



FLITWICK TOWN COUNCIL

Booking Events on Town Council Land - Short Guide

If you are looking at booking an event on Flitwick Town Council (FTC) land, there are a number of points to consider:

- The relevant legislation and byelaws of the land are adhered to.
- Protection of the environment and landscape of the land is not compromised.
- There is no discrimination against any group or individual.
- Compliance with relevant health and safety legislation and guidance for public events in public spaces and ensuring that relevant timescales and planning milestones are met.

Organisers and FTC must consider whether the event will impact the following:

- The physical and social environment of the area.
- Enjoyment, safety and quality of life for residents, visitors and local businesses and any financial implications.
- FTC's responsibility is not compromised regarding event legislation and guidance.
- The event is delivered safely and effectively with minimal disturbance to the local community surrounding the area.
- All necessary infrastructures have been included to ensure the delivery of a safe and successful event that does not have a negative impact on the Council's land or local community.
- To ensure that all event organisers adhere to waste reduction and maximise recycling opportunities.

It is important that FTC takes into consideration the following:

- Capacity – how many people/cars can fit in an area where the event is proposed.
- Ecological Impact – how much use the land can withstand, the type of events that can be held in specific areas and whether the character of the land is altered in anyway.
- Social Impacts – how many people can comfortably fit in an area and the wider implications i.e. car parking in the town.

Application Process

Event organisers are required to complete an application form to register their interest in running an event on FTC land. Once FTC receives an application form the Environmental Services Manager will review it, ensuring all relevant information regarding the event is completed appropriately. The Environmental Services Manager will review and discuss the application form with the Town Clerk and Management Team before confirming with the event organiser any further required information required for the application and a deadline for this to be submitted. After submitting the completed application form to FTC the event organiser will need to submit a Safety Advisory Group (SAG) form to Central Bedfordshire Council (CBC) for their comments and recommendations, which the event organiser should advise FTC of.

Further Guidance

Once applications have been assessed, FTC may advise event organisers of aspects for their event which require further guidance and/or action. These may include:

- Compliance with the CBC Safety Advisory Group
- Health & safety
- Road closures and traffic orders
- Power supply
- Licences
- Catering and food hygiene
- Noise
- Animal welfare
- Fireworks
- Any specific activities within the proposed programme

Timescales

Below outlines when an event organiser must make initial contact with FTC:

- Small events = 3 months prior to the event
- Medium events = 6 months prior to the event
- Large events = 9 months prior to the event
- Major events = 12 months prior to the event

Safety Advisory Group

Large/ major events will be required to go through the SAG process, which enables key agencies, such as the Police, Ambulance and Fire Service, together with CBC and event organisers themselves, to work collectively to identify safety issues for any public events taking place in the town. The idea is not to discourage events in any way but to provide event organisers with support and guidance to ensure that any events are carried out safely and successfully.

Should any member of the SAG have any questions about an event, the event organiser may be asked to come along to meet the group so that any issues can be discussed and the organiser can ask for advice from the members; there is such a wide range of skills and experience available within the CBC Events Safety Advisory Group to assist

View the full events booking protocol at www.flitwick.gov.uk. If you have any questions or require any support with your application, please email stacielockey@flitwick.gov.uk or call 01525 631900.