

## **KIRKLEES Events Policy**

### **CONTENTS SHEET**

- 1. Vision, Background and the Council's Role**
- 2. Event Classification**
- 3. The Safety Advisory Group and engaging with the Council**
- 4. Event Management**
- 5. Traffic Management and Highways**
- 6. Health and Safety**
- 7. Safeguarding**
- 8. Inclusivity and diversity**

## **1.0 Vision, Background and the Council's Role**

1.1 As an active home for events, our vision for events in the Kirklees district is as follows:

Kirklees is a vibrant and dynamic place where a wide range of events and festivals act as powerful agents in telling our story; they provide opportunities for celebration, civic pride and for communities to come together in shared experiences. Events in Kirklees celebrate the unique creativity and identity of our towns and villages. Building on our rich heritage, they reflect our diverse communities.

The Council recognises the role events play in creating quality places in our towns and villages where the year round wide-ranging activity provides an attractive programme across the district. From a commercial event or a community gala to one of our many cultural festivals, they can attract investment and visitors from the district, region or internationally and can take place in our town centres, on highways, in parks and in our heritage sites. Those events may involve input or support from the Council and may involve our partners and stakeholders. Together we will enable communities to do more for themselves.

1.2 Kirklees Council and district plays host to a large number of events and activity every year, from established fixtures including Huddersfield Contemporary Music Festival, Cleckheaton Folk Festival, Marsden Jazz Festival, Huddersfield Carnival and the Huddersfield Food and Drink Festival, to one-off occasions such as the Olympic Torch Relay and Le Grand Depart as part of the Tour De Yorkshire.

1.3 Cultural events and festivals can, at their best, be powerful agents in telling the Kirklees story and in providing opportunities for celebration, pride in a place or locality. They are also opportunities for social cohesion and participation and reflect the diverse communities of the district.

A varied programme of events across the year contributes to:

- Economic development
- Social/cultural regeneration
- Cultural vibrancy
- A strong tourism base
- Cultural and community provision
- Local priorities which seek to encourage vibrant sustainable communities that are active, lively and inclusive.

1.4 The council's role in achieving this vision is to perform a number of diverse roles and functions in relation to supporting and enabling events to take place in the district. These include statutory functions such as licensing sites, premises and road closures; to ensuring health and safety requirements are being met through chairing the Safety Advisory Group (SAG); to signposting to relevant broader legislation, funding opportunities and other information via the resource pages on [www.creativekirklees.com](http://www.creativekirklees.com) or [www.kirkleesbusinesshub.gov.uk](http://www.kirkleesbusinesshub.gov.uk). The council is also a third party in the organisation and delivery of some events such as the Freedom Parades.

1.5 For their part, event organisers must comply with a variety of statutory duties and local requirements, each overseen by different regulatory bodies.

- 1.6 This policy builds on the Kirklees Corporate Plan, the Kirklees Economic Strategy, the Joint Health and Wellbeing Strategy and the Culture Kirklees document (the latter outlining the vision and outcomes of the Council's cultural offer).
- 1.7 The Kirklees Events Policy seeks to promote a consistent, proactive and integrated approach to the services and regulatory functions for events by:
- Specifying the requirements that event organisers must meet in order to run a safe, legal event
  - Identifying key council controlled spaces, highlighting the types of events that will be suitable for different high profile and in demand spaces and setting clear conditions and criteria by which applications to use council land will be assessed
  - Defining Terms of Reference for the Safety Advisory Group (SAG) and outlining the process by which an event may be challenged should it not meet minimum standards. SAG Terms of Reference are published on the council's events support page

