Basingstoke and Deane

A guide for event organisers

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This guide offers advice on how to organise and improve the overall running of an event on council land. We have a duty of care to make sure that all locally organised events on council land are held in a safe manner and this guide offers assistance in complying with regulations.

> Our requirements if you are hosting on council land (#)

1. You will need to apply to the council for permission to host your event (https://www.basingstoke.gov.uk/events) however small the event may be.
2. If your event is approved then you will be required to provide certain documentation by the deadline date (this date will be specified in your confirmation letter and terms and conditions). These documents are:
    - Signed copy of your terms and conditions

- Copy of Public Liability Insurance Certificate
- Risk Assessment
- Fire Risk Assessment
- Site Plan

3. If you are having attractions, entertainment, catering, trade and other contractors then you will be asked to supply some or all of the following:
    - Temporary Event Notice
    - Employer's Liability Insurance Certificate
    - Product Liability Insurance Certificate
    - Supplier / Contractors Liability Insurances – Public / Employers / Product
    - Supplier / Contractor Risk Assessment
    - Contractors Fire Risk Assessment
    - PIPA or ADIPS certificate (for inflatable equipment)
    - Food Hygiene Certificate(s)

There will be further information on the requirements throughout this guide.

Planning

You should start planning your event at least 6 months before the event date. This will give you time to carry out risk assessments and obtain the necessary documentation required by us. It will also allow time for the statutory authorities such as the Police, Fire and Ambulance services and voluntary organisations such as first aid societies to be made aware and to prepare for the event.

Initial planning questions

- What is the aim of your event?
- Why are you hosting this event?
- Do the activities suit your target audience group?
- Are you going to have food stalls, trade stands, attractions and/or displays?
- How many people do you want to attend your event?

Follow up questions

- Who is helping you plan the event? Do you have an organising committee?
- Where is the event going to be held?
- How large is the event?

- What does your event involve? - the contents of the event
- What are the dates and times for your event?
- Is your event free or is there an admission charge? If there is a charge, how is that going to be managed?
- What age group is your event appealing to?
- Which suppliers are you going to use?
- Does your event require a licence?
- Does your event require a road closure?
- Are there going to be any mechanical rides?
- What sanitary facilities do you need?
- How much is the event going to cost you?

Location of event

It is important that you find a suitable location for your event. Here are some considerations to bear in mind when choosing the ideal location for your event:

- Is the location you have chosen adequate for the proposed event?
- Is the space large enough for all the activities you have planned?
- Is it large enough for the numbers of expected people?
- Will there be sufficient room for stallholders, caterers, stage and bar, etc
- Are there any hazards on or around the location?
- Is there enough room for car parking? (Allow one car for every 2.2 people)
- Is there access, facilities and car parking for disabled visitors?
- How does the event affect the local community and local area?

Time and date of the event

When do you plan on having your event? You must consider the following:

- Weather conditions
- Location conditions
- Day and time of the week
- Is your event in the school holidays

Remember that summer is going to be the busiest time of year for events. Do you have an adequate plan in the event of a cancellation due to adverse weather conditions or other unforeseen circumstances? This may mean having a team on site if the decision to cancel is made late.

Roles and responsibilities

You will need to think about the roles of those involved in the event and their responsibilities.

Event Manager

This is the person who is in overall charge of the event.

Safety Officer

A suitably competent person should be appointed to act as the Safety Officer for your event. They will have overall responsibility for safety matters (though overall responsibility for the event remains with the organising committee / Event manager). This person should be trained or have experience or knowledge of safety matters appropriate for the event. You must take into account the size and nature of the event and the possible level of risks when selecting someone. For large or complex events you may need to seek professional help and advice.

Stewards

When you are planning your event, you must make sure that you include in your staffing an appropriate number of stewards (paid or voluntary) who are there for the security and control of the event site.

