



**Strategy for Events
In
Derbyshire Dales
2022-2025**

Contents

1. Our Vision
2. Aims and Objectives
3. What are Events?
 - 3.1 Type Of Events
 - 3.2 Letter of Consent
4. Pricing
5. The District Council's Role
6. Iconic Events
7. Information for Event Organisers
8. Filming on District Council Land
9. Derbyshire Events Safety Advisory Group
10. Delegated Authority & Final Decision
11. Event Application Process

Appendix A

Provisional Enquiry Form

Appendix B

Event Management Plan (Example)

Appendix C

Filming on Council Land Application form

Appendix D

Information regarding Environmental Health

Appendix E

Information regarding Environmental Services

Appendix F

Information regarding Licensing

Appendix G

Information regarding Temporary Road Closures

1. Our Vision

Our Vision is to make Derbyshire Dales a vibrant, welcoming, diverse and enjoyable place for residents and visitors alike, events play a crucial role in helping to achieve this vision by making the Derbyshire Dales a great destination to visit. They help encourage visitors to come and enjoy the District's beautiful scenery and make the most of all the variety of things to do whilst visiting Derbyshire Dales. For local communities, events provide recreational opportunities that help to build a strong and close vibrant community.

We aim to support and encourage events to take place within the district to help us achieve our vision. Derbyshire Dales District Council provides land for a variety of events which attract anything from 10 – 10,000 visitors. These events range from local community village events to large tourism events which take place across the District.

The Strategy illustrates how we treat all events with equal consideration and ensure each event improves the wellbeing of the community through a detailed consultation process. This document will assist event organisers with what is required of them and what assistance is available from the District Council, whether it is legal requirements, health and safety, licences or planning.

2. Aims and Objectives

The key aims and objectives of the Events Strategy are as follows:

- To attract exciting and vibrant events to Derbyshire Dales and ensure they follow the vision of the Council.
- To ensure event organisers big or small are supported by the District Council throughout the event planning process.
- To ensure that the Council treats each event consistently in its approach and consultation.
- To ensure the Council's involvement is acknowledged
- To encourage community engagement;
- To promote economic growth through tourism within the District.
- To manage the associated risks for both the Council and event organiser.
- To ensure that the Council's costs are covered.



3. What are Events?

Events cover everything which takes place on land owned by the District Council, which are organised for members of the public to enjoy. An event may be an activity, entertainment, selling of products, a gathering of people or charity event. The events we process and support may be organised by professional organisers, commercial businesses, local residents, community groups or charitable trusts. The Council can only support a limited number of each event throughout the year.

3.1 Types of Events

Events will be assessed and supported under three categories; Commercial, Community and Charity. There may also be activities taking place on District Council land that require a letter of consent. Each event is treated under the relevant category during the consultation process.

The criteria for each category is set out below:

Commercial	Community	Charity
<ul style="list-style-type: none">• If it's purpose is to make money for the benefit of a profitable organisation.• If it's a private function and restricted to the local community.• If the event is raising the commercial profile of an individual business or businesses which may benefit from being a part of an event.• If the event is an advertising campaign which may later lead to commercial gain for a profitable company/ business.• If money is changing hands to enter an event or inside the event to benefit companies or for personal gain.	<ul style="list-style-type: none">• It benefits the local community by increasing footfall and tourism to the area.• It is open to all members of the community as a minimum.• Event organisers are not seen to be profiting from the event or self-advertising.• Trading taking place as part of an event is made up of 60% local traders from within the Derbyshire Dales.• Visitors to the event are not forced to part with money to access the main purpose of the event	<ul style="list-style-type: none">• The event is organised by a registered charity.• No person or business involved in the event must be profiting from any money handed over by members of the public attending the event.• Charity must be registered as a non for profit organisation.