## 2.0 Event Classifications

- 2.1 For the purposes of this policy, we have classified different types of events. These categories are:
- **Events that are of benefit to the community:** The council recognises the value of community events for the benefit of the community and local residents and therefore will provide additional support, for example the Comoodle initiative or marketing support through Creative Kirklees or a reduced rate on charges. These events are like community fayres or galas.
  - **Civic Events:** It is important that civic events are recognised as they are a bringing together of communities under a shared banner, for example, Freedom Parades, Remembrance Sunday Parades or the Queen's Birthday. Such events require liaison with the Mayoral Office and in consultation with Members. Similar to the 'events for the benefit of the community,' these are important to the fabric of the community. For national celebration events, organisers will be signposted to where they can join in and will be supported to link with spaces and places across the district to reduce their costs and those of the council.
  - **Parades:** Parades are important to different festivals and events and are integral to different cultural celebrations. However, the impact of road closures is significant, therefore, to support such activity within our towns and villages, designated routes will be established to ensure minimal impact on the wider community and local businesses whilst ensuring the events can take place safely.
  - **Commercial events** (where by the organiser seeks to make commercial gain with no direct benefit to the community – whether they themselves are a profit distributing company/organisation and/or the activity is to purely gain profit for no benefit to the community: For events whose purpose is commercial and the event is part of an organisation's business model whereby they aim to generate a profit, the council will seek to implement a clear set of charges and expectations. In addition to this, the council will also have a clear set of terms and conditions with regard to the booking and deposit/bond and will stipulate requirements for how the event management company will behave with regard to local business operations and other requirements.

- **Events that bring vibrancy and are delivered in partnership:** The council will seek to develop a strategy to look at with which events it wishes to be a partner. Such a partnership will be targeted on specific activity, for example regional sporting events. As a result of participation in these regional events, the profile and reputation of Kirklees and its towns and villages will be raised significantly. Regional partnerships on cultural activity will enable Kirklees to host and deliver high quality and high profile activity with multiple benefits for the economy and our communities.

## 2.2 Events not included:

- **Protests and demonstrations:** These require a greater level of assessment to understand the expectations and requirements of involvement and so protests and demonstrations are not covered by this policy as they are unique in their nature and require differing levels of involvement and/or response from the council and its partners. There is thus a separate policy about protests and demonstrations.
- **Markets:** The council holds the Market rights within the Kirklees district and therefore, any market type activity will require involvement of the council's Markets Team who oversee and manage markets. External markets such as International Markets or special Christmas Markets that are managed by external companies, are negotiated on a case by case situation and are assessed according to the time of year, potential footfall and income generation potential.

## 2.3 Restricted Events

- 2.3.1 The council reserves the right to not grant permission for an event on the highway or council controlled land to organisations or allow any advertisements which are non-inclusive and that may bring harm to people or animals.
- 2.3.2 The council will not allow on any highway or council controlled land travelling circuses which include wild animals (those that are members of species not normally domesticated in Great Britain) kept or introduced for the purpose of performance, display or otherwise.
- 2.3.3 No application shall be approved until the Hirer receives a final Letter of Approval from the Council. Hirers should note that the Council accepts no responsibility or liability for the cancellation of an Event due to the refusal of any Temporary Events Notice, Premises License or relevant Building Control Permissions.

## 2.4 Definition of a small or large event and the Safety Advisory Group (SAG):

- 2.4.1 Although small events require some level of consultation with SAG or individual members, all major events require substantial forward planning and full consultation with SAG.
- 2.4.2 The consideration of health and safety, licensing and other regulatory functions are requirements whether the event is a major or small scale event.
- 2.4.3 Major events are defined as including some, if not all, of the below:
- Audiences and staffing that maximise the capacity of the site or venue – this is about crowd management and safety
  - Expected audience of more than 500 people
  - Multiple or major activities or attractions on one site
  - Significant impact on local infrastructure such as, but not limited to, highways, parking, public transport, local businesses etc.

2.4.4 Small events are defined as including some, if not all, of the below:

- Audiences and staff that do not stretch the capacity of the site or venue – access and egress can be done safely and with ease
- Expected audience of 500 or fewer people
- Small, local or community activities or a single attraction
- Minimal impact on local infrastructure such as, but not limited to, highways, parking, public transport, local businesses etc.

