



Brighton Council

POLICY NAME: Specific Event Management

POLICY NO: AP15

PURPOSE OF POLICY:

The purpose of this Policy is to provide clarity and consistency when assessing applications for specific events.

SCOPE:

This Policy applies to both internal and external applications for specific events.

DEFINITIONS:

For the purposes of this Policy:

“**specific event**” is any performance, public gathering, exhibition, circus, festival, food festival, pageant, regatta, sports event, dance, publically advertised lecture or other similar entertainment for the public within the boundaries of the Brighton Council area”.

“**event management plan**” is a formal document that systematically identifies potential hazards and risks associated with a particular event and how these are to be controlled and monitored to reduce potential injury or harm.

PLACE OF ASSEMBLY LICENCE(SPECIFIC EVENT):

A Place of Assembly Licence (Specific Event) is required for public events, which includes: any performance, public gathering, exhibition, circus, festival, food festival, pageant, regatta, sports event, dance, publically advertised lecture or other similar entertainment for the public.

A public event does not include a religious service or ceremony, unless the functional control authority (Council) considers it necessary to apply a specific event licensing requirement (Papal visit for example).

Events that are open to the public (either by general advertisement or by paid/ticketed admission) are required to be licensed as a Place of Assembly under the *Public Health Act 1997*. It is an offence for a person to use or lease a place as a place of assembly without a licence. An application for a place of assembly licence is to be in an approved form.

The intent of the legislation is to capture ‘public events’ as opposed to private events. Public events are generally accepted as events that are either ticketed events or free events advertised to the general public. For example workplace Christmas functions, weddings or birthdays etc are likely to be private events and therefore are not required to be licensed.

In the past there have been a number of issues with the management of specific events. These include:

- determining what constitutes a ‘Specific Event’;

- late submission of applications and/or information;
- who is responsible for the submission of the applications and information;
- which section in Council is responsible for the signoff of the event; and
- which events require a formal 'Event Management Plan'.

In order to manage significant public events in a way in which the benefits to the people of Brighton are maximised whilst potential negative impacts are minimised a Specific Event policy has been developed.

EXEMPTIONS:

This Policy does not include:

- most events held by schools for students (e.g. school assemblies);
- a religious service or ceremony, unless the functional control authority (Council) considers it necessary to apply a special event licensing requirement (Papal visit for example);
- specific events for which there is no organising body, i.e. Halloween;
- a 'private event' such as a wedding or a corporate event, where the general public is not permitted; and
- events already permitted by a current general purpose Place of Assembly licence issued by Council.

POLICY:

1.1 A person, group or committee proposing to hold an event, in which one or more of the following applies, should consult Council to determine if a Place of Assembly application and Event Management Plan is required:

- the specific event is a ticketed/paid event;
- the specific event will involve the sale or consumption of alcohol;
- the specific event will involve amusement rides, outdoor entertainment or activities of a similar nature;
- the specific event will exclude others from an area and/or is likely to significantly impact on the use or enjoyment of the areas by others; or
- the specific event will generate significant traffic (vehicular or pedestrian) and/or will require specific parking provisions;
- the specific event has an expected attendance of 1000 or more people;
- the specific event involves multi-agencies such as police, fire or ambulance cooperation.

This will enable Council to properly assess the risk to public health and safety and ensure that all legal and procedural obligations are met.

1.2 If an 'Event Management Plan' is required, it must be in the required form.

1.3 All events that take place are still obliged to ensure that they meet all legal and Council requirements if an event is not determined to be a specific event i.e. Temporary Occupancy Permits, Traffic Management plans, Place of Assembly Licences etc.

1.4 **It is the responsibility of the organiser(s) of the specific event to manage and coordinate all other information, applications and fees required for secondary/additional participants such as food suppliers and ride operators. To enable a thorough assessment of the event in general, these additional requirements must be provided to Council in accordance with the following schedule:**

Requirement	Timeframe
Place of Assembly (specific event) application form and prescribed fee	Minimum 8 weeks <u>prior</u> to the event
Event Management Plan (if required)	Minimum 6 weeks <u>prior</u> to the event
Food business applications	Minimum 3 weeks <u>prior</u> to the event
Temporary Occupancy Permit	Minimum 3 weeks <u>prior</u> to the event

1.5 Failure to provide the required information within the specified timeframe will result in the charging of additional fees (2 Penalty Units) or may result in the application being refused.