To work out the amount of stewards required, consider the multiple roles that they may take on:

- Staffing entrances and exits
- Controlling access to attractions and activities
- General crowd control
- Patrolling public areas
- Securing unauthorised areas
- Monitoring and securing hazards
- Car parking duties

If your event is to last several hours, allow for extra stewards to cover for meals and comfort breaks.

It is not the role of the police to provide stewarding at events, nor to provide training to steward personnel.

Other staffing roles

Everyone who has a specific responsibility before, during and after the event should be named and have their responsibilities clearly identified, be given appropriate training (if required) and informed on what action to take in the event of an emergency. It is advisable that you have a staffing plan in place if you have a large amount of staffing at your event.

Risk assessments

A risk assessment is a document that all event organisers are required to complete prior to hosting an event. A risk assessment is a careful examination of what is likely to cause harm to people at your event (including staff) and what measures you will put in place to reduce or eliminate those risks. Undertaking a risk assessment will allow you to make a decision about what steps to take in the reduction of risk and to ensure that you have adequate health and safety measures in place.

As an event organiser, you have a responsibility to both the public and employees/volunteers to ensure that your event is run in a safe and appropriate manner, and a risk assessment ensures that you have thought through the safety implications and taken all possible steps to reduce risks.

A risk assessment, including a separate fire risk assessment, is part of the required documentation that the council needs to allow an event to take place.

Sample risk assessment documents can be downloaded from the Documentation required for an event section of the Planning and applying for an event (https://www.basingstoke.gov.uk/events) webpage.

Below are the 5 steps (taken from the Purple Guide) that need to be taken to assess the risks arising from any particular work activity:

Risk assessment

Step 1	Identify the hazards
Step 2	Decide who might be harmed and how
Step 3	Evaluate the risks and decide on precautions
Step 4	Record your findings and implement them
Step 5	Review your assessment and update if necessary

Types of hazards (#)

- Any chemicals or other substances hazardous to health such as dust or fumes
- Moving parts of machinery
- Any vehicle movement on site
- Electrical safety such as use of any portable electrical appliances
- Manual handling activities
- High noise levels
- Poor lighting, heating or ventilation
- Any possible risk from specific demonstrations or activities

- Crowd intensity and pinch points

This list is by no means exhaustive and care should be taken to identify any other hazards associated with the activities at your event

Identify who is at risk (#)

For each hazard identified, list all those who may be affected. Do not list individuals by name, just list groups of people. The following should be taken into account:

- Stewards
- Event staff
- Volunteers
- Contractors
- Vendors, exhibitors and performers
- Members of the public
- Disabled persons
- Children and elderly persons
- Potential trespassers
- Expectant mothers
- Local residents

Areas to consider (#)

The following are examples of areas to consider:

- Type of event
- Potential major incidents
- Site hazards including car parks
- Types of attendees such as children, elderly persons and the disabled
- Crowd control, capacity, access and exiting and stewarding
- Provision for the emergency services
- Provision of first aid
- Provision of facilities
- Fire, security and cash collection
- Health and safety issues

- Exhibitors and demonstrations
- Amusements and attractions
- Structures, for example marquees / gazebos
- Waste management

Assessing the risk (#)

Classify risks into high, medium and low. Examples of risks falling into these categories are as follows:

- **High** - An unsecured inflatable being used in adverse weather conditions by young children
- **Medium** - A display of animals in a roped off arena
- **Low** - A mime artist performing amongst the crowd

For each risk consider whether or not it can be eliminated completely. If it cannot, then decide what must be done to reduce it to an acceptable level. Consider the following:

- Removal of the hazard
- Preventing access to the hazard, such as by guarding dangerous parts of machinery
- Implement procedures to reduce exposure to the hazard
- The use of personal protective equipment
- Find a substitute for that activity / machine

Recording your risk assessment findings (#)

To record your risk assessment findings the most suitable way is to use a form. Sample risk assessment documents can be downloaded from the Documentation required for an event section of the Planning and applying for an event (https://www.basingstoke.gov.uk/events) webpage.