2.4.5 The SAG Chair will have the discretion to determine which events are considered by SAG based on risk. This decision will be dependent, amongst other things, on the nature of the event, location, participants and includes events which are likely to cause significant disruption to traffic and parking arrangements. This risk-based provision will be exercised following consultation with other members of SAG where necessary.

### **3.0 The Safety Advisory Group and engaging with the Council**

#### **3.1. Consultation with the Safety Advisory Group (SAG)**

3.1.1 Through the booking process, SAG will be notified of events and based on assessment of risk will decide whether to invite an event organiser to a SAG meeting or refer them to one of its constituent members. A dialogue with SAG and/or its members must be initiated at least three months before the event to allow the organiser time to address any concerns raised. Consultation with SAG and compliance with its recommendations are conditions of any council land use agreement.

3.1.2 In imposing terms and conditions for spectator safety, the council will consult:

- West Yorkshire Police
- West Yorkshire Ambulance Service and NHS Trust
- West Yorkshire Fire and Rescue Service

3.1.3 An invitation to attend SAG is extended to other organisations involved in an event as required. This may include for example appropriate representatives of:

- St John Ambulance/Red Cross or other medical provider
- Stewarding and security provider
- The owner of the property on which the event will take place.

3.1.4 Depending on the nature of the event, other council teams may be recruited to the SAG for specialist advice. These include:

- Building Control
- Corporate Health and Safety
- Regeneration and Economy
- Emergency Planning
- Environmental Protection
- Food Safety
- Highways and Streetscene
- Licensing
- Parking Services
- Corporate Landlord and Legal Services

- Traffic and Safety
- Parks and Open Spaces
- Cultural & Vibrancy Teams: Creative Economy, Museums and Galleries, Markets
- Community Cohesion

### **3.2 Consultation with Councillors, Residents and Businesses**

3.2.1 The organiser is responsible for carrying out all consultation prior to the event. We recommend as good practice that the organiser engages where relevant and appropriate with local ward councillors, residents, businesses and any others affected by the event, to ensure that any potential negative impacts of the event are minimised and that, wherever possible, arrangements are agreed with local people to mitigate any inconvenience caused by the event. It is recommended that organisers start this process at least 8 weeks before the event. Event details will also be included in portfolio briefings and local ward councillor briefings as appropriate.

3.2.2 The organiser may be required to provide evidence that consultation has taken place; they will be advised to keep a record of any steps taken.

3.2.3 The organiser must carry out any other consultation deemed necessary by the council.

### **3.3 Funding For Events**

3.3.1 The organiser will need to think about how they will pay for the infrastructure, services and activities at their event. This includes costs for hire of spaces, road closures, facilities such as toilets, during and after event cleansing, licenses and leases. The council is not able to cover these costs, it is therefore important that realistic estimates for this work are obtained. It is not the responsibility of the council to pay for such items or to clear up the site after the event. This is the sole responsibility of the event organiser.

### **3.4 Charges for Additional Services**

3.4.1 Where an event requires input from council officers which goes beyond the standard or statutory advice and guidance provided to event organisers, the council reserves the right to charge for services rendered. This does not apply to support provided by the SAG, whose members include statutory and non-statutory services – SAG itself is free of charge.

### **3.5 Application to use Council Land**

3.5.1 When an organiser wishes to hold an event in a public park or other public outdoor space, permission to use the land must be obtained from the council. The council will require a bond to be paid in advance of the event which will be returned if no rechargeable costs are incurred. Terms and conditions of use of council land is published on the council's website.

3.5.2 For information on what charges apply to council land, see Charging Policy published on the council's website.

### **3.6 Cancellation of Land and Public Highways use agreement**

3.6.1 The Council reserves the right to revoke the land use agreement. See conditions for use of council land, published on the Council's website.