3.2 Letter of consent to use Council Land

If you are organising a gathering to take place on District Council land which is not Commercial, Community or Charity we may choose to issue you with a Letter of Consent. This letter will give acknowledgment that you are using District Council land and no further information will be required. Events such as memorial gatherings and organised picnics with no commercial agenda would fall into this category.

4. Pricing

Commercial

Commercial events are required to provide full cost recovery this includes associated legal fees for the final licence to occupy.

Community

Community events are required to provide full cost recovery minus 25%, this includes associated legal fees for the final licence to occupy.

Charity events

No fees will be charged for Charity Events except the associated legal fees for the licence to occupy.

Letter of Consent

There will be no charge for applications which are not considered as an event requiring a licence to occupy.

5. Derbyshire Dales District Council's Role

Each year the District Council hosts over 200 events. These events take place on District Council owned land or pass through the District. Our role is to ensure all events take place safely for the benefit of the community or tourists attending an event.

The District Council also organises its own events which take place on District land. These events are subject to the same scrutiny and application process as other relevant external events.

6. Iconic Events

A number of events take place on Council land, many of which bring benefit to the local community. These events are either organised or supported by the District Council and does not require the same consultation process.

We intend to continue supporting these events. However, all events will be reviewed annually and any change to this agreement will be made on an individual basis.

Below is a list of the current iconic events:

- Matlock Bath Illuminations
- Royal Shrovetide (Ashbourne)
- Matlock Victorian Christmas Weekend
- Bakewell Carnival
- Wirksworth Carnival

7. Information for Organisers

Our aim is to make our process simple, clear and easy to use so it does not matter if you are organising a large event for thousands of people or a small community event, we will provide you with the necessary level of support.

We ask in return that a minimum of 3 months' notice is given prior to a first time event and 6 months' notice for repeat events. Please note event organisers that do not give the required time are unlikely to have their application approved.

The first step for any organiser, once they know what the event will be, is to apply to the District Council for use of land. Fill in the online application form or speak with one of the event team on 01629 761390 who will talk you through the process. **(Appendix A)**

The Council has a duty to ensure that events operating on its land take place safely and offers you the support required when creating your event management plan. **(Appendix B)**

Your Event Management Plan should include:

- Public liability insurance for the sum of £10 million pounds,
- A complete risk assessment,
- Details of the event outlining the nature of the event, timings and pricing,
- Site safety plan, we can provide you with a map to help you create a clear plan,
- Crowd management plan,
- Transport management plan,
- Welfare plan,
- Emergency plan (if appropriate) and first aid provision.

8. Filming on Council Land

Derbyshire Dales District Council receives a number of requests about filming, including filming with drones. To carry out filming on District Council land there is a requirement to complete a Filming on Councils Land Application Form.

The form is available from the Events Team on 01629 761390 or by emailing events@derbyshiredales.gov.uk or can be downloaded from:

www.derbyshiredales.gov.uk/leisure-a-culture/planning-an-event

Applications for filming must be made 10 working days before filming commences with a full Risk Assessment and a copy of Public Liability Insurance in the sum of £10 million. **(Appendix C)**

The council prohibits the use of drones for recreational use on its land. Drones being used for filming will be subject to the relevant licences being held.

9. Animals at events

The District Council will consider carefully all event applications which include animals to ensure correct controls are in place for the safety of the animal and general public.

The District Council will not allow events on its land which include animals for the following reasons:

- Animals are being given away as prizes, this includes fish.

- Animals are being sold at an event which is not solely an animal event. This includes local (non cattle) markets.

10. Use of Fireworks at events

Fireworks will only be allowed at events licenced on Council owned land for the following events:

- The Fireworks are historically part of the iconic events listed under section 6 of this strategy.
- The fireworks are part of a public firework display no more than 7 days either side of 5 November. *Subject to approval following the event consultation process.*
- The fireworks are part of a public firework display to celebrate a special national occasion. A clear communication plan must be outlined to the Council on how the local community will be made aware of the scheduled firework display. *Subject to approval following the event consultation process.*

The Council does not allow private firework displays to be held from its land.

