	<i>(please provide specific details of the areas required)</i>		
DATE & TIME			
DETAILS OF EVENT			

LICENCE OR SPECIAL PERMISSIONS

Does your event require/include:

Does your event require an Entertainment Licence?	YES / NO
Does your event require a Street Trading Licence?	YES / NO
Does your event include the sale/provision of food?	YES / NO
Does your event include the sale/provision of alcohol?	YES / NO
Will there be inflatables at event...eg Bouncy Castles etc?	YES / NO
Does your event involve road closures or restriction of traffic?	YES / NO
If yes, has an application been made for a Road Closure Notice?	YES / NO

You are required to submit the following:

Site / Event Specific Risk Assessment		Safeguarding Policy or sign up to agree to Council Policy	
Event Plan (if under 20 attendees)		Completed Event Application Form (if over 20 attendees)	
Event Safety Plan (if over 50 attendees)		Site Plan- marked to show exact location/s of event	
Insurance – minimum limit of £5 million For events which are considered "High Risk" £10 million public liability insurance will be required. You should check with your insurance provider. Council's insurers have advised that "High Risk" events would include fairground operators, bouncy castles/inflatable/trampolines, motorized sports, water-based sports, contact sports or dangerous activities, large events, horse riding events, events involving heat, fireworks display etc.			
If Drone filming:			
Confirmation that you understand your obligations under the UK Data Protection Act and General Data Protection Regulation		Copy of Pilot's Licence	
Copy of PFCO/Civil Aviation Authority Permission		Agree to display 'Permission to Use Council Land Notice' (will be provided by NMDDC)	
You are required to ensure the area is safe and complies with current CAA regulations at all times whilst using/operation the drone(s)		Agree the responsibility of any flight, including take-off and landing, and its legalities rests with the drone operator.	

APPLICANT SIGNATURE: _____

Please tick to confirm that you have read and understood the Privacy Notice ☐

Please turn over.....

FOR OFFICE USE ONLY

Officer Recommendation: Approved

Position:

Signed:

Director approval under NMDDC Scheme of Delegation

Position:

Signed:

Date:

Request for Logistical Support for Community Festivals and Events

Completed requests should be emailed to: events@nmandd.org

Name of Community Group / Association				
Name of Event				
Address of Event				
Event Dates			Approximate number in attendance	
Dates equipment to be delivered on site			Any specific Time to be delivered	
Dates equipment to be collected after the event			Any specific Time to be collected	
Contact Person				
Contact Tel Number				
Contact E-mail Address				
Contact person who will be available to sign for the delivery and collection of equipment		Name:		
		Mobile number:		
Type of Equipment required – Please state numbers required:				
Tables (number required)		Chairs (number required)		Barriers (number required) (50 Max)
Gazebos 10ft x 13ft (number required) NOT AVAILABLE	Sides (number required)	Gazebos 10ft x 10ft (number required)	Sides (number required)	Please note Gazebos (10ft x 13ft) must be erected and dismantled by Council staff*
Please note Gazebos (10ft x 10ft) are only delivered and collected by Council staff. It is the responsibility of the group to erect / dismantle each gazebo. It is important that care is taken and gazebos are not damaged and are returned in good condition and working order. Any defects should be highlighted.				
Is your event being held on Council Property YES / NO	If YES Request to use Council Land Form will be forwarded to group		If NO Group to confirm that adequate levels of Public Liability Insurance cover is in place for hire of equipment	
Does your event require any other Council Services ie Street Cleansing / Bins / Additional opening hours of Public Conveniences / Street Trading or Entertainments Licence YES / NO			If YES , please specify	

Fairgrounds and amusement parks

Guidance on safe practice



This is a free-to-download, web-friendly version of HSG175 (Second edition, published 2007). This version has been adapted for online use from HSE's current printed version.

You can buy the book at www.hsebooks.co.uk and most good bookshops.

ISBN 978 0 7176 6249 4
Price £12.50

Although fairgrounds and amusement parks are relatively safe compared to activities such as driving a car or riding a bicycle, there have been a small number of serious incidents involving employees and members of the public. The Health and Safety Executive has worked with the members of the Fairgrounds and Amusement Parks Joint Advisory Committee to improve standards and to produce this revised guide.

This book incorporates improvements made over several years in this industry's practices. It deals with the safety of employers, employees and the general public using fairgrounds and amusement parks and gives advice on controlling risks, site layout and safe systems of work. It also provides information and guidance on on-ground ride design, manufacture, installation, operation, maintenance and inspection.



Charity and voluntary workers

A guide to health and safety at work



This is a free-to-download, web-friendly version of HSG192 (Second edition, published 2006). This version has been adapted for online use from HSE's current printed version.

You can buy the book at www.hsebooks.co.uk and most good bookshops.