### **3.7 Additional requirements that event organisers must meet in order to run a safe, legal event.**

All guidance stated is published on the Council's website.

**3.7.1 Events on Private Land:** A large event planned to be held on private land may have an impact on the infrastructure of the wider area. Off highway events can cause traffic congestion and may need on street traffic management to ensure safety for the public entering or exiting the highway. Organisers need to consider traffic impact and include this in their event management plan. There may also be licence implications.

**3.7.2 Events involving VIPs:** A visit by a member of the Royal Family or a VIP may have an impact on the infrastructure of the wider area. Please inform the Council's Mayoral Office of your event as soon as possible.

**3.7.3 Safety Certificate:** Events at sports grounds and venues which have regulated stands (stands of a capacity exceeding 499 spectators where the legislation applies) are required to hold a safety certificate. These are normally issued only for the sport or activity that regularly occurs there (e.g. football or rugby).

**Not all will be relevant in every instance but organisers need to consider any which apply to their event. Most issues covered in this section are statutory requirements.**

**3.7.4 Advertisements:** The Department of Communities and Local Government has produced comprehensive guidance on the use of outdoor advertisements and signs. Event organisers are strongly advised to consult this guide at an early stage in the planning process. Advertisements and signage will normally require advertisement consent, which must be obtained from the Council. An exception to this is for temporary notices or signs which are intended to advertise any local event being held for charitable purposes, such as a fête or sponsored marathon.

**3.7.5 Listed Building consent:** Any attachment or advertisement on a Listed Building will also require Listed Building Consent. It is preferable to avoid additional advertisements on listed buildings.

**3.7.6 Charity Collections:** If a charity collection is to be held during the event, the collection organiser must obtain a permit from Licensing. Only one collection can be held in an area at any one time and slots are often booked months in advance, so organisers are advised to contact the Licensing Team as early as possible.

**3.7.7 Emergency Vehicles:** It is essential that emergency vehicles are able to access the site at all times. Nothing can be permitted to restrict access to hospitals and medical centres. Where an event is held on the highway, barriers can be used to close off the road and items such as tables and chairs can be placed on the highway providing they can easily be removed if necessary.

**3.7.8 Fire Safety:** The Regulatory Reform (Fire Safety) Order 2005 places the onus on a "responsible person" to actively pursue and maintain fire safety. In the case of one-off or occasional events, this will usually be the event organiser. The responsible person must carry out a risk assessment and implement appropriate measures to minimise the risk to life and property. The risk assessment must be reviewed and updated regularly.

West Yorkshire Fire and Rescue has a statutory duty to enforce compliance with the Regulatory Reform (Fire Safety) Order 2005. They have powers to enter premises and carry out inspections to ascertain whether the Order is being complied with. In cases where a

serious fire risk exists and the event organiser has failed to take appropriate steps to rectify it, the Fire Authority can serve an enforcement notice requiring specific improvements to be made in a set period of time.

If the Fire Authority believes that there is an imminent risk of personal injury, they can serve a prohibition notice restricting or prohibiting the use of the event site with immediate effect. It is an offence for the responsible person (or any other person who has control over the premises) to fail to comply with the Order or any notice served under it.

It is therefore advisable for event organisers to involve the Fire Authority at the earliest opportunity in order to obtain advice and make improvements before formal action becomes necessary. This can be done via SAG.

**3.7.9 Food Safety:** There is no formal approval process for catering at small community events; however, organisers are encouraged to contact Public Protection and Health Improvement for advice and support. Any professional caterers must be registered under the Food Safety Act 1990 and have received training in food hygiene; this applies even if food is being given away for free. An outline of the type of catering and facilities should be provided in advance of the event.