On the risk assessment form, you are required to record all significant hazards, the nature and extent of the risks, and the action required to control them. Keep this for future reference or use. You could also refer to other documents you may have, such as manuals and codes of practice if required.

Licensing

The Licensing Act 2003 states that any regulated entertainment and/or alcohol sales must be licensed through either a premises licence or Temporary Events Notice (TENs).

Regulated entertainment includes plays, theatre and drama, films, live music and the playing of recorded music and karaoke.

For events of 499 persons or less (including staff, performers and public) a Temporary Event Notice (TENs) may be suitable, subject to limitations.

For events of 500 persons or more a Premises Licence will be required.

> To check whether a licence is required for your event (this may include Street Trading Consent), visit the Temporary event notice (https://www.basingstoke.gov.uk/tempevent) webpage or email the Licensing Team (mailto:licensing@basingstoke.gov.uk) at the council to discuss your proposals.

Bridge banners

If you wish to use bridges in Hampshire for the hanging of bridge banners for promotional purposes, you will need to apply for a licence from Hampshire Highways (https://www.hants.gov.uk/transport/%20licencesandpermits/banners).

Insurance

As organisers, you could be held legally liable for the costs or damages for any injuries etc that may occur during your event. Public liability insurance that covers everyone on the site including employees, volunteers, performers and the public can be obtained from insurance providers.

We require you to have public liability insurance cover for at least £5 million, however, larger or riskier events may need greater cover.

If you are using contractors, you will need to check that they have Employer's Liability, Public Liability and Product Liability Insurances up to £5million.

You must also gain copies of **all** insurance documents relating to your event from contractors, exhibitions, etc.

Full details of any incident must be recorded and reported to your insurers without delay.

Road closures and traffic management

Traffic management can form a major part of an event and needs to be given careful consideration. The Highways Authority (https://www.hants.gov.uk/transport/licencesandpermits/events) should be consulted at the start of your event planning if your event will have an effect on the highway.

If your event involves the closing of roads or sections of highway, you must apply for a Temporary Traffic Regulation Orders (TTRO) commonly known as a road closure notice.

- It is recommended you give at least three months' notice to allow time for negotiation in the event that any issues require resolving prior to your event.
- An agreed Traffic Management Plan should be submitted with the road closure application.

For more information about road closures or traffic management, email the Engineering Services Team (mailto:engineering@basingstoke.gov.uk)

The police will not assist with a road closure so you may need to contact a private traffic management company.

Reasons temporary road closure are needed (#)

- If there is a likelihood of crowds spilling onto the highway
- If it is necessary to prevent traffic flow for however short duration to facilitate the event such as a parade
- If the volume of persons taking place in an event on the highway means that road safety will be compromised
- If it is necessary to control traffic flow by managing the routes available for use, such as carnivals
- If the event involves a march or parade. The police are no longer legally allowed to manage traffic on behalf of event organisers

Remember, traffic control also includes the management of pedestrians and cyclists.

Entrance and exit points (#)

Here are a few points to remember when planning your entrance and exit points:

- Arrange separate vehicle and pedestrian entrances/exits to the event site where possible
- Arrange entrance queues so they do not obstruct vehicle access or road junctions
- Make sure entrances/exits are suitable for pushchairs and wheelchairs
- Ensure entrances/exits are clearly marked and make sure the entrance is well stewarded and if required, a form of counting is used to prevent over-crowding
- Exits should be at least 1.2m wide and kept free from obstructions at all times. You will be required to provide lighting if the event runs into the evening
- Keep car parking well away from the pedestrian areas of the event site. The parking area should be clearly signposted and vehicles should not be permitted to park anywhere else
- Provide stewards (with torches if necessary) for the car parking areas
- If the area you are planning to use for car parking is a field or similar, ensure the grass/hay/straw is cut and removed before the event
- Except for emergency purposes, ensure there is no vehicle movement in the public areas of the site during the event or as the public are leaving
- Always allow space for emergency vehicles to enter your event

Car parking (#)

Adequate car parking provision must be made available to avoid congestion on surrounding roads. All car parking arrangements should be staffed by designated car parking stewards/marshals and have sufficient signage. It is recommended that a parking plan is designed with the locations of all marshals and entrance and exit points.