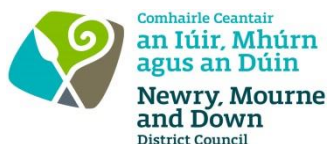
ISBN 978 0 7176 6185 5
Price £13.50

This book provides basic health and safety advice and information to charity and voluntary organisations. Many of them do not have access to professional health and safety advice and don't know what is required of them. This book aims to help them find out and gives practical suggestions on how to work safely. It will also help health and safety practitioners working in this sector. The book covers the main aspects of health and safety that most charity and voluntary organisations will need to be aware of in order to meet their legal duties.

Each chapter looks at a specific health and safety subject and gives a general introduction followed by a series of practical case studies taken from actual events. It explains legal duties, how to manage health and safety and how to assess risks. Among other things, the book deals with work in charity shops, driving and transport, fire safety, fundraising, lone working, moving and handling, violence at work, supervision and training.

This book is the result of a joint project between the Health and Safety Executive (HSE), the Charities Safety Group (CSG), and the Institution of Occupational Safety and Health (IOSH).

Appendix 8



The Roads (Miscellaneous Provisions) Act (Northern Ireland) 2010 ***The Roads Traffic Regulation (Northern Ireland) 1997 Order***

Application for Holding a Special Event on a Public Road **Applications must be made a minimum of 12 weeks before the event.**

(Please read the guidance notes before completing this form in block capitals)

Applicant Details

Name of applicant _____

Name of contact (if different from above) _____

Role of applicant and/or contact _____

Confirm you have authority to act on behalf of the company/club/society YES/NO

Address of applicant and/or contact

Post code _____

Telephone No _____

Emergency/Contact telephone No _____

E-mail address _____

Event Details

Name of event _____

Purpose and nature of event _____

Fee: **Large Event - £600.00** [] **Small Event - £400.00** []

Name of road(s) on which event is to be held

Roads to be closed _____

Date(s) of the event _____

Time of event - from _____ am/pm until _____ am/pm

Roads to be restricted in use _____

Type of restriction (full road closure/lane restriction(s)/ prohibition of certain types of vehicles/footway closure etc) _____

Date(s) of the restriction _____

Time of restriction - from _____ am/pm until _____ am/pm

Have you enclosed your signing schedule and list? YES/NO

Have you enclosed your indemnity agreement? YES/NO

Has this event been held previously? YES/NO

If yes, are the arrangements applied for amended in any way? YES/NO

Please give details _____

Please provide details of any structures or other equipment that you plan to erect or place on the public road

Please give details of any businesses, including bus services and residents which may be affected by the event and provide confirmation that you have contacted them

Please give any more detail which you feel you need to add

I confirm that we have read and understand the standard conditions that accompanied this application form, and understand that the Council may apply any or all of the conditions as it feels necessary.

Signature of application _____

Date of application _____

Standard Terms and Conditions

The Applicant may be requested to:

1. provide evidence that they will] indemnify the council/Department, its officers, servants and agents from all liabilities, costs and expenses in respect of any claim or demand from any person

or persons in respect of any damage, loss, accident, injury, mishap or occurrence of any description fatal or otherwise arising out of or in any way connected with the exercise of this authorisation or by reason of anything done by the applicant in holding the special event and for this purpose shall maintain adequate insurance (namely public liability cover of £10,000,000 for any incident, number of incidents unlimited) to the satisfaction of the council/Department and shall produce for inspection the relevant policy or policies of insurance together with the receipt for the current premiums if so required by the council/Department;

2. Obtain all necessary consents and technical approvals/safety certificates for any structure erected for the special event;
3. pay all costs of making good any damage to the highway/street furniture for reasons of making the Order including damage to any alternative route for diverted traffic;
4. provide a map detailing the road to be closed and a signing schedule for the site and diversionary route;
5. provide, erect, maintain and promptly remove all safety measures, including all lighting, signs and barriers etc required to protect the public and property at the site of the event and on the diversionary route for the duration of the special event and to bear all the costs incurred in the event of failures to do so;
6. removing all objects on the road and/or material deposited during the event. The organisers are also expected to remove any litter from the site after the event. If the organiser fails to comply the council will arrange cleaning and charge the cost to the applicant. DRD Road Service and the PSNI may also incur costs and may seek to recover these directly from the applicant;
7. consult all residents, business, bus and taxi companies which may be affected by the prohibition/restriction of traffic and confirm in writing to the relevant authority that I/we have done so;
8. keep pedestrian access to all premises on or accessible from the road(s) on which the special event is taking place;
9. keep access clear at all times for emergency vehicles during the special event and acknowledge that the prohibition/restriction will apply to all other traffic; and,
10. be available before, during and after the event so that I/we can be contacted by the relevant authority.

Applicants should understand that failure to comply with any requirements which are included in the final Order will make them liable to formal action and that any such failure will be taken into account by the relevant authority in considering future applications for special events on public roads by them.

Applicant Checklist

Please review application as below and sign declaration – to be returned with application

- ☐ **Plan/Map – Route showing area to be closed and proposed diversion route**
- ☐ **Traffic Management Plan/Form – Please see the attached guidance notes**
Signs may only be erected by Chapter 8 accredited personnel trained to work on live highways. Traffic control on the public highway can only be undertaken by a Police Officer in uniform. Marshals and Stewards do not have the authority to control traffic on the public highway.
- ☐ **Risk Assessment Form – Please see the attached guidance notes**
- ☐ **Public Liability Insurance with cover of £10 Million**
- ☐ **Indemnity Agreement**
- ☐ **Application Fee - Large Event - £600.00, Small Event - £400.00**

Failure to provide any of the above information will delay the processing of your application

Declaration

I hereby apply for a road closure for the event named in this application.

