

Event Proposal Form

Rhondda Cynon Taf Event Safety Advisory Group (ESAG)



RHONDDA CYNON TAF

The purpose of this document is to enable you as the event organiser to provide the information required to make a request to hold an event on Rhondda Cynon Taf County Borough Council land (including highways) and/or to provide Rhondda Cynon Taf Events Safety Advisory Group (ESAG) with initial information regarding your event. Submission of this form to the Council does not constitute confirmation of a booking or agreement to use Council land being granted. A formal decision relating to a booking or agreement to use Council land will be issued following due consideration of the request by the Council and/or ESAG.

The ESAG provides help and advice to event organisers. They help make sure that an event is safe and legal for all those who attend.

Members will consider some criteria including:

- the numbers of people attending the event;
- the impact on the local community, for example noise or significant traffic disruption;
- level of risk associated with the event. This could be due to previous history of the event or the nature of the event;
- events of an unusual nature;
- legal requirements for example licences or road closures.

An event is an activity that happens at a particular time and enables people to come together. They might come together in celebration, a shared love of music, sports, challenges, community fundraising or purely for entertainment such as a concert. This could include for example: fetes, fairs, open air concerts and music events, trade shows, sporting events, horse shows, agricultural shows, dog shows, open air entertainment such as theatre, opera or historic re-enactments, firework displays, large scale company parties, processions, marches and carnivals, street parties, religious events.

Attending an event might be free or you may need to buy tickets, pay an entrance fee or pay for activities. It could be open to the public or by invitation only, this depends on a huge range of factors but primarily it depends on the objectives of the event. For example, the objectives might be linked to making money or they could be linked to the social and community objectives of the host.

Whatever the scale of your event, to run it successfully requires thinking through each element of it before the day.

By completing the document, you will provide answers to questions relating to the many aspects of running your event and in doing so you will provide the information necessary to allow an initial assessment of the event arrangements and an opportunity where necessary for the ESAG to provide you with advice and guidance. Also, there may be occurrences that require additional measures and/or information, these will be explained at the time of application; for example a COVID Risk Assessment.

This form will not replace any other statutory documents that you may be required to complete around issues such as licenses or road closures.

The form is designed to cover a variety of aspects and some of these may not be relevant to your event. Please complete every section of the form where applicable and provide as much information about the event as you can; mark those as not applicable to your event N/A.

This form should be completed and submitted to the Council Parks Section on RCTEventsSafetyAdvisoryGroup@rctcbc.gov.uk / Rhondda Cynon Taf CBC, Parks and Countryside, Abercynon Sports Centre, Parc Abercynon, Abercynon, CF45 4UY by the event organiser (this will include for notification of events not on Council land); the information provided will be forward on to ESAG members for consideration.

The below table are the dates that information is required, most dates (for example licensing or highways) cannot be altered, some may be reduced by agreement for smaller events.

PAPERWORK REQUIREMENTS	DESIRABLE DATE	CUT OFF DATE
Police	180 days	56 days
Fire	56 days	Day of Event
Health	90 days	30 days
Licensing (Temporary Event Notice)	180 days	56 days 10 Clear Working Days (not including submission day, event day, bank holidays or weekends)
Highways	90 days	56 days
Food	28 days	14 days
Noise	60 days	14 days
Electrical	30 days	7 days
Structural	60 days	21 days
Environmental Health (H&S)	28 days	14 days

Information regarding your event will be circulated to other Rhondda Cynon Taf County Borough Council Services such as Environmental Health, Highways, Licensing and Building Control, as well as relevant partners such as the emergency services who may be required to be involved with your event or require further information.

You will receive an official response from ESAG within 28 days of this form being received, if your proposal is approved you may be asked to submit a more detailed event management plan and risk assessment; you may also be requested to meet with ESAG to further scope out your event.

Further information can be obtained by contacting the Events Safety Advisory Group on RCTEventsSafetyAdvisoryGroup@rctcbc.gov.uk.

