**Advice for Event Organisers**

The role of SAG is to provide advice to individuals and organisations planning a public event. The advice is in addition to any legal requirements and government guidance. The recommendations given by SAG are advisory only and it is for the event organiser to take such steps that are necessary to ensure an event is undertaken safely. SAG nor any of its constituent members or their respective organisations accept any liability for the safety of events planned with the assistance of this document.

For the latest version of this document, visit [www.wolverhampton.gov.uk/pesag](http://www.wolverhampton.gov.uk/pesag).

# General Advice

The Purple Guide – please [click here](http://www.thepurpleguide.co.uk/index.php/)

The Health and Safety Executive’s events guidance – please [click here](http://www.hse.gov.uk/event-safety/)

# Advertising

If you want to advertise your event on public land, you will need permission from the council. Permission will only be granted to advertise events for up to seven days prior to the event. If you do not obtain permission, the advertisements will be treated as illegal flyposting and you may be prosecuted (more info at: <http://www.wolverhampton.gov.uk/article/12390/Flyposting>).

To request permission for advertising on public land, please contact Planning via [Planning@wolverhampton.gov.uk](mailto:Planning@wolverhampton.gov.uk)

**City Centre**

If you want to hand out flyers to promote your event in the City centre, i.e. within the ring-roads, you will need to apply for consent. This is to limit the amount of paper waste thrown on the pavement and pedestrianised areas.

For more information and to apply for consent, please [click here](http://www.wolverhampton.gov.uk/article/2863/Handing-out-printed-material).

# Alcohol

To sell alcohol at an event you will need either:

* A premises licence with a designated premises supervisor who holds a personal licence

or

* to serve a Temporary Event Notice (TEN)

You will need a personal licence and a premises licence for events:

* Longer than 168 hours (7 days)

or

* Where there will be more than 499 people at any one time (including staff)

To apply for a personal licence, please [click here](http://www.wolverhampton.gov.uk/article/2836/Apply-for-a-personal-licence). Once you have a personal licence, you can be the designated premises supervisor on a premises licence.

To apply for a premises licence, please [click here](http://www.wolverhampton.gov.uk/article/2840/Premises-licence).

For any other events, you need to serve a Temporary Event Notice.

To serve a Temporary Event Notice, please [click here](http://www.wolverhampton.gov.uk/article/2728/Temporary-Event-Notice-TEN).

# Animals

If you are exhibiting performing animals, the person providing the animals must register with City of Wolverhampton Council.

For guidance and more information, please [click here](http://www.wolverhampton.gov.uk/article/2932/Performing-animals-registration).

# Bonfires

You do not need a licence to organise a bonfire, but you should thoroughly consider the hazards of a bonfire in your risk assessment.

You can view bonfire safety advice from the UK Fire Service by [clicking here](http://www.fireservice.co.uk/safety/bonfires/).

City of Wolverhampton Council also has advice on bonfires, which you can view by [clicking here](http://www.wolverhampton.gov.uk/article/3294/Advice-if-youre-having-a-bonfire).

You access guidance about completing a fire safety risk assessment by [clicking here](https://www.gov.uk/government/publications/fire-safety-risk-assessment-open-air-events-and-venues).

# Bouncy castle and other inflatables

If there will be a bouncy castle or other inflatable at your event, you must ensure that the suppliers have adequate insurance.

You can view guidance from the Health and Safety Executive by [clicking here](http://www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm#utm_source=govdelivery&utm_medium=email&utm_campaign=inflatables&utm_term=fairgrounds-section&utm_content=updated-webpage).

# Boxing, wrestling or mixed martial arts

If your event is not covered by a premises licence which permits the display of these sports, you will need to serve a Temporary Event Notice to display any of these activities at your event.

To apply for a premises licence, please [click here](http://www.wolverhampton.gov.uk/article/2840/Premises-licence).

To serve a Temporary Event Notice, please [click here](http://www.wolverhampton.gov.uk/article/2728/Temporary-Event-Notice-TEN).

# Children performing

If children will be performing, you may need a child performance licence. To check if this will apply to your event, please visit page nine of the National Network for Child Employment and Entertainment’s guide to child performance licensing by [clicking here](http://www.nncee.org.uk/attachments/article/225/A%20Guide%20to%20Child%20Performance%20Licensing%20May%202016.pdf).

To register as a chaperone, apply for a child performance licence or an exemption declaration, please [click here](http://www.wolverhampton.gov.uk/childreninentertainment).

# Disabled Access

You should consider that provision is made for those with disabilities, including those with a mobility issue. This should include site access, disabled viewing areas and toilet provision.

# Drones

The Civil Aviation Authority (CAA) have issued guidance on flying drones which you can read by [clicking here](https://www.caa.co.uk/Blog-Posts/Guidance-for-flying-drones/).

If you wish to fly your drone…

* + within 150m of a congested area
  + within 150m of an organised open air crowd
  + within 150m of more than 1000 persons
  + within 50m of people or properties/objects that are not under your control

you will have to obtain permission from the CAA. You can do this and find more information by [clicking here](https://www.caa.co.uk/Consumers/Unmanned-aircraft/Recreational-drones/Permissions-and-exemptions-for-drone-flights/).