I understand, as the event organiser, that I am the person responsible for the event. Therefore I will ensure that appropriate risk assessments will be conducted to identify necessary measures that need to be in place to prevent or reduce the risk of something occurring during the event.

I confirm that I will ensure in any case that there is appropriate signage, traffic management planning and sufficient public liability insurance in place which must be for a minimum cover of £10,000,000.

I understand that in the event that litter / rubbish remains in the area as a result of the event that there will be a charge imposed on the event organiser should the Council have to remove it.

After reading the above declaration, please sign below:

I ensure to give Newry, Mourne and Down District Council a minimum of 12 weeks notice.

Name:	Signature:	Date:
-------	------------	-------

Newry, Mourne and Down District Council,
Newry Office: O'Hagan House, Monaghan Row,
 Newry, BT35 8DJ
Downpatrick Office: Downshire Civic Centre,
 Downshire Estate, Ardglass Road, Downpatrick,
 BT30 6GQ Council: 0300 013 2233
www.newrymournedown.org

Traffic Management Plan

We recommend that all events have a written Traffic Management (TM) plan as part of the overall event management plan.

The TM plan is a very useful document for everyone involved in managing an event because it:

- identifies traffic risks and actions taken by the promoter to minimise them
- provides invaluable information in case of an accident or incident.

In some cases, approvals for event licensing, road closures, or use of traffic signs may be conditional on the event promoter having a TM plan.

The size of a TM plan document will largely depend on the impact an event will have on the highway. Impact is not necessarily only determined by the size of the event. Other factors, such as the nature of the roads to be closed / affected will also have a significant effect. As a general rule, any event planned to take place on, or affect any road with a speed limit of 50mph or higher, or that is classified as an A or B road is likely to have a higher impact on traffic and will therefore require more detailed planning.

TM plans for a local fete or carnival may only run to a single page. TM plans for major events such as the Newry City marathon, will consist of several pages. However, in all cases, the same main issues must be covered although the detail and extent of coverage will be different.

The TM plan should include information on all or most of the following:

Contact details

- contact details of the person responsible for traffic management
- contact details for other relevant organisations involved in traffic management.

Sign schedule, road closures, traffic lights

- roads to be closed and signed diversion routes
- a sign schedule
- any temporary traffic regulation orders made for example temporary speed limits, lifting of parking restrictions, temporary one-way systems
- any arrangements made with the traffic authority about the control of permanent traffic lights.
- Qualifications of those placing signs or directing traffic.
- Time's roads will be closed.

Estimate size of event

- The expected number of people and vehicles coming to the event
- the anticipated arrival times and peak event traffic times.

Emergency procedures and bad weather contingency

- emergency access routes agreed with fire, police and ambulance services, together with details of how this route will be kept open
- contingency arrangements for bad weather.

Parking and Public Transport

- Number of parking spaces
- Details of how parking and illegal parking will be managed.
- Details of drop off points and access for public transport

Impact on the Local Traffic Network

Details and agreements made in order to prevent congestion on the local and wider traffic network including information provided to attendees about travel and traffic.

Traffic related lessons learned from previous events

It is very useful to keep records of what worked well, and problems/risks to be aware of.

Summary of consultation and planning

Details and outcomes of consultations with all appropriate organisations and local groups for example;

- Residents, businesses, religious groups & community associations
- Local authorities, the police, ambulance service & NIFRS.
- Local disability groups
- Local public transport operators.

Traffic Management Equipment Suppliers

Graham Highway Management Maintenance
101 Airport Road West
Belfast
BT3 9ED
Tel: 028 90731133
Email: hmminfo@graham.co.uk

GreenTown Traffic Management Ltd
221a Hillhall Road,
Lisburn
BT27 5JQ
Tel: 028 92662077
Email: info@greentownenvironmental.com

Lagan Construction Group Holdings Limited
Rosemount House
21 – 23 Sydenham Road
Belfast, BT3 9HA
Tel: 9045 5531
Email: info@laganoandm.com

The Traffic Management Company
55-59 Adelaide Street
Belfast
BT2 8FE
Tel: 0330 2210 662
Email: info@trafficmanagementcompany.com

Typical signs for road closures and diversions as approved by
DSD Roads Service



 /nmdcouncil

 @nmdcouncil

0300 013 2233 (Council)
0300 200 7830 (Planning)
council@nmandd.org
www.newrymournedown.org

Oifig an Iúir
Newry Office
O'Hagan House
Monaghan Row
Newry BT35 8DJ

Oifig Dhún Pádraig
Downpatrick Office
Downshire Civic Centre
Downshire Estate, Ardglass Road
Downpatrick BT30 6GQ