**3.7.10 Noise Pollution:** Noise problems within communities is a significant source of conflict between neighbouring properties, occupiers and users. Noise can cause undue stress for the receiver and erode trust in event organisers to hold sustainable successful events. Under the Environmental Protection Act 1990, excessive noise can be classed as a 'statutory nuisance' and be subject to service of legal notices, prosecution and seizure of noise making equipment – if noise is not managed sensibly. Noise is considered before events in consultations to Environmental Health for Premises Licenses, Temporary Event Notices and Planning Applications. It is the responsibility of event organisers to think about and manage the noise which they produce, get the appropriate authorisation and consult with neighbours. If an event will include a loud speaker in the street after 9pm and before 7am – a Consent is required from the local Environmental Health department under the Control of Pollution Act 1974.

**3.7.11 Licensing:** Event organisers are responsible for ensuring they have the appropriate authorisation in place to cover the activities they are proposing to carry out. An authorisation is required for any event which involves one or more of the following:

- Sales of alcohol – including the provision of alcohol in exchange for donations or as part of the ticket price
- Regulated entertainment – entertainment that takes place in the presence of an audience, with the purpose of entertaining or partly entertaining that audience comprising of the public or a section of the public.
- Late night refreshment – hot food or hot drink served between 11.00pm and 5.00am

It is the responsibility of the event organiser to ensure the correct license is in place or has been applied for.

**3.7.12 Planning Permission:** The Town and Country Planning (General Permitted Development) Order 1995 as amended grants a general permission for the temporary use of land for up to 28 days in any calendar year. The period is restricted to 14 days in the case of the holding of a market (which includes a car boot sale) and motor sports. Regularly held events that exceed the 14 / 28 day limit will require planning permission. This restriction applies to each piece of land and is the total number of days, in any calendar year, that the land can be used for temporary purposes before planning permission is required. It should be noted that if the

land in question is within the curtilage of a building these “permitted development rights” do not apply. Also, these rights do not always apply to the use of land as a caravan site and are more restrictive if the land is within a Site of Special Scientific Interest.

**3.7.13 Street Trading:** Organisers should ensure that traders operating at the event have the correct authorisation. Anyone who wishes to sell from a fixed location on a street must apply for a Street Trading Consent. The Council does not wish to encourage pedlars as generally this is illegal street trading.

**3.7.14 Trading Standards:** The organiser should notify Trading Standards if the proposed event involves shops or stalls trading in food, drink or goods. Trading Standards officers may attend the event to carry out inspections to ensure fair trading in accordance with the following legislation:

- Weights and Measures Act 1985, which makes it a criminal offence to give short weights or measures to customers
- Sale of Goods Act 1979 and Supply of Goods and Services Act 1982, which require that goods correspond with any description given, are of satisfactory quality and are fit for purpose
- Copyright, Design and Patents Act 1988 and Trade Marks Act 1994, which impose severe penalties for those convicted of selling counterfeit goods
- Licensing Act 2003, which prohibits the sale of alcohol to persons under the age of 18.

Although individual traders will be subject to enforcement action if they operate illegally, the organiser has overall responsibility for ensuring that all activities taking place at the event are run in compliance with the law.

**3.7.15 Temporary Structures:** Organisers of events who intend to erect temporary structures such as grandstands, stages, lighting, sound or control towers, tents, marquees or canopies should contact Building Control well in advance of the event and provide sufficient details including layout plans and construction details/calculations to enable the structural stability of the structure to be verified. The Building Control section will check the information provided and undertake inspections to ascertain the structural stability of any significant temporary structures. The Chartered Institute of Structural Engineers has produced comprehensive guidance on temporary demountable structures. See guidance for more information.

**3.7.16 Waste Management and Recycling:** Where an event is held on Council controlled land, it will be a condition of the land use agreement that the organiser must restore the land to Grade “A” condition as defined in the Code of Practice on Litter and Refuse issued under Part IV of the Environmental Protection Act 1990. Failure to do so will lead to the immediate termination of the agreement and the relevant service director may arrange for the necessary cleaning work to be undertaken and charged to the organiser.

