

# Advice for Event Organisers

Wolverhampton Safety Advisory Group (SAG)

## Introduction

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.

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

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## □ General Advice

The Purple Guide – please [click here](#)

The Health and Safety Executive's events guidance – please [click here](#)

## □ Advertising

### Online

If you're a Business Improvement District (BID) levy payer, enjoywolverhampton.com will promote your event for free on their website and social media channels. Please visit <https://enjoywolverhampton.com/whats-on/event-submission> to submit your event.

### Street advertising

If you want to advertise your event on public land, you will need permission from the council.

For advice on what types of advertisements will be consented to, please visit: <https://www.gov.uk/government/publications/outdoor-advertisements-and-signs-a-guide-for-advertisers>

To request permission for advertising your event on public land, please contact Planning via [Planning@wolverhampton.gov.uk](mailto:Planning@wolverhampton.gov.uk) or on 01902 556026.

The following policy normally applies:

1. No advertisement to be displayed earlier than 14 days before the event.
2. All advertisements to be removed within 2 days of the event ending.
3. At least 14 days before the advertisement is first displayed, I should be emailed with the location and first date of display (this can be forwarded from Parks at the time of booking).
4. Illumination is not permitted.
5. Banners are not normally allowed.
6. Permission will not normally be granted for advertisements to be placed on highways structures or street furniture, such as lampposts and traffic lights.
7. No part of the advertisement can be more than 4.6 metres above ground level.

You should include in your request to planning:

1. An image of the advertisement
2. The proposed location of the advertisement
3. The proposed size of the advertisement

The display of an advertisement without consent is a criminal offence under The Town and Country Planning (Control of Advertisements) (England) Regulations 2007 (more info at: <https://www.gov.uk/guidance/advertisements>).

If you do not obtain permission, the advertisements will be treated as illegal flyposting and you may be prosecuted (more info at: <https://www.wolverhampton.gov.uk/environment-and-climate/flyposting>).

## **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](#).

## 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](#). 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](#).

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

To serve a Temporary Event Notice, please [click here](#).

## Animals

If you are exhibiting performing animals, or are displaying animals for the purpose of entertainment, the person providing the animals must demonstrate that they are appropriate licences with their Local Authority, where applicable.

To apply for an animal welfare licence with City of Wolverhampton Council, please contact Licensing Services via 01902 551155.

For guidance and more information, please [click here](#).

## 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 West Midlands Fire Service by [clicking here](#).

City of Wolverhampton Council also has advice on bonfires, which you can view by [clicking here](#).

You access guidance about completing a fire safety risk assessment by [clicking here](#).

## Bouncy castle and other inflatables

There have been numerous serious incidents involving inflatables, including fatalities. It is therefore of utmost importance that those responsible for premises and events are aware of the safe hiring and use, and their responsibilities under Health and Safety law.

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](#).

Information from the Professional Inflatable Play Association (PIPA) is available by [clicking here](#).

## 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](#).

To serve a Temporary Event Notice, please [click here](#).

## 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](#).

To register as a chaperone, apply for a child performance licence or an exemption declaration, please [click here](#).

## Children working

The 1933 Children Act and Local Authority Byelaws govern the employment of children and say that teenagers aged between 13 and 16 years old can take part in light work in a number of different areas including shops, offices, cafes, restaurants, car washing and riding stables.

Children are not allowed to work in settings such as factories, betting shops, fish and chip shops, theatres and garage forecourts. Door-to-door selling, canvassing, street trading, cash collection, delivering milk and any kind of building work are also prohibited.

Children cannot be employed before 7am or after 7pm on any day, or work for more than four hours without a break of at least one hour; nor can they work for more than two hours on a Sunday between 7am and 7pm. During term time, no child can be employed for more than 12 hours per week, and there are also guidelines for the number of weekends and hours that children can work during holiday periods.

For more information, please visit [Children in Employment and Entertainment](#). Anyone wishing to employ a child should register the employment by notifying the City of Wolverhampton Council's Child Employment Section, Safeguarding Service, Priory Green Office, Whitburn Close, Pendeford WV9 5NJ, within seven days of the commencement of the employment.

## Coronavirus

The government has published [guidance for those working in the visitor economy](#), including the current regulations and restrictions.

The Health and Safety Executive has published [advice on risk assessing during the coronavirus pandemic](#) including what to include in your COVID-19 risk assessment.

You must undertake a full risk assessment of your event by considering each of the hazards and implementing control measures to reduce their risk. This must include consideration of hazards relating to coronavirus.

## 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 and you will need to be registered, which you can do by [clicking here](#).

## Events in parks or green spaces

If you want to hire a park or green space from City of Wolverhampton Council, please [click here](#).

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.

## Face Painting

It is not a legal requirement for face painters to have a DBS check.