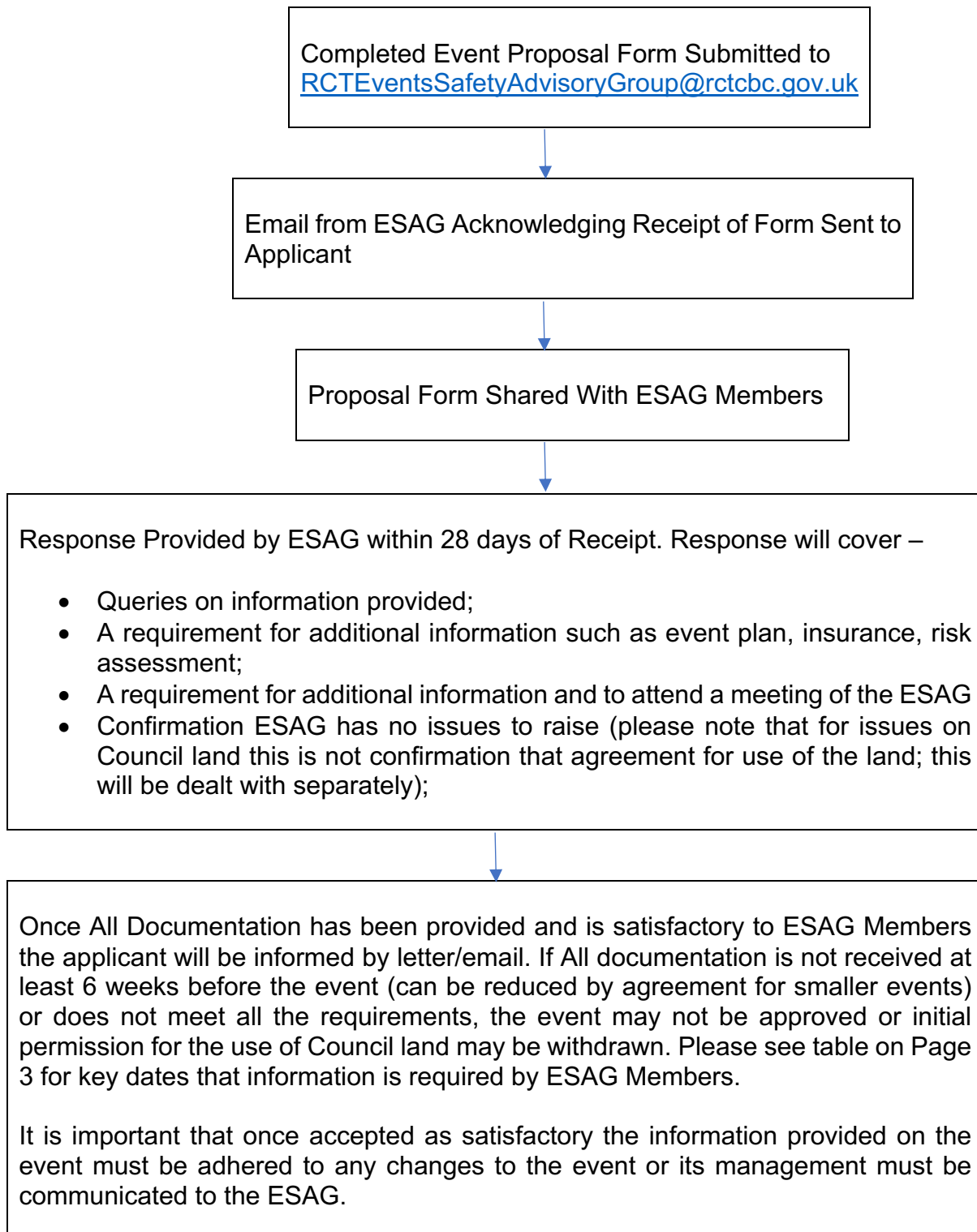
Once your proposal has been received along with any supporting documentation members of the ESAG will consider your proposal, you will be notified by the ESAG by letter or email of the outcome. If all required documentation is not submitted at least 6 weeks before the event (this can be reduced by agreement for smaller events), or does not meet all requirements to hold an event within or on RCT assets such as parks, buildings, town centres, highways, etc. (list not exhaustive) then this proposal will not be considered.

Sections of this form in RED are for information only, to help you complete sections and should be deleted from the finished version. If any answers are n/a(not applicable) an explanation should be included to support the decision.

Useful Email Addresses

Event Safety Advisory Group (ESAG)	RCTEventsSafetyAdvisoryGroup@rctcbc.gov.uk
Licensing	Licensing.Section@rctcbc.gov.uk
Parks and Countryside	parksandcountryside@rctcbc.gov.uk
Food Health and Safety	Food.HealthandSafety@rctcbc.uk
Emergency Planning	Emergency.Planning@rctcbc.gov.uk
Traffic	Trafficservices@rctcbc.gov.uk
Trading Standards	tradingstandards@rctcbc.gov.uk
Signage on the Highway	StreetcaeEnforcement@rctcbc.gov.uk

Application Flow Chart



Event Proposal Form

EVENT ORGANISER	
Organisation:	
Name:	
Contact Number(s):	
E-mail Address:	
Postal Address:	
Previous Event Experience	Please provide examples of any events that you have had experience of organising in the last 3 years