If the event is held on the highway under a road closure order, the organiser should restore the road to the Grade “A” standard of cleanliness before the road reopens at the end of the event. In exceptional circumstances, the Grade “B” standard will be acceptable but this will be at the discretion of the relevant service director and will need to be agreed in advance of the event. Failure to restore the road to the agreed standard will lead to the immediate termination of the agreement and the relevant service director may arrange for the necessary cleaning work to be undertaken and charged to the organiser.

The council is committed to minimising the use of landfill; organisers should therefore provide suitable facilities for recycling as much litter and waste as possible, such as glass

bottles and jars, cans, plastic bottles, cardboard, food, newspapers and magazines, unless otherwise agreed by the council. Where an application is made to use council land, consideration will be given to recycling arrangements prior to the application being granted.

3.7.17 **Adequate and accessible toilet facilities:** It is the duty of the event organiser to provide adequate and accessible toilet facilities for events. Guidance on the anticipated number of attendees to toilet provision rations can be found in The Purple Guide. For small scale community events in a location where there are public toilets, the Council will need to be aware of your requirements in order that they can arrange for extended opening hours and extra cleaning. There will be a charge incurred for this service.

#### **4.0 Event Management**

4.1 The management of an event is essential in ensuring it is a safe and well run event for audiences, staff, artists, volunteers and anyone involved in the activity.

4.2 An event management plan is an essential document that captures how an organiser will approach the management of the event. Each event management plan will need to consider the multiple factors and areas that make up the event and is what will be presented to the Safety Advisory Group. The events management plan will include everything from:

- An event itinerary
- Access and egress
- Crowd management and stewarding
- Communication methods – for staff, volunteers and audiences
- Infrastructure requirements such as but not limited to: barriers, temporary structures (marquees/tents/stalls), toilets (including disabled facilities), fairgrounds/rides, camping
- Emergency procedures/contingency plans
- Security
- Medical/First Aid
- Food, refreshment and drinking water
- Information and welfare
- Policies on glass, alcohol and peddlers
- Traffic Management.

#### **5.0 Traffic Management and Highways**

5.1 Events on, or that require the use of Kirklees' highways, will need the organiser to have submitted all relevant information and applications such as Road Closures with a fully costed traffic management plan.

5.2 Should an event include a parade, event organisers will be expected to use one of the council's preferred routes through key towns to minimise disruption based on previous events and experience. It is strongly advised that these routes are followed.

5.3 Off highway events can cause traffic congestion and may need on street traffic management to ensure safety for the public entering or exiting the highway. Organisers of all events need to consider traffic impact and include this in their event management plan.

#### **5.4 Application to use the Public Highway**

5.4.1 When an organiser wishes to hold an event on the public highway, permission to close the road must be obtained from the council's Highways Operations Team.

5.4.2 The organiser must provide a Traffic Management Plan indicating proposals with plans where appropriate. The Traffic Management Plan will effectively be a summary of all actions proposed.

## **5.5 Public Transport**

5.5.1 Consideration of the impact of events on the public transport network is essential. If an event requires a road closure or it will impact on the highway or public transport infrastructure, the event organiser should consult with Public Transport providers so they can understand which services will be affected and explore suitable diversion routes for bus services to minimise disruption to bus passengers. This consultation can be done via the council's Highways Team and if Public Transport services will be impacted by an event, the event organisers will be invited to attend a SAG meeting.

## **5.6 Parking Services**

5.6.1 Displacement parking for residents is not provided by the council.

## **6.0 Health and Safety**

6.1 Event organisers have a duty to ensure that health, safety and welfare are well managed for people working on and attending their event. The key tool to assist with this duty is the undertaking of a risk assessment of the activities and implementing the findings. Organisers are advised to consult *The Purple Guide* produced by the Events Industry Forum and approved by the Health and Safety Executive. It covers all relevant aspects of managing an event.