## 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 certificates.

If there will be more than 5 rides, you will need to apply for an occasional market licence. To apply for an occasional market licence, please [click here](#).

If there are 5 or fewer rides you will require a street trading consent. To apply for a street trading consent, please [click here](#).

## Fireworks

You can access guidance on fireworks from the Health and Safety Executive by [clicking here](#) and from West Midlands Fire Service by [clicking here](#).

We strongly recommend that you inform the Civil Aviation Authority, who can also provide you with guidance. You can do this by [clicking here](#).

You access guidance about completing a fire safety risk assessment by [clicking here](#).

## 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](#).

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](#). For guidance and more information from the Food Standards Agency, please [click here](#).

You can get food hygiene and safety training by [clicking here](#).

You may need to apply for a Market Licence or Temporary Street Trading consent to allow the permission of the sale of goods, including food and drink. Please contact [markets@wolverhampton.gov.uk](mailto:markets@wolverhampton.gov.uk).

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](#).

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

To serve a Temporary Event Notice, please [click here](#).

## 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](#).

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](#).

To read more about the types of licence you may need and to apply for them, visit the Gambling Commission by [clicking here](#).

To apply for a premises licence, please [click here](#).

## Helium balloons

Releasing helium balloons on Council land, including the highways network, is prohibited.

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.

We strongly recommend that you inform the Civil Aviation Authority, who can also provide you with guidance. You can do this by [clicking here](#).

## 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](#).

To apply for hypnotism consent, please [click here](#).

To apply for a premises licence, please [click here](#).

## Laser shows

You can access guidance on laser displays by [clicking here](#).

We strongly recommend that you inform the Civil Aviation Authority, who can also provide you with guidance. You can do this by [clicking here](#).

## Medical Provision

[The Purple Guide](#) is updated regularly with the latest guidance on medical provision at events.

Some organisers use The Health and Safety Executive's [The event safety guide \(Second edition\)](#). You may want to consider this, particularly page 120 which advises on calculating the level of medical provision, however this document was published in 1999.

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](#).

To serve a Temporary Event Notice, please [click here](#).

## Parades

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](#).

You can report any potholes at <https://www.wolverhampton.gov.uk/parking-and-roads/roads/report-pothole>

You can report uneven paving, loose paving slabs or pavement surfaces, broken slabs or pavement holes, missing paving slabs, pavement trip hazards and stolen pavement materials at <https://www.wolverhampton.gov.uk/parking-and-roads/pavements-hazards-and-repairs>

## Risk assessments

You must risk assess your event. Information and templates to help you are available from the Health and Safety Executive at <https://www.hse.gov.uk/simple-health-safety/risk/index.htm>

## 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](#).

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)

## Security, stewards/marshals

Only Security Industry Authority (SIA) licensed individuals can be considered security. Security can undertake searches of your event attendees. You must decide which role someone who is a trained first aider and SIA licensed will undertake at your event; they cannot do both.

An event can have stewards/marshals as well as or instead of security, but stewards/marshals cannot conduct searches of attendees. The number and responsibility of both must be clearly identified in your documentation; one steward/marshal per 100 people is recommended. You should base your security calculations on the maximum event capacity at any one time.

Security, stewards and marshals should be clearly identifiable. You should write a briefing that you will deliver to these staff in advance of your event starting.

## Selling goods

You need a licence to sell goods at an event.

If there will be more than 5 stalls, you will need to apply for an occasional market licence. To apply for an occasional market licence, please [click here](#).

If there are 5 or fewer stalls you will require a street trading consent. To apply for a street trading consent, please [click here](#).

## 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 fire risks associated with their use and danger to wildlife.

Releasing sky lanterns on Council land, including the highways network, is prohibited.

The Royal Society for Protection of Accidents has issued guidance which you can view by [clicking here](#). West Midlands Fire Service also have advice [here](#).

We strongly recommend that you inform the Civil Aviation Authority, who can also provide you with guidance. You can do this by [clicking here](#).

## 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](#).

To apply for a premises licence, please [click here](#).

## 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](#).

## Street Party

If you want to organise a street party, a helpful government guide is available by [clicking here](#).

You can apply for a street party in Wolverhampton by visiting <https://www.wolverhampton.gov.uk/licences/street-parties>

More information is available at [www.streetparty.org.uk](http://www.streetparty.org.uk)

- You do not need a formal risk assessment for a street party
- You do not need public liability insurance to hold a street party

## Terrorist Attacks

Event organisers have a legal duty to risk assess for a terrorist attack. For the latest guidance and information, please visit <https://www.protectuk.police.uk/>.

For guidance on preparing for an active shooter incident, please [click here](#).

You should include escape routes on your site plan and provide an evacuation plan which includes the announcements you will make. This information should be included in the briefing provided to your security and stewards/marshals.

## 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](#).

To serve a Temporary Event Notice, please [click here](#).

## 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](#).