HEALTH & SAFETY OFFICER / RESPONSIBLE OFFICER	
Name or Organisation:	
Name:	
Contact Number:	
E-mail Address:	
Relevant experience/qualifications in event management	

EVENT DETAIL				
Proposed Event Name:				
Proposed Event Location(s):				
Do you have permission to use the venue/land?				
Proposed Event Date(s):				
Proposed Event Time:	Start	:	End	:
Set Up - Date/Time:	Start	:	End	:
Breakdown - Date/Time:	Start	:	End	:
Approximate Total and Peak Number of People in Attendance Each Day (including staff, suppliers, and performers):				
Profile of Audience: (for example, children and families, mainly adults, teenagers)				
Will This Event Be Ticketed:	Yes		No	
Has This Event Taken Place Previously:	Yes		No	
If Yes Where and When Has This Event Taken Place Previously?				
Is this a (please tick one box only)	<input type="checkbox"/> Registered charity event <input type="checkbox"/> Non-registered charity event <input type="checkbox"/> Commercial event <input type="checkbox"/> Not-for profit event			
For charity event – name and charity registration number				
Will your event involve uniformed military personnel (including cadets) as organisers, attendees or participants?	Yes <input type="checkbox"/> No <input type="checkbox"/> Details			

EVENT OVERVIEW

A brief summary (one or two paragraphs) of what your event will involve. This should include a brief description of the activities taking place, the reason behind the event, dates/times and who are the people who will attend (ages, etc.). Is it a chargeable event?

Do you intend to utilise or permit any of the following attractions at the event? If so, please tick all of the appropriate boxes on the right.

Note: After this application has been submitted, no additional items may be included without the express written consent of the Council. Please note that the release of Balloons is not permitted from Rhondda Cynon Taf County Borough Council land

- | | |
|---|--|
| <input type="checkbox"/> Fairground equipment | <input type="checkbox"/> Lost children point |
| <input type="checkbox"/> Aircraft / Helicopter | <input type="checkbox"/> Barrier / fencing |
| <input type="checkbox"/> Parachutists | <input type="checkbox"/> Marquees / Gazebo |
| <input type="checkbox"/> Balloon Lantern launch | <input type="checkbox"/> Portable generator |
| <input type="checkbox"/> Hot Air Balloons | <input type="checkbox"/> Power supply |
| <input type="checkbox"/> Horses / donkey
other animals | <input type="checkbox"/> Toilets |
| <input type="checkbox"/> Motorcycles | <input type="checkbox"/> Alcohol |
| <input type="checkbox"/> Motor vehicles | <input type="checkbox"/> Food / drink |
| <input type="checkbox"/> Coconut shy | <input type="checkbox"/> Train hire |
| <input type="checkbox"/> Inflatable
(e.g. Bouncy castle) | <input type="checkbox"/> Performance of a
Play or dance |
| <input type="checkbox"/> Portable staging | <input type="checkbox"/> Barbecue |
| <input type="checkbox"/> P.A. System | <input type="checkbox"/> Market stalls |
| <input type="checkbox"/> Re-enactment group | <input type="checkbox"/> Showing of a film |
| <input type="checkbox"/> Fireworks / Lasers | <input type="checkbox"/> Live / Recorded music |
| <input type="checkbox"/> Carnival procession | <input type="checkbox"/> Marching bands |
| <input type="checkbox"/> Amplified Music | <input type="checkbox"/> Bonfire |
| <input type="checkbox"/> Storage or Use of Gases | |

Other (please specify):-

SITE LAYOUT:

Please supply a copy of the Proposed Site Plan for your event.

LICENSING / CHARITY COLLECTIONS

Will your event require a licence?

The link below will take you to the Councils Licences and Permits website:

[Licences and Permits | Rhondda Cynon Taf County Borough Council](https://www.rctcbc.gov.uk/Licences-and-Permits)
([rctcbc.gov.uk](https://www.rctcbc.gov.uk))

Some activities will require licensing such as

- Alcohol sales
- Live music
- Recorded music
- Bucket collection
- This list is not extensive and you should seek advice from RCTCBC Licensing department (URL).

(Consider safety of collectors and money, collections should be in sealed buckets and should not be undertaken by children)

If **yes** please give details of any license/s applied for and whether granted for this event:

LIVE / RECORDED MUSIC

Will your event be including live and/or recorded music

If **yes** please give details of the nature of the music that will be played, the measures that will be employed to control noise at the event, including details of the Noise Consultant to be employed for the event.

ARTIFICIAL LIGHTING

Will your event be using artificial lighting

If **yes** please give details of the lighting.