11. Derbyshire Events Safety Advisory Group

All events, including those in aid of charity, must comply with recognised safety standards. An event organiser is responsible under law for the safety of everyone at the event, including the public, employees and volunteers. The most relevant safety law is likely to be the Health and Safety at Work etc. Act 1974 and its accompanying regulations.

If you are planning to organise an outdoor event the Derbyshire Events Safety Advisory Group (DESAG) would like to know about it.

The DESAG provides advice and guidance to organisers of large public events. The core members of the group are officers from all the emergency services – police, fire and rescue service and the East Midlands Ambulance Service and council services – emergency planning, highways, public transport, environmental health and licensing.

Most event organisers will not be invited to attend a DESAG meeting. Your event application will be assessed to measure the level of risk posed by holding the event. If this is thought to be at a level that requires the event being discussed at a DESAG meeting then you will be contacted. Events should be registered at <https://www.derbyshireprepared.org.uk/get-involved/hosting-public-event>.

12. Delegated Authority & Final Decision

The events team and Head of Community and Environmental Services will consider each application, relevant documents and feedback from the consultation individually and consistently to ensure events take place within our communities and meet our vision. It is important for all events to follow the process and not assume a repeat event will be accepted. Derbyshire Dales District Council will have the final say on whether to approve or refuse an event. Derbyshire Dales District Council ask that recognition for granting a licence to occupy is included on marketing material where possible.



13. Application process for events:

Step 1

You wish to discuss an application for an event? Visit our events webpage <http://www.derbyshiredales.gov.uk/things-to-do/planning-an-event> or speak to a member of the events team on 01629 7611380.

Step 2

Complete our online application form. Please remember to give a minimum of 3 months' notice for new events and a minimum of 6 months' notice for repeat events. Failure to meet these timescales will result in refusal of a licence to occupy the District Council's land.

Step 3

Before the process can go any further, we will need to see evidence of £10 million Public Liability Insurance and a complete risk assessment. Use our online guide and risk assessment template for assistance.

Step 4

Our Events Team will check your online application form, relevant insurance and risk assessments. We will also confirm which category your event qualifies as (commercial, community or charity).

Step 5

The event will go through the first stage of consultation, where the Events Team will discuss the details with the Head of Community and Environmental Services.

Step 6

Stage 2 of consultation this will include

- Town/ Parish Council for comment,
- Local ward members who represent the District Council area where the event will take place.

Internal consultation, (where necessary)

- Environmental Health – Cover activities which raise health and safety concerns and are involved with events that sell food and deal with any noise pollution concerns. **(Appendix D)**
- Environmental Services - Will be responsible for setting up any market stalls, additional cleaning requirements, toilet provisions and general up keep of the District Council's land. They may be involved before, during and after an event. **(Appendix E)**
- Community Safety Team – We will seek advice on whether the event is safe and suitable for the community. We can also see if the event will be covered by CCTV.
- Licencing – Provide relevant licences and advice for events if they include the provision of music, films, dancing or alcohol. **(Appendix F)**
- Car Parks – If the event takes place on a Council car park we will, as a minimum recover projected loss of income. Our Car Parks Team will also raise any concerns regarding the impact on the community by removing the requested spaces from being available.

- Community Development – Will be involved with events which take place in our parks and open spaces.
- Business Support – They will deal with road closure applications and consult with police and highways. **(Appendix G)**
- Tourism Officers – They will notify relevant partners within the area and offer advice to the Events Team on the benefit to the local economy of each event.

Step 7

The Event Team and Head of Community & Environmental Services will consider all the feedback and make the final decision on whether the licence will be approved or rejected.

Step 8

The event will be processed via the Council's Legal team, a licence to occupy will be issued.

Step 9

We hope the event was a success and will contact you for feedback on how the event went and our application process.