6.2 Large and major events will require substantial forward planning and the risk assessment should be undertaken by a competent person. The assessment should form part of a wider Event Management Plan detailing how the event will be run.

### **6.3 Terrorist threat**

6.3.1 Events by their very nature create crowded places which can become a potential target for terrorists. The risk of terrorist type attacks should be considered and included in pre event risk assessments and appropriate control measures should be implemented to reduce the risk.

6.3.2 Terrorists may use a variety of methods to disrupt or attack an event including (but not limited to) marauding firearms or knife attacks, explosives and using a vehicle as a weapon.

6.3.3 Intelligence and recent attacks have identified that terrorists are increasingly moving towards using a vehicle as a weapon (driving at crowds – often followed by a marauding firearms or knife attack). Event organisers should consider how they can reduce the risk of this style of attack through the implementation of Hostile Vehicle Mitigation measures. These include, but are not limited to, the strategic parking of event vehicles, the closure of live surrounding roads and the procurement or hire of approved Hostile Vehicle Mitigation measures. Kirklees Council's Emergency Planning and Highways teams can provide further advice and information on Hostile Vehicle Mitigation measures.

6.3.4 In addition to physical protective security measures, it is important to ensure that event staff are aware of how to identify suspicious behaviour and suspicious items. It is also important to ensure that event staff know how to report concerns and more importantly what action to take should there be a significant risk/threat.

6.3.5 Event visitors may also be seen as an asset to assist in identifying suspicious behaviour and suspicious items. Awareness campaigns can be used to encourage event visitors to remain vigilant and report suspicions to event staff. It is important to ensure that event staff are visible and can be contacted easily.

## **7.0 Safeguarding**

- 7.1 Running events in public spaces can present a variety of additional safeguarding challenges. Considerations need to be made about issues including security and photography when the general public are in the area.
- 7.2 Any event organiser will be expected to take safeguarding seriously and to have a safeguarding plan or policy with the relevant reporting procedures and guidance for all staff and volunteers to ensure the event is safe for all those attending, whether children and/or vulnerable adults.
- 7.3 For more information see the guidance on the Kirklees Council website or go to the Kirklees Safeguarding Board or the NSPCC Child Protection in Sport Unit websites; the latter has an array of information and guidance that are transferable to community and cultural events.

## **8.0 Inclusivity and diversity**

- 8.1 Kirklees Council is committed to equality of opportunity for the whole community and believes that diversity is a major strength which contributes to the social and economic prosperity of the area. The council commits to ensure that no resident of or visitor to the area is treated inequitably or in an unlawful or unjustifiably discriminatory manner.
- 8.2 Events that compromise the council's commitment to Equal Opportunities, in terms of their content and/or the organisers' affiliations, or which further negative attitudes or discrimination against any groups with protected characteristics under the Equalities Act 2010 will not be sanctioned by the council.
- 8.3 All event organisers are bound by the requirements of the Equalities Act 2010, regardless of the size of the event or whether people will be charged for attending. As such, they are obliged to think ahead and make reasonable adjustments to ensure that disabled attendees (or potential attendees) are not put at a substantial disadvantage compared with non-disabled people.
- 8.4 What is a "reasonable" adjustment will depend on all the circumstances including the cost of the adjustment, the potential benefit it might bring to other attendees (for example, ramps may also benefit attendees with small children), the resources an organisation has and how practical the changes are.
- 8.5 Reasonable adjustments may include but are in no way limited to:
- Laying temporary plywood paths on uneven or wet ground
  - Installing ramps next to steps
  - Providing toilets which are accessible and have adequate lighting for people with visual impairments
  - Displaying warning signs if strobe lighting is to be used
  - Planning a way of communicating with deaf and hearing impaired attendees in the event of an emergency

8.6 Any adjustments deemed reasonable should be in place before the event begins. Organisers should not wait until a person experiences difficulties at the event, as it may then be too late to make the necessary adjustment.