All temporary signage, lighting and guarding is the sole responsibility of the event organiser and must comply with current legislation. Contact the Highway Authority (https://www.hants.gov.uk/transport/licencesandpermits/events) if more advice is required.

Road signs (#)

If you expect people to travel from outside the area, you may wish to consider contacting a motoring organisations to provide directional signs. You will be charged for this service.

Noise management

It is the event organiser's responsibility to limit the impact that their event has on the surrounding area and on local residents. This is usually related to noise from music performances or playing recorded music, but could include other activities that generate noise.

Consideration should be given to any element of the event that generates noise that is likely to be heard at any properties in the vicinity. In order to minimise noise disturbance, careful consideration should be given to:

- the positioning of speakers and stages
- the duration of the event
- start and finish time for the event
- directing speakers and PA systems away from the nearest residential properties

The Code of Practice on the Control of Environmental Noise at Concerts is a reference document that guides on what noise levels are likely to be appropriate in different circumstances. Depending on the scale and nature of the event, it may be necessary to employ an acoustic consultant to monitor noise levels arising from the event and you may be asked to submit a noise management plan in advance.

The degree to which noise will need to be controlled and what those controls consist of will be dependent on the nature of the event. If you want advice on what may be necessary for you, email our Environmental Health Team (mailto:ehteam@basingstoke.gov.uk)

Remember if your event is to have loudspeakers/PA system this cannot be used prior to 9am on the event day.

Security

Security Staff
Certain types of events, for example music events, will require a suitable level of supervision on the

event site at all times. If you require professional security services, all personnel must carry appropriate ID as necessary. View information about the legal requirements for security at events (https://assets.publishing.service.gov.uk/media/627a2055e90e074ee7344bfa/sia-security-at-events.pdf)

Control Room
If your event is a medium or large scale event it is advisable to consider setting up a control room on the site to:

- Act as a base for any communications systems (not forgetting recharging points for mobile phones and radios)
- Monitor the event, giving an early indication of any problems
- Control any incidents
- Direct resources to deal with any problems
- Recording of any incidents

The control room should be continually staffed during the event and provided with a telephone.

Communications
Many medium/large scale events use radios or mobiles phones as a communication link between the event manager, safety officer and stewards in case of an emergency. It is useful if all mobile phones are pre-programmed with any relevant numbers.

Local Police
It is advisable to inform the local police of your event in writing, including estimated numbers, risk assessments, site plan and event safety plan (for medium/large scale events). Contact your local police (https://www.hampshire.police.uk/contact/af/contact-us-beta/contact-us/)

Structures

If you choose to use marquees and temporary structures, such as stages and lighting columns they must be:

- Capable of withstanding wind forces and bad weather conditions
- Erected by competent persons (obtain written certification from them that the structures are safe)
- Supplied with certificates of compliance from the subcontractors

Marquees / tents

- Should be situated at least six metres apart and have adequate emergency lighting and escape routes.
- Fabrics should be inherently or durably flame retarded (certificate of compliance may be required and provided by the supplier you decide to use)

The Fire Authority may advise you on the fire safety aspects of marquees and tents, including their positioning, construction and the provision of exits, normal and emergency lighting, firefighting equipment etc.