# Events in parks or green spaces

If you want to hire a park or green space from City of Wolverhampton Council, please [click here](https://www.wolverhampton.gov.uk/article/2972/Contact-the-Parks-department).

To book an event in a park, you will need:

* Public liability insurance for a minimum of £5 million. Dependent on your event, £10 million may be appropriate.
* A site plan of the event

# Fairground Rides

If fairground rides will be at your event, you should ensure that the owners have current safety certification for each ride or attraction e.g. ADIPS, PIPPA certificates.

# Fireworks

You can access guidance on fireworks by [clicking here](http://www.hse.gov.uk/explosives/fireworks/using.htm).

We strongly recommend that you inform the Civil Aviation Authority, who can also provide you with guidance. You can do this by [clicking here](https://www.caa.co.uk/Consumers/Displays-and-events/Displays-and-events/).

You access guidance about completing a fire safety risk assessment by [clicking here](https://www.gov.uk/government/publications/fire-safety-risk-assessment-open-air-events-and-venues).

# Film and TV programme screenings

You need a ‘non-theatrical’ film licence to show films and TV programmes at an event. For more advice and to apply for a licence, please [click here](https://www.gov.uk/showing-films-in-public).

You may need a premises licence to host a screening at your event. Please visit <https://www.gov.uk/guidance/entertainment-licensing-changes-under-the-live-music-act#do-i-need-a-licence-to-screen-a-film> for guidance.

# Fire Risk Assessment

Your event should have a fire risk assessment. To download a template, please visit [www.wolverhampton.gov.uk/pesag](http://www.wolverhampton.gov.uk/pesag)

# Food and drink

Your caterers must be registered with a local authority and you should ask to see the results of their last inspection. We recommend that they have a food hygiene rating of at least 4.

For food hygiene ratings from the Food Standards Agency, please [click here](http://ratings.food.gov.uk/). For guidance and more information from the Food Standards Agency, please [click here](https://www.food.gov.uk/business-industry/food-hygiene/movable-temp-premises).

You can find out where to get food hygiene and safety training by [clicking here](http://www.wolverhampton.gov.uk/article/13009/Food-Hygiene-Training).

To serve hot food or drink between 11pm and 5am you will need either a premises licence or to serve a Temporary Event Notice (TEN).

You will need a premises licence for events:

* Longer than 168 hours (7 days)

or

* Where there will be more than 499 people at any one time (including staff)

To apply for a premises licence, please [click here](http://www.wolverhampton.gov.uk/article/2840/Premises-licence).

For any other events, you need to provide a Temporary Event Notice.

To serve a Temporary Event Notice, please [click here](http://www.wolverhampton.gov.uk/article/2728/Temporary-Event-Notice-TEN).

# Gambling (including raffles and lotteries)

If you have a competition to win prizes which have been put up in advance (as opposed to gaming where the stakes of the participants make up the winnings), you will need to apply for a prize gaming permit. You don’t need a prize gaming permit if you have a premises licence.

To apply for a prize gaming permit, please [click here](http://www.wolverhampton.gov.uk/article/3002/Prize-gaming-permit).

If the winnings are made up of the stakes of the participants, you will need a premises licence and may need an operating licence, personal management licence or personal functional licence.

For guidance and more information, please [click here](http://www.wolverhampton.gov.uk/article/2939/Gambling-and-gaming).

To read more about the types of licence you may need and to apply for them, visit the Gambling Commission by [clicking here](http://www.gamblingcommission.gov.uk/for-gambling-businesses/Do-I-need-a-licence/Do-I-need-a-licence.aspx).

To apply for a premises licence, please [click here](http://www.wolverhampton.gov.uk/article/2840/Premises-licence).

# Helium balloons

We discourage the release of helium balloons as there is a risk to the welfare of wildlife, it is a blight on the environment and helium is a finite resource and essential in many medical applications.

However, you can access guidance on releasing helium balloons by [clicking here](http://www.wolverhampton.gov.uk/helium-balloons).

We strongly recommend that you inform the Civil Aviation Authority, who can also provide you with guidance. You can do this by [clicking here](https://www.caa.co.uk/Consumers/Displays-and-events/Displays-and-events/).

# Hypnotism

If a hypnotism act will be part of your event, you will need a premises license and hypnotism consent.

For guidance and more information, please [click here](http://www.wolverhampton.gov.uk/article/2936/Hypnotism-consent).

To apply for hypnotism consent, please [click here](https://www.gov.uk/apply-for-a-licence/hypnotism-permit/wolverhampton/apply-1).

To apply for a premises licence, please [click here](http://www.wolverhampton.gov.uk/article/2840/Premises-licence).

# Laser shows

You can access guidance on laser displays by [clicking here](http://www.hse.gov.uk/pubns/indg224.htm).

We strongly recommend that you inform the Civil Aviation Authority, who can also provide you with guidance. You can do this by [clicking here](https://www.caa.co.uk/Consumers/Displays-and-events/Displays-and-events/).