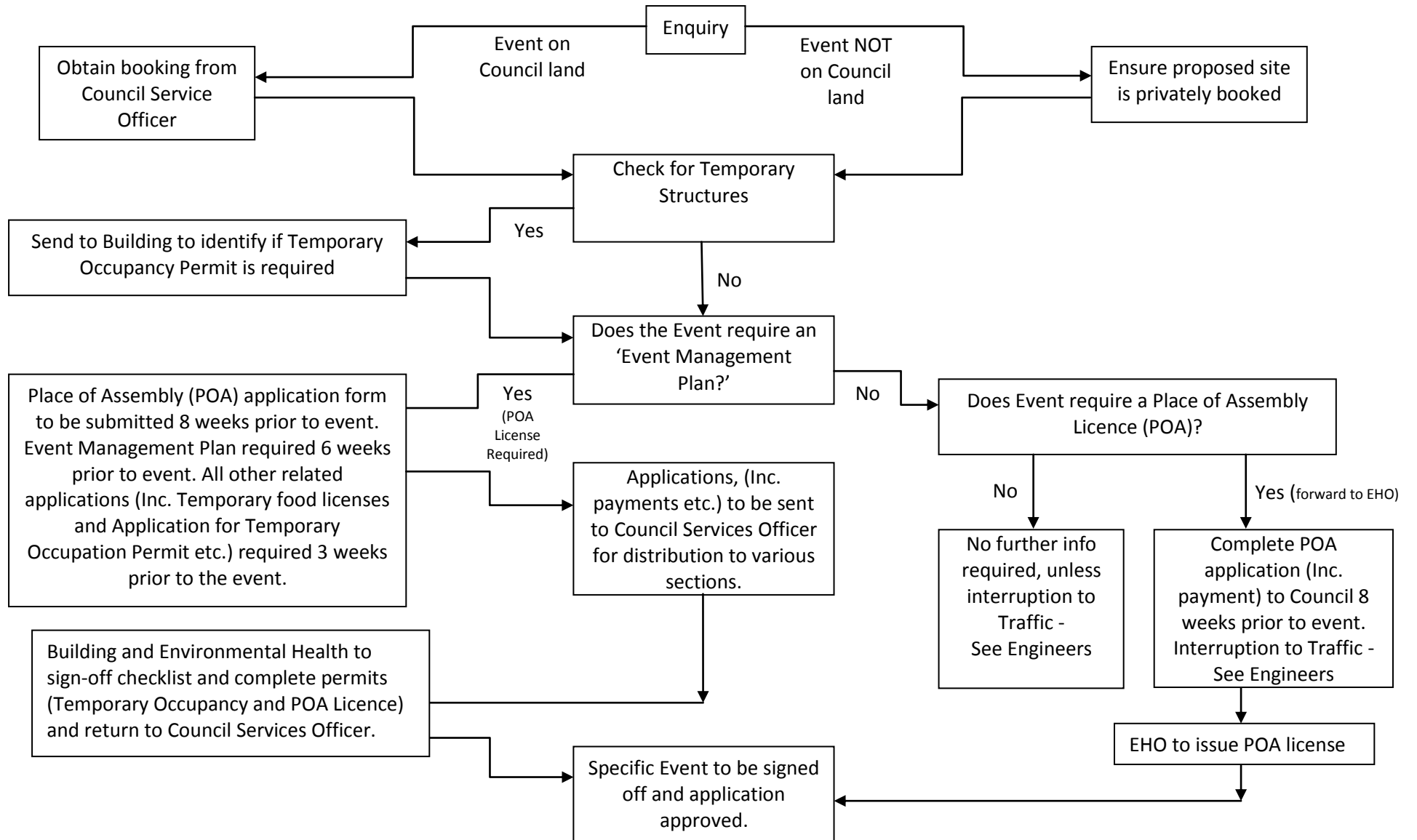
1.6 Assessments will not be valid (and therefore not assessed) until payment of fees are made in full.

1.7 In determining whether or not to grant a specific event licence, the Council may have regard to any relevant matters including Council’s Conditions of Use (Public Halls & Recreational Grounds and Facilities), any other relevant documentation and any other permits or licenses under any other Acts.

1.8 The application and Event Management Plan are to be received and coordinated by the Council Services Officer in accordance with the ‘Internal Specific Event Workflow’ (Appendix A).

ROLES & RESPONSIBILITIES:

Appendix A: Internal Specific Event Workflow



REFERENCES:

Public Health Act 1997

Conditions of Use (Public Halls & Recreation Grounds & Facilities)

ADMINISTRATIVE DETAILS:

Policy compiled: July 2013

Adopted by OCM: July 2013

Review date: July 2015

Reviewed:

Responsibility: Senior Environmental Health Officer

A handwritten signature in black ink that reads "Ron Sanderson". The signature is written in a cursive, flowing style.

Ron Sanderson
GENERAL MANAGER