You must:

- Make arrangement to prevent unauthorised persons gaining access to or interfering with equipment when the event is open to the public.
- Ensure that all staging and other structures are positioned so they do not obstruct any entrances or exits from the site

Find further information on the Health and Safety Executive website (https://www.hse.gov.uk/event-safety/temporary-demountable-structures.htm)

Electrical provisions

If your event requires the use of electric power, you as the event organiser, have the responsibility to make sure that all electrical equipment is safe for the public and staff. Here are a few points to consider:

- The whole installation, including wiring and any generators, should be installed in a safe manner by a suitably qualified electrician. They should provide a written certificate (NICEIC or ECA) to prove this
- The electric supply needs to be protected by a suitable earth leakage device or residual current devices (RCDs)
- All cables should be of the correct rating for the load. The insulation needs to be clear of defects and the correct type of connectors need to be used for external use
- All cables should be positioned so they do not cause a trip hazard or other hazard
- All electrical equipment used at the event must be in a safe condition and suitable for that type of use

Generators

- Any generator being used should have a certificate to show it is electrically safe
- Any generator or other electrical equipment should be safely cordoned-off to prevent unauthorised access
- Consider using a silenced generator if your event is in a residential area
- When earthing generators refer to BS 7430 - this will provide guidance on the earthing of mobile generators

Fire management

Fire fighting

As a responsible event organiser you:

- Must provide equipment for putting out small fires such as fire extinguishers, sand buckets and fire blankets and have them placed in strategic points throughout the event site.
- Should check with your local Fire Service on whether your proposed equipment is sufficient and suitable for your event if you are unsure.
- Make sure that stewards know where the equipment is and only advise staff to use the equipment if trained.

The Fire Service should be called to any fire, suspected or real, however slight, and incidences of fire should be logged.

Fire safety for stewards

The following fire routine should be brought to the attention of all stewards and nominated persons:

- Immediately inform the person who will take charge of the evacuation
- Proceed to nominated exits and make sure they are unrestricted
- Do not attempt to fight the fire unless trained to do so and the event site has been evacuated

On being informed of a fire

- Direct stewards to nominated exits
- Give the following message using a public address system “Ladies and gentlemen – in the interests of safety, this area must be evacuated. Please leave immediately by the nearest exit. Stewards will assist you”
- Call the fire service
- Ensure the event site has been evacuated
- Report to the event manager when the first fire appliance is on site and direct to the location of the fire if not obvious.

Should any marquees be used to accommodate members of the public for your event, it is likely that further measures relating to fire precautions would need to be implemented (fire extinguishers within the structures).

A separate fire risk assessment is required for all events in line with the Regulatory Reform (Fire Safety) Order 2005.

Waste management

Events will generate a lot of rubbish. It is your responsibility as the event manager to:

- Provide an adequate number of litter bins throughout your event site.

- Make arrangements to regularly empty the bins and to satisfactorily dispose of the rubbish at the end of the event.
- Undertake a litter pick of the grounds after the event has finished.
- Make arrangements for the removal of waste from the event site immediately after the event. You can use a private cleaning company or contact our Events Team (mailto:events@basingstoke.gov.uk) to see if we can assist with this (please note that there will be an additional charge for this service).

First aid

The first aid provision needs to be proportionate and suitable for the number of people attending your event and the type of event you are planning to host.

Basic services for first aid should always be available ideally with a dedicated first aid area for any treatments.

At smaller events such as summer fetes there should be at least one qualified first aider present and an area suitable for first aid treatment, including a supply of water as this will minimise the impact on local NHS services. A first aider is a person who holds a current certificate in first aid from any of the three voluntary agencies: St John Ambulance, British Red Cross or St Andrews Ambulance Association (or other recognised bodies or organisations).

Remember that medical provision should be provided for the full duration of your event, including build up and break down.

A voluntary first aid society can be asked to provide a First Aid Post, staffed by qualified first aider. Alternatively you can hire a private company.