ALCOHOL

Will alcohol be served at this event?	Yes <input type="checkbox"/> No <input type="checkbox"/> Details:
Does this event have the required licence to serve alcohol?	Yes <input type="checkbox"/> No <input type="checkbox"/> Details:
What arrangements have been made to control under-age drinking?	Details:
Who will be providing the Bar?	Details:

FOOD

Will your event be providing / selling food?	Yes <input type="checkbox"/> No <input type="checkbox"/>
For all food providers we will require:	Food Business Name; Type of Food; Registered Authority; Food Hygiene Rating; Contact Details; Insurance Policies.

INTELLECTUAL PROPERTY RIGHTS

Will Merchandise be sold at this event?	Yes <input type="checkbox"/> No <input type="checkbox"/> Details of what is being provided and by whom:
Will Character Mascots be used at this event?	Yes <input type="checkbox"/> No <input type="checkbox"/> Details of what is being provided and by whom:

SPECIAL EFFECTS – PYROTECHNICS / BONFIRES

Do you intend to use special effects (lasers, etc.) or fireworks at your event?

Yes ☐ No ☐

Details:

Do you intend to have a bonfire at your event?

Yes ☐ No ☐

Details:

ROAD CLOSURE / TRAFFIC MANAGEMENT

Do you anticipate the need for:

Road Closures

Traffic Diversion

On Street Parking Restriction

Car Park Closure

If you have ticked one of the above please provide full details of locations, dates and times.

Are you proposing any road closures or changes to the way traffic can use the highway? You will need to give at least 8 weeks notice, and the more notice, the better as workload can impact on delivery. Applications must be made via the council website <https://forms.rctcbc.gov.uk/en/Web/ttro/TypeOfApplication>

Are any barriers or vehicle mitigation measures being utilised (if so provide details).

FIRST AID

Please list the first aid and medical cover you will have at your event. Including provider and what is being provided and **event day contact details**. For larger events 1000 plus this should include a medical risk assessment explaining background to cover for smaller events this would be highlighting any known risks.

Provider:

What is Being Provided:

Event Day Contact:

Welsh Ambulance Services University NHS Trust (WAST)

In addition the Welsh Ambulance Services University NHS Trust (WAST) have asked that they be provided with information regarding your event using this link [Event Medical Assurance](#)

Animals at Events

Livestock (Cattle, Sheep, Pigs, Goats and Deer) at Events

Bird gatherings at Events

You must obtain consent from the Council in writing before bringing animals on site for exhibition, performance or entertainment. We may prohibit the use of animals that pose a danger to the public. It is important to note that animals are not permitted to be given as prizes at events on Council owned land.

You must provide copies of all relevant licences and registration documents for each animal with your event application plan.

You are responsible for the welfare of the animals under the Animal Welfare Act 2006. This includes the animals' transport, housing, food and how they are displayed to the public. As such, event organisers shall ensure that competent person is present throughout the duration of the event in order to monitor the welfare of the animals.

Please provide a detailed list of all animals you plan to bring onto your event site. Include copies of all relevant licences and registration documents for each animal.

Donkey rides are a licensable activity.

INSURANCE

Do you already have Public Liability Insurance cover?	Yes – provide details:	No – provide reason why not:

Event Organisers are required to hold a current policy of Insurance in respect of Public Liability or Third Party Risks (including products liability where appropriate). The relevant limit of indemnity shall be an amount approved by the Council Insurance and Legal Section. To hold an event on RCTCBC property you will require to hold a valid insurance document, whilst a level of public liability cover of £10 M is desirable an absolute minimum level of £7.5M will be acceptable in situations where a considered rational can be put forward. Event Organisers will be required to produce evidence of their insurance cover together with that of any exhibitor, band / dance group, sub-contractor, caterer etc. whom they have instructed / authorised to appear at the event.

(Please note this is in addition to any Employee Liability you require)

STAFFING

Stewards / Marshalls:

The main responsibility of stewards is for crowd management and your risk assessment should be used to determine a suitable number for the event.

List here numbers of stewards and broad areas of responsibility.

Security / SIA:

Your risk assessment and/or expectations from other parties such as Licensing or the Police may dictate the need for professional SIA (Security Industry Authority) Registered Staff.

If it is deemed necessary for your event include details of the Security provider and what is being provided.

Staffing:

Please list the other key staff/roles who will be needed to help run your event.

SIGNAGE

Do you intend to use signage such as banners and posters etc.? (Approval will be required by RCT Streetcare Enforcement)

Yes ☐ No ☐

You must remove all signage you erected within 1 day following the event.
Please note there will be a removal charge levied against you if the Council is forced to remove the signage.

