

## **EVENT APPLICATION GUIDANCE NOTES**

### **1. LICENSING ACT 2003**

If you will be having one of the following activities at your event you will require either a temporary events notice or premises licence, certificate of authorisation under the Licensing Act 2003:

The sale of alcohol  
Regulated entertainment

N.B. The granting of a temporary events notice or of a premises licence does not mean that an event is approved by either the Council or Safety Advisory Group (SAG).

Regulated entertainment, subject to specified conditions and exemptions, includes:

- (a) performance of a play
- (b) an exhibition of a film
- (c) an indoor sporting event
- (d) a boxing or wrestling entertainment
- (e) a performance of live music
- (f) any playing of recorded music
- (g) a performance of dance
- (h) entertainment of a similar description to that falling within (e), (f) or (g)

In terms of specific regulated entertainments please note that:

- (a) Plays: no licence is required for performances between 08:00am and 23:00pm on any day, provided that the audience does not exceed 500
- (b) Dance: no licence is required for performances between 08:00am and 23:00pm on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable
- (c) Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08:00am and 23:00pm on any day provided that the audience does not exceed 500 and the organiser:
  - i. gets consent to the screening from a person who is responsible for the premises
  - ii. ensures that each such screening abides by age classification ratings.
- (d) Indoor sporting events: no licence is required for performances between 08:00am and 23:00pm on any day, provided that the audience does not exceed 1000
- (e) Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08:00am and 23:00pm on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- (f) Live music: no licence permission is required for:
  - i. a performance of unamplified live music between 08:00am and 23:00pm, on any day, on any premises
  - ii. a performance of amplified live music between 08:00am and 23:00pm on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500

- iii. a performance of amplified live music between 08:00am and 23:00pm on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500
  - iv. a performance of amplified live music between 08:00am and 23:00pm on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that: the audience does not exceed 500  
(b) the organiser gets consent for the performance from a person who is responsible for the premises
  - v. a performance of amplified live music between 08:00am and 23:00pm on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- (g) Recorded Music: no licence permission is required for:
- i. any playing of recorded music between 08:00am and 23:00pm on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500
  - ii. any playing of recorded music between 08:00am and 23:00pm on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser 10 gets consent for the performance from a person who is responsible for the premises.
  - iii. any playing of recorded music between 08:00am and 23:00pm on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
- (h) Cross activity exemptions: no licence is required between 08:00am and 23:00pm on any day, with no limit on audience size for:
- i. any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority
  - ii. any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider
  - iii. any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor
  - iv. any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

#### External links

- [Department for Culture, Media and Sport - Live Music Act 2012](#)

- Licensing Act 2003 (Description of Entertainment) (Amendment) Order 2013 - <http://www.legislation.gov.uk/ukdsi/2013/9780111538609>
- [Live Music Act 2012](#)

### Temporary Events Notice

For small events which last no more than 168 hours and have no more than 499 people attending at any one time a temporary events notice (TEN) can be given by the applicant to the Licensing Authority. There are limits on the number of TENs that can be applied for, as well as deadlines in relation to the timescale required to submit the application.

For more information please visit: <https://www.barnsley.gov.uk/services/licences-and-permissions/>

If you require further information and advice on the licence, you will need to contact the Council on 01226 773555 or email [licensing@barnsley.gov.uk](mailto:licensing@barnsley.gov.uk)

It is illegal to hold an event including any of the above entertainment without a licence.

## **2. INSURANCE/RISK ASSESSMENTS/METHOD STATEMENTS**

To hold an event on Council land, the Event Organiser will need to have in place £5 million public liability insurance.

Additionally, each of the following activities will require their own separate £5 million public liability insurance. Please ensure that you obtain current copies of the operator's safety certificates, risk assessment, method statement and public liability insurance and enclose them with the application form:

- Fairground Equipment
- Inflatables (e.g. bouncy castles)
- Food and Drink concessions (in addition to the above caterers should provide you with details of their registration with their local Environmental Health Department and relevant hygiene certificates)

Should your event involve temporary demountable structures such as staging, marquees, etc., you will need to comply with the Construction, Design and Management (CDM) Regulations 2015. See below for link to guidance notes on this:  
<http://www.cdm4events.org.uk/>

## **3. MARKET STALLS**

If you plan to set up market stalls, car boot sales or catering units at your event an additional licence and/or consent will be required.