> The holding of a Health and Safety at Work or three-day First Aid at Work certificate does not necessarily qualify a person as competent to administer first aid to the public at events

Sanitary provisions

It is important you consider the following:

- Make sure that there are enough toilets for the number of people expected to attend your event, including people with disabilities
- Provide baby changing facilities wherever possible
- Unisex accessible facilities should be provided on ground level without steps. (One accessible toilet with hand washing facilities should be provided for every 75 disabled people expected at an event)
- It is best to use mains-connected toilets but you may need to consider temporary toilet units for your event

- Hand washing facilities should be provided at between 1 per 5 to 1 per 10 temporary toilet units and there should also be suitable hand drying facilities. If paper towels are to be provided, arrange for regular disposal and restocking.
- It is likely that separate facilities will have to be provided for food handlers (catering staff) under public entertainment licensing
- Arrange for all the toilets to be serviced regularly to keep them fully operational, clean and hygienic throughout the event
- Provide directional signs to the toilet facilities and provide adequate lighting, particularly if your event continues into the evening
- Bear in mind odour when considering where to site them

Although there is no direct legal requirement under the Health and Safety at Work Act 1974 to provide toilets and wash facilities for non-employees it is important in the prevention of health risks. Lack of sufficient provision may also result in crowd disorder.

Event type	Female Toilets	Male Toilets
For events with a gate time of less than 6 hours duration opening	1 per 100	1 per 500 plus 1 urinal per 150
For events with a gate opening time of 6 hours or more, but with little or no alcohol or food served	1 per 85	1 per 425, plus 1 urinal per 125
For events with a gate opening time of 6 hours or more, with alcohol and food served in quantity	1 per 75	1 per 400, plus 1 urinal per 100
For campsites at major events, swapping the emphasis from urinal to WCs for males	1 per 75	1 per 150, plus 1 urinal per 250

Lost children and property

It is advisable to provide an area where enquiries can be made about lost children and lost property. Ensure it is well publicised, signposted and easily identifiable. It is useful to provide wristbands for children at medium/large scale events where parents/ guardians can write down their contact number in case of a lost child.

Suggested procedure for lost children (#)

If you are made aware that a child is missing:

- Contact the event organiser immediately to state that a child is missing

- Activate a lock down of any entrance/exit points into your event to stop all children from leaving the event site until the age and description of the child can be established and the information circulated. Once this has been done, anybody clearly not matching the profile will be allowed to leave.
- Remain with the person that has informed you that a child is missing until the child is reunited.
- Make sure that you DO NOT pass on the information about the lost child to the members of the public and please also be aware of who is in ear shot of you when providing any necessary information to the event organiser.

Incident plan

It is important you consider the following points and ensure you put relevant plans in place for your event.

Event safety plan (#)

An event safety plan does not need to be a complicated document. A loose-leaf folder can be used to enable quick entry of updates without changing the document.

First, draw up a site plan of the site/premises. This can be a sketched plan, preferably to scale, showing the entire site, routes in and out for cars, people and emergency services. The plan should then be added to show:

- Stalls, rides, attractions
- Arenas
- Stages
- Roles and responsibilities
- Marshalling points
- First aid points
- Sanitary facilities
- Point for collection of lost children
- Location and type of firefighting equipment
- Access and exit for emergency vehicles (to be kept clear at all times)
- Car parking facilities
- Drinking water points

Evacuation (#)

Every event organiser has a responsibility to develop contingency plans which will guide safe actions and procedures at times of crisis. These will need to be fully discussed with the emergency services well before the event.

Types of incidents could include:

- Fire
- Accident
- Crowd disturbance
- Bomb scare
- Very bad weather (if your event is outdoor, do you have an alternative indoor venue or will the event be cancelled?)
- High winds (consider bouncy castles etc)
- The need to evacuate the site

An Emergency Evacuation Plan and an effective Communications Plan between all staff, volunteers, stewards and security personnel will need to be in place before the event. Remember, event organisers are responsible for the safety of everyone involved and could be held personally liable if anyone is hurt or injured because of the organisers' negligence.

Public address system (#)

Consider using a public address system for announcements and instructions to staff and the public. Larger events may require a system with emergency power backup. For small events a portable loud-hailer may be sufficient.