# Medical Provision

Guidance on calculating the level of medical provision at your event can be found on p.120 of The Event Safety Guide (Second Edition), viewable by [clicking here](http://www.qub.ac.uk/safety-reps/sr_webpages/safety_downloads/event_safety_guide.pdf).

We recommend that your medical provider is registered with the Care Quality Commission. You can search for your provider at [www.cqc.org.uk](http://www.cqc.org.uk).

# Music

You will need to check whether you need ‘TheMusicLicence’ for your event at <https://www.gov.uk/licence-to-play-live-or-recorded-music>

A premises licence is not required to stage a performance of live music, or the playing of recorded music if:

* it takes place at an alcohol on-licensed premises; **and**
* it takes place between 8AM and 11PM; **and**
* the audience is no more than 500 people

You also don’t need a premises licence to put on unamplified live music at any place between 8AM and 11PM. You will need to serve a Temporary Event Notice if you are playing recorded music to an audience on premises not licensed for the sale or supply of alcohol.

Otherwise, you will need to apply for a premises licence.

To apply for a premises licence, please [click here](http://www.wolverhampton.gov.uk/article/2840/Premises-licence).

To serve a Temporary Event Notice, please [click here](http://www.wolverhampton.gov.uk/article/2728/Temporary-Event-Notice-TEN).

# Performing Animals

If you have performances involving animals, or are displaying animals for the purpose of entertainment, you will require an animal welfare licence. To apply for an animal welfare licence, please contact Licensing Services via 01902 551155.

# Road closures and other traffic regulation orders

If you want to close a road as part of your event, you will need to apply to City of Wolverhampton Council’s Highways department. You can find application forms by [clicking here](http://www.wolverhampton.gov.uk/article/9051/Temporary-traffic-management).

If your event is to take place in Queen Square, you will need to arrange for the fountains to be turned off. Please contact Parks to arrange this. [wolvesparkies@wolverhampton.gov.uk](mailto:wolvesparkies@wolverhampton.gov.uk)

# Selling goods

You need a licence to sell goods at an event.

If there will be more than 6 stalls, you will need to apply for an occasional market licence.

If there are fewer than 6 stalls you will require a street trading consent.

To apply for an occasional market licence, please [click here](http://www.wolverhampton.gov.uk/article/1890/Market-stall-licence).

To apply for a street trading consent, please [click here](http://www.wolverhampton.gov.uk/article/2946/Street-trading).

# Sky lanterns

Also known as Chinese lanterns, the release of these on Council property is strictly prohibited. We strongly discourage the launch of sky lanterns due to the risks associated with their use.

The Royal Society for Protection of Accidents has issued guidance which you can view by [clicking here](https://www.rospa.com/home-safety/advice/product/chinese-lanterns/).

We strongly recommend that you inform the Civil Aviation Authority, who can also provide you with guidance. You can do this by [clicking here](https://www.caa.co.uk/Consumers/Displays-and-events/Displays-and-events/).

# Sports

To exhibit an indoor sporting event between the hours of 11PM and 8AM or to an audience of more than 1000 people, you will need to serve a Temporary Event Notice if you don’t have a premises licence which permits this activity.

To serve a Temporary Event Notice, please [click here](http://www.wolverhampton.gov.uk/article/2728/Temporary-Event-Notice-TEN).

To apply for a premises licence, please [click here](http://www.wolverhampton.gov.uk/article/2840/Premises-licence).

# Street Collections

Should you wish to collect on behalf of a registered charity, you will require to hold a street collection permit. You can apply for one [here](http://www.wolverhampton.gov.uk/article/2880/Street-collection-permit).

# Street party

If you want to organise a street party, a helpful guide is available by [clicking here](https://www.gov.uk/government/publications/your-guide-to-organising-a-street-party).

Information on common myths about street parties is available by [clicking here](https://www.gov.uk/government/publications/your-guide-to-organising-a-street-party/your-guide-to-organising-a-street-party).

# Terrorist Attacks

For the National Counter Terrorism Security Office’s Crowded Place Guidance, please click [here](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/701910/170614_crowded-places-guidance_v1a.pdf).

For guidance on preparing for an active shooter incident, please [click here](https://www.ready.gov/active-shooter).

# Theatrical production or dance

If a theatrical production (i.e. a play) or dance will be performed as part of your event, you may need to serve a Temporary Event Notice (TEN).

You will need to serve a TEN if you don’t have a premises licence and

the play or dance is between the hours of 11PM and 8AM

or

the audience is larger than 500 people.

To apply for a premises licence, please [click here](http://www.wolverhampton.gov.uk/article/2840/Premises-licence).

To serve a Temporary Event Notice, please [click here](http://www.wolverhampton.gov.uk/article/2728/Temporary-Event-Notice-TEN).

# Vehicles in procession

If you want to drive a procession of vehicles (e.g. as part of a parade) then you will need to provide the following information as part of your event questionnaire:

* Vehicle type
* Registration
* Driver’s name
* Number of people in vehicle

# Weapons

You need a firearms certificate issued by the police to possess a firearm or shotgun. To apply for a certificate, please [click here](https://www.gov.uk/shotgun-and-firearm-certificates).