



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 with an attendance of 1000 persons or more at any one time for a period of two hours or longer.

“**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 with an attendance of 1000 persons or more at any one time for a period of two hours or longer.

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) and that event or ceremony is to run for two hours or longer and 1000 or more persons are to be in attendance. Public events are generally accepted as events that are either ticketed events or free events advertised to the general public.

If the attendance of an event is to be 1000 persons or more and its duration is for a period of two hours or longer if such an event is open to the public (either by general advertisement or by paid/ticketed admission) they are required to be licensed as a Place of Assembly under the *Public Health Act 1997*. An application for a place of assembly licence is to be in an approved form.

The 'Places of Assembly' requirements of the *Public Health Act 1997* were amended on 29th July 2015 to only regulate 'large' public events that by definition from other Emergency Management mass gathering publications are for 1000 persons or more. Previously it was a requirement to license all events providing entertainment to the public regardless of their size, this led to small fairs and other community events that presented a minimal risk being unnecessarily licensed.

In the past there have been a number of issues with the management of specific events, with the amendments to the legislation, a 'Specific Event' is now clearly defined with all such events requiring an 'Event Management Plan' to be submitted. It is necessary however for Council to implement a Specific Event Policy to ensure the all applications are managed in a fair and consistent manner.

Specifically the policy clarifies the management of:

- late submission of applications and/or information;
- who is responsible for the submission of the applications and information; and
- which section in Council is responsible for the signoff of the event.

Some public events with an attendance of less than 1000 persons although not requiring a Specific Event License may still require additional licenses such as Temporary Occupancy Permits for any structures that may be erected onsite and/or temporary food licenses to be issued. It is not the intention of this policy to address such requirements and information regarding these is included in all ground/hall application forms.

EXEMPTIONS:

This Policy does not include:

- Any public event that has an attendance of 1000 persons or less that operates for a period less than two hours.
- 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.

POLICY:

1.1 A person, group or committee proposing to hold a public event that is to operate for a period of two hours or longer with an expected attendance of 1000 persons or more must consult Council and complete a Specific Event Place of Assembly application form and Event Management Plan, that will require the following information:

- 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 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.

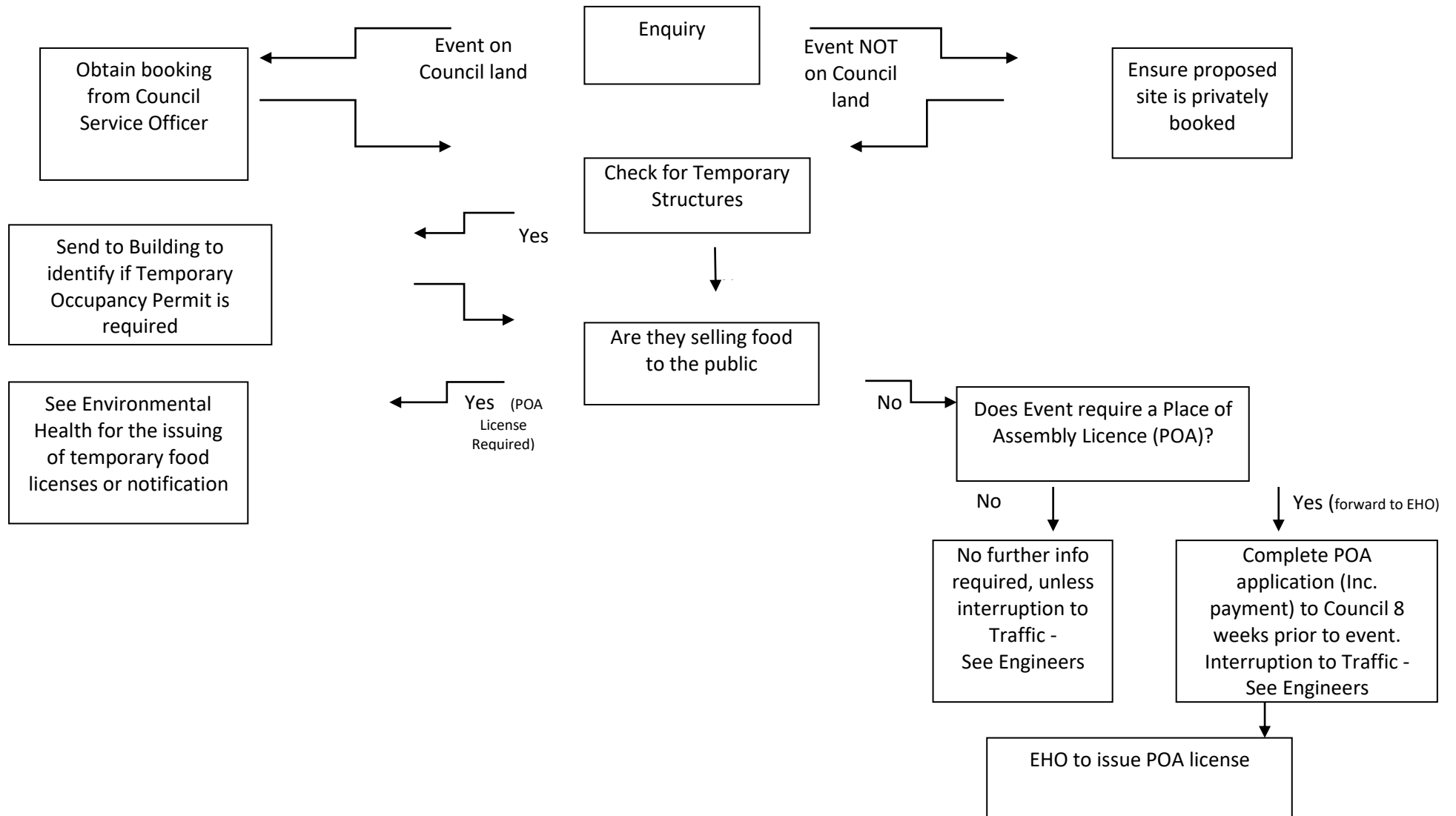
- 1.2 All events that take place are still obliged to ensure that they meet all legal and Council requirements if an event is not determined to be a specific event i.e., Traffic Management plans etc.
- 1.3 **It is the responsibility of the organiser(s) of the specific event to manage and coordinate all 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 6 weeks <u>prior</u> to the event
Event Management Plan	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

- 1.4 Failure to provide the required information within the specified timeframe will result in the charging of additional fees (6 Penalty Units) or may result in the application being refused.
- 1.5 Assessments will not be valid (and therefore not assessed) until payment of fees are made in full.
- 1.6 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.
- 1.7 The application and Event Management Plan are to be received and coordinated by the Senior Environmental Health 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, September 2016, September 2019

Reviewed: September 2021

Responsibility: Senior Environmental Health Officer

A handwritten signature in black ink, appearing to read 'R. Sanderson', written in a cursive style.

Ron Sanderson
GENERAL MANAGER