Contingency Plan (#)

An event contingency plan should deal with issues around the event site and the ability of the event to take place or continue. Developing and implementing these plans is the responsibility of the event management team. Such plans may cover issues such as:

- What do you do if your event is cancelled prior to its opening
- What to do in the case of an emergency occurring
- Who will take what action
- How you will let the right people know about the emergency (consider personal radios, mobile phones, coded messages etc)
- How do you inform your attendees and other relevant people, if the event is to be rescheduled
- How to plan to use social media to tell people the information quickly

- A clear statement on the stage during an incident when control is to be transferred from the Safety Officer to the emergency services

If an incident does occur you may be asked:

- Were plans in place to manage a major incident?
- Were there enough emergency service resources on site?
- Was there a detailed casualty treatment, management evacuation plan?
- Were the emergency plans properly published, explained and practiced?
- Was there a clear chain of command and control?
- Were communications between key personnel and the crowd adequate?

Site plans (#)

The site plan should be regularly updated with any amendments. It is recommended it is kept easily accessible at the front of the event safety plan. The plan should also include:

- Location plan showing venue in relation to nearby villages/properties
- Organisational structure including responsibilities, telephone numbers and emergency numbers during the event
- Copies of all electrical/safety certificates, public liability insurances (both the event organisers and any contractors)
- Risk assessments for the event and for external contractors (funfairs, bouncy castles, etc)

Concessions and Entertainment

Food

If you are having food prepared on-site for your event, it is essential you collect all relevant documentation that we require (risk assessments, food hygiene certificates, hygiene rating). If you have any enquiries, contact the Environmental Health Team (mailto:ehteam@basingstoke.gov.uk).

Regulations that caterers need to comply with (#)

Your caterers have a number of regulations that will need to be comply with, including:

- Positioning of the food stands
- Design and construction of the facilities and equipment
- Cleanliness and repair of the above
- Washing facilities

- Waste disposal
- Temperature control
- Staffing including appropriate training
- Food safety practices and supervision
- Safety of temporary power provisions such as LPG, propane and butane cylinders

The caterers that you choose are required by law to be registered with a local authority. Please make sure that you have a copy of their authorisation document or check with the relevant local authority.

Event organisers must ensure that food preparation is undertaken in hygienic conditions and is compliant with the relevant legislation. The name and address of all caterers should be passed on to your local authority's environmental health team to check that they are registered as a food business in advance of the event.

Please be aware that Environmental Health may arrive unannounced on the day of your event to check all regulations are in place.

Drink and Water provision

Ideally, free drinking water should be available on site, particularly in the summer months. For events on Basingstoke and Deane Borough Council land there is a charge for the use of a standpipe. View details of event fees and charges (https://www.basingstoke.gov.uk/event-costs).

Food outlets will require a supply of fresh water and a waste water disposal facility to be sited near to their outlets.

Trade

If you are having traders, you must make sure that you have received copies of their public liability insurance and risk assessments.

Inflatables

PIPA (Pertexa Inflatable Play Accreditation) is a national scheme dedicated to the safety of inflatable play equipment. Bouncy castles and other inflatable play equipment is required by law to be inspected every year and should be issued with a PIPA tag and PIPA certificate to demonstrate it meets industry standards. For further information visit the PIPA website (https://www.pipa.org.uk/public-organisations/do-inflatables-need-testing/)

Funfair

If you plan to use a funfair, you must make sure that you receive all insurance and APDIS (Amusement Device Inspection Procedure Scheme) documentation from the funfair company. All fairground equipment must comply with the HSE document Fairgrounds and Amusement Parks - Guidance on Safe Practice (HSG175) (https://www.hse.gov.uk/pubns/priced/hsg175.pdf)

Music

If you plan to have music at your event you may need to apply for a Performing Rights Society license (PRS). The licence covers putting on a live event and DJs performing mixes they've burned onto a digital device and recovered music.

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