Events with four or fewer stalls/catering units will need individual street trading consents. For further details please contact the Council's Street Trading department at [streettrading@barnsley.gov.uk](mailto:streettrading@barnsley.gov.uk) or visit: <https://www.barnsley.gov.uk/services/licences-and-permissions/street-trading/>

Please note that events with five or more stalls/catering units constitutes a market and this would require a Private Market Licence.

For further details and to apply, please visit: <https://www.barnsley.gov.uk/services/licences-and-permissions/private-market-licences/> or email [marketservices@barnsley.gov.uk](mailto:marketservices@barnsley.gov.uk)

N.B. you must submit your application at least one month before the event, however it is advised to apply as early as possible.

#### **4. DRONE GUIDANCE**

A Flyer ID is required for any person that intends to operate a drone, and an Operator ID is required if the drone has a camera or weighs 250g or more. You can register for both IDs online. There is a fee for the Operator ID which is valid for one year.

If the operation of the drone is for commercial use or it weighs over 20kg, you are legally required to have third-party liability insurance.

Drones must maintain a minimum of 50m horizontal distance from uninvolved people, and a minimum of 5m/30m with proper training and equipment (which requires an A2 Certificate of Competency). The maximum height a drone can fly at is 120m above ground level.

N.B. You cannot fly drones near airports and airfields, prisons and military bases, over large gatherings (such as concerts, protests, sporting events)

If you require further information or guidance, please e-mail [film@barnsley.gov.uk](mailto:film@barnsley.gov.uk) and also refer to the UK Civil Aviation Authority (CAA) at <https://www.caa.co.uk/drones/>

#### **5. SAFETY ADVISORY GROUP**

It is the duty of the Emergency Services and Local Authority to uphold reasonable standards of public safety at appropriate events and to encourage the wellbeing of the public at such events. Accordingly, the relevant agencies participate in the Safety Advisory Group (SAG) to offer specialist advice to organisers of all appropriate public events. You will be advised if your event needs to be considered by SAG and guidance on any additional information required will be provided by the team.

For a Safety Advisory Group (SAG) meeting regarding an event, it's important to come prepared with a comprehensive set of documents that demonstrate your planning, risk management, and compliance. Topics typically discussed include:

- (a) Event Overview – the type of event, date and time, location and activities of the event
- (b) Site Plan – map showing entrance(s)/exit(s), blue emergency routes, first aid points, activity locations etc.
- (c) Traffic Management Plan – parking arrangements, access for emergency vehicles, road closures (if applicable to event)
- (d) Emergency and Contingency Plan – roles of emergency services, evacuation procedures, co-ordination with emergency services
- (e) Licensing and Compliance – TEN, public liability, alcohol, food and entertainment licences (if applicable), noise management plan
- (f) Event Management Plan Review – risk assessment(s), medical and welfare provisions, communication strategy, mitigation plan, lost/found child and vulnerable person procedures, stewarding and security arrangements.

#### **6. HEALTH AND SAFETY EXECUTIVE GUIDANCE ON RUNNING EVENTS SAFELY**

Good planning and organisation is essential to putting on an event that is both safe and enjoyable. An event organiser has a duty to plan, manage and monitor the event to make sure that workers and the visiting public are not exposed to health and safety risks. See links below:

<http://www.hse.gov.uk/event-safety/index.htm>

Topics covered include:

Your Duties as Events Organiser

Safety Plans

Risk Assessment

Using and managing Contractors

Planning for Incidents and Emergencies

Event Health and Safety Topics

<http://www.thepurpleguide.co.uk/>

The Events Industry Forum Purple Guide to health, safety and welfare at music and other events is currently available following the above link for a subscription of £25.00 but plans are being made to make this available for free.

The Council's Events team are also happy to discuss your event with you and provide advice and guidance where applicable.

For specific guidance regarding an event in a park or public open space please contact the Parks Services department on 01226 774353 or e-mail [parksservices@barnsley.gov.uk](mailto:parksservices@barnsley.gov.uk), and for all other event queries please email [events@barnsley.gov.uk](mailto:events@barnsley.gov.uk)

For Large/Major Scale Events have you notified appropriate Emergency Services, e.g. Police, Ambulance Service, Fire and Rescue.

Please use e-mail addresses/links below:

South Yorkshire Police: [Events and processions | South Yorkshire Police](#)

Yorkshire Ambulance Service: [private.ambulance@nhs.net](mailto:private.ambulance@nhs.net) / [Commercial Services | Yorkshire Ambulance Service](#)

South Yorkshire Fire & Rescue: [comments@syfire.gov.uk](mailto:comments@syfire.gov.uk) / [Request a talk, tour or engine - South Yorkshire Fire and Rescue](#)