Note: Fly posting is illegal and you could face prosecution so you are strongly advised to seek and provide us with written approval from Rhondda Cynon Taf County Borough Council Streetcare Service as to what signage you intend to erect.

Email: StreetcareEnforcement@rctcbc.gov.uk or Post: Rhondda Cynon Taf CBC, Streetcare Enforcement Team, Unit B23 Taffs Fall Road, Treforest Industrial Estate, Treforest, CF37 5TT.

TEMPORARY STRUCTURES

Do you intend to utilise any of the following at the event?

If so, please tick all the appropriate boxes and ensure these are included on your site plan.

☐ Marquees / Tents / Gazebos

Yes ☐ No ☐ Details:

☐ Portable Generator

Yes ☐ No ☐ Details:

☐ Portable Staging

Yes ☐ No ☐ Details:

☐ Stage Barrier

Yes ☐ No ☐ Details:

☐ PA Mixer Tower

Yes ☐ No ☐ Details:

☐ Lighting Rig

Yes ☐ No ☐ Details:

☐ Other (please specify below)

**Other /
Additional information**

Notes

Please supply as much information as possible about each of these in your risk assessment / method statements.

Generators are not permitted to be sited without approval from the Council.

SANITATION

If portaloos are being brought to site, please specify how many and type (male female, disabled).

If on site facilities are being utilised, who on site has given authorisation.

REFUSE

Please outline the methods you propose to comply with the Workplace Recycling Regulations 2024, your methods of disposing recycling and waste and who the provider is? How do you intend to separate recycling streams and food?

Please note that a Waste Transfer Note will be required for skips

A risk assessment should be carried out for any proposed event, considering all of the hazards, the nature and extent of the risks, and the action required to control them. Where the risk assessment identifies significant risks, you must provide information to all those affected regarding the nature of the risk and the control measures which must be implemented.

Following a confirmation of the booking a detailed risk assessment will need to be submitted.

ADDITIONAL NOTES

Please provide any additional information you feel would aid a decision being made on your event proposal.

The Public Accessible Locations (formally, Crowded Places) guidance booklet available to download via the National Counter Terrorism Security Office (NaCTSO) website is a guide to give protective security advice to those who are responsible for organising major events and event security, irrespective of size and capacity and is not specific to any particular type of event. It is aimed at those events where there may be a risk of a terrorist attack either because of the nature of the event or the number or nature of the people who host or attend it and highlights the vital part you can play in the UK counter terrorism strategy.

<https://www.gov.uk/government/publications/crowded-places-guidance>

Additionally, we would advise that all staff involved in an event, primarily stewards and security staff should have a working knowledge of the NaCTSO, **ACT Awareness e-Learning** that has been developed. The e-learning includes interactive video scenarios and instructional tutorials, combined with visual and audio footage, to create engaging learning, with modules covering key areas such as identifying security vulnerabilities, responding to suspicious behaviour, dealing with a suspicious item, how to deal with a bomb threat, and responding to firearms or weapons attacks. The interactive course, which is available to companies or private individuals, takes just 45 minutes to complete and can be done all in one go or in short modules. It explains how to spot the signs of suspicious behaviour and what to do to help yourself, others and the emergency responders if an attack should take place. To log on and learn, visit <https://ct.highfieldelearning.com/>

DECLARATION: I have examined and will abide by the Conditions of Use Applicable to, Highways, Parks and Open Spaces. I confirm that the information contained within the notification is accurate to the best of my knowledge and belief. **Please accept this signature as written confirmation that the Organiser will pay for any damage incurred to the site because of this event.**

Please note that for Council land this form is an expression of interest only and not confirmation that permission has been granted; this could be for example via the Parks section or School Governors. If this form is for notification to ESAG and the event is to be held on non-Council land it is important that you get permission of the landowner for use of their land for your event. Also for use of Council land the Council reserves the right to insist on the use of a professional event management company who are able to demonstrate to its satisfaction a good track record of managing events. If this is required, failure to do so may result in an application not being approved or withdrawn.

By signing this form I also understand my obligations and responsibilities with regard to the content of this application. I understand that failure to comply with any of the terms and conditions attached may result in the withdrawal of the permission for the event by the Council. In addition, I agree to inform the Council of any proposed changes to the information contained within this application.

The Council is committed to keeping your personal information safe and secure and keeping you informed about how we use your information. The information provided on this form will only be used for the purpose of the Rhondda Cynon Taf Events

Safety Advisory Group and/or for booking requirements of Council facilities. To learn more about how we use your information, please visit the Council's Data Protection pages www.rctcbc.gov.uk/dataprotection.

Signed:

Dated: