



Small Scale Event Guidance

Environmental Health & Licensing
Stratford-on-Avon District Council

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1. Introduction

A small-scale event is generally classified as an event with fewer than 1,000 people, this can be an event that is open to the public or private. This guide can be used to assist organisers of small-scale events. As an event organiser it is your duty to plan, manage and monitor your event to ensure both workers and visitors are complying with the legislation covered in this guide, such as:

- The Safety Advisory Group
- Health and safety
- Fire safety
- Food safety
- Prevention of noise nuisance
- Licensing
- Counter terrorism
- Waste collection
- Road closures
- Traffic management

Please note that every event is different, however there are common factors to all events, and we advise the information in this guide to be applied where applicable to your event. The information in this guide is intended for the use of small-scale events, organisers of large events should seek advice from other sources and consult the environmental health and licensing team.

2. Safety Advisory Group

If your event is considered a large-scale event (having an estimated attendance of more than 1,000 people), you may need to arrange a meeting with the Safety Advisory Group (SAG). The SAG can offer independent advice to event organisers who retain the legal responsibility for ensuring the safety of an event. The Stratford on Avon District Safety Advisory Group consists of officers from public safety organisations, including:

- Environmental Health
- Licensing
- Warwickshire Child Protection
- West Midlands Ambulance Service
- Warwickshire Fire and Rescue
- Warwickshire Police
- Highways
- Emergency Planning

When planning an event, a minimum of 3 months' notice to SAG should be provided and must include all event plan documents. These documents must be sent to us at least a week prior to the SAG meeting to allow time for the SAG members to review the documents. Should these not be received, it could result in refusal of the event taking place.

If you are planning to hold a large event within the Stratford upon Avon District please contact envhealth@stratford-dc.gov.uk to enquire if a SAG meeting is advisable.

3. Health and Safety

As the event organiser, it is your duty to identify:

- The scale, type, and scope of the event
- The location of the event
- The demographic of your attendees and the quantity of attendees
- The duration of the event
- When the event will be held

These factors will aid you in taking account of what resources and facilities will be needed for staff and members of the public such as appropriate sanitary provisions, food/drinking water provisions, first aid and collection/removal of litter and other waste. For guidance on the basics of health and safety, please see the [Health and Safety Executive's guide on the basic requirements of health and safety for businesses](#) (this can be applied to events).

When you have an understanding of these factors you will need to create a risk assessment, assistance on creating a risk assessment can be found from the Health and Safety Executive's guide on [Managing Risks and Risk Assessment at Work](#).

Other guidance on event organisation for health and safety can be found in the [Purple Guide](#). For guidance on best practice for the design and planning, safety management and operation of sport grounds, please see the [Green Guide](#).

4. Fire Safety

Carrying out a fire risk assessment for your event is a legal requirement of the [Regulatory Reform \(Fire Safety\) Order 2005](#), it is also a useful way to understand your operations and impact. This assessment should be revisited and reviewed regularly, especially if you are holding an event in a new location. You need to make sure that, based on the findings of the assessment, you take adequate and appropriate fire safety measures to minimise the risk of injury or loss of life in the event of a fire.

If your event is taking place in an open-air location, please see the Home Office's guidance on [Fire Safety Risk Assessments for Open-Air Events and Venues](#).

5. Food Safety

Food supplied, sold or provided at small-scale events must comply with the [Food Safety Act 1990](#) and regulations made under it. It is an offence to sell or process food which is harmful to health, therefore food business operators must ensure activities are carried out in a hygienic way to minimise risk. The main pieces of legislation which food operators must comply with are:

- [The Food Safety Act 1990](#)
- [The General Food Regulations 2004](#)
- [The Food Safety and Hygiene \(England\) Regulations 2013](#)
- [Food Information Regulations 2014](#)
- [Regulation \(EC\) No 178/2002](#)
- [Regulation \(EC\) No 852/2004](#) [Regulation \(EC\) No 853/2004](#)

As an event organiser you must ensure that food businesses at your event have complied with food law, to aid this, please see pages 7 to 9 which contain a checklist for caterers operating at events, this can also aid event organisers in checking for compliance. Please note that if you handle, prepare, store, and serve food occasionally and on a small scale, you do not need to register as a food business.

Checklist for Event Catering – Preparation Prior to Trading		
Food Safety Management	Yes	No
Are you Registered with your local authority, and do you have an up-to-date food hygiene inspection with a recommended score of 4 or 5?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have documentation on food safety controls that you follow to ensure food is safe to eat, such as a HACCP plan?	<input type="checkbox"/>	<input type="checkbox"/>
Do you keep monitoring record sheets, training records, etc?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a Safer Food Better Business pack?	<input type="checkbox"/>	<input type="checkbox"/>
Ensure all documentation is available onsite during trading	<input type="checkbox"/>	<input type="checkbox"/>
Storage		
Are all food storage areas covered and protected from potential contamination?	<input type="checkbox"/>	<input type="checkbox"/>
Is the storage area clean and free of pets?	<input type="checkbox"/>	<input type="checkbox"/>
Does the storage area have appropriate refrigeration and if so is it in working order?	<input type="checkbox"/>	<input type="checkbox"/>
Food preparation and service areas		
Are floor coverings washable?	<input type="checkbox"/>	<input type="checkbox"/>
Have precautions been made to prevent mud from crossing into preparation area?	<input type="checkbox"/>	<input type="checkbox"/>
Is there enough space for work-top preparation?	<input type="checkbox"/>	<input type="checkbox"/>
Are all worktops sealed/covered with impervious, washable material?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have an appropriate handwash basin that is separate to your basin for washing food and utensils? (This will need to supply hot and cold water and you will need to provide appropriate cleaning chemicals)	<input type="checkbox"/>	<input type="checkbox"/>
If drainage is not hooked up to the mains have appropriate, hygienic arrangements been made for the disposal of wastewater?	<input type="checkbox"/>	<input type="checkbox"/>
Is food equipment in good condition and are there any repairs outstanding from a previous event?	<input type="checkbox"/>	<input type="checkbox"/>
Are you able to keep high risk foods stored at 8° C or less?	<input type="checkbox"/>	<input type="checkbox"/>

Cleaning	Yes	No
Are the premises you're operating from clean and have you given it a thorough cleaning between events?	<input type="checkbox"/>	<input type="checkbox"/>
Have you kept cleaning records and provided a structured cleaning schedule for staff?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ensured that cleaning chemicals are stored away from food?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a sufficient supply of clean cloths and appropriate cleaning chemicals for surfaces?	<input type="checkbox"/>	<input type="checkbox"/>
Food Waste		
Do you have appropriately sized bins for disposal of food and other waste?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have adequate arrangements for disposal of food waste and recycling?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have arrangements for the collection and disposal of waste oil?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have adequate arrangements for disposal of grey water?	<input type="checkbox"/>	<input type="checkbox"/>
Prevention of Contamination		
Is your premises free of pests and is open food protected from flying insects?	<input type="checkbox"/>	<input type="checkbox"/>
Have you taken all steps necessary to prevent any chances of cross-contamination of food?	<input type="checkbox"/>	<input type="checkbox"/>
Training and Staff Health and Safety		
Are all of your staff trained, supervised and given instructions to ensure they are handling food safely?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any untrained staff or volunteers carrying out high risk food preparation?	<input type="checkbox"/>	<input type="checkbox"/>
Do your staff maintain a good standard of personal hygiene and are they provided with clean overalls/aprons?	<input type="checkbox"/>	<input type="checkbox"/>
Have any of your staff experienced symptoms of illness in the last 48 hours? If so they should not be handling and preparing food.	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a first aid box on the premises and are any of your staff trained in first aid?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have appropriate fire fighting provisions on the premises and are any of your staff trained in fire safety? Also ensure that you are using only the necessary amount of LPG cylinders and that these are stored in an appropriate place away from the public.	<input type="checkbox"/>	<input type="checkbox"/>

Checklist for Event Catering – Ensuring Food Safety While Trading		
Storage	Yes	No
Is stock rotation carried out and is stock within the expiry date?	<input type="checkbox"/>	<input type="checkbox"/>
Are cooked/ready to eat foods kept separate from raw foods?	<input type="checkbox"/>	<input type="checkbox"/>
Are high risk foods stored at the appropriate temperature of 8°C or less?	<input type="checkbox"/>	<input type="checkbox"/>
Food Preparation		
Do you ensure that all staff wash their hands before preparing food or after handling raw food?	<input type="checkbox"/>	<input type="checkbox"/>
Do you use separate utensils and chopping boards for raw food and cooked food? If not ensure that equipment is properly disinfected between contact of raw and cook food to avoid risk of cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>
Cooking		
Is all frozen meat and poultry thawed before cooking?	<input type="checkbox"/>	<input type="checkbox"/>
Has food been cooked until it has reached a core temperature 70°C for 2 minutes?	<input type="checkbox"/>	<input type="checkbox"/>
Are cooked and partially cooked foods separated during cooking?		
Is all food reheated to above 75°C?	<input type="checkbox"/>	<input type="checkbox"/>
Do you only reheat food once?	<input type="checkbox"/>	<input type="checkbox"/>
Serving Food	<input type="checkbox"/>	<input type="checkbox"/>
Is food cooked and served immediately? If not, is it held hot at a minimum of 63°C, or cooled to below 5°C within 90 minutes until served?	<input type="checkbox"/>	<input type="checkbox"/>
Once cooked, is food protected from contact with raw food or any other potential contaminates?	<input type="checkbox"/>	<input type="checkbox"/>

6. Prevention of Noise Nuisance

The majority of small-scale events are occasional, however when events occur regularly at the same time, noise can become an annoyance to local residents, in some instances Environmental Health may get involved. Noise from events is commonly caused by but is not limited to fireworks, music, public announcements, and generators.

If your event plans on having regulated entertainment such as amplified music you may need to apply for a Temporary Event Notice, more details on this can be found on page 11. Please be aware that Environmental Health may object to a temporary event notice if they deem the event to be a potential to cause a noise nuisance.

The [Environmental Protection Act 1990](#) does not specify decibel levels at which a statutory nuisance can occur. The Environmental Health team will serve a noise abatement notice to control noise if it is satisfied that a noise nuisance may occur or is likely to recur.

In order to determine the potential level of noise impact your event could have, please see our noise impact risk assessment on pages 12 to 13. This risk assessment can be used as a basis to identify the variable factors affecting your events chance of having a negative noise impact. If you have concerns on whether your event could cause a potential noise nuisance, Environmental Health may be able to offer advice on how to reduce the impact of noise at your event.

For further guidance on live and amplified music please see the [Cirrus Research plc brief guide on the Pop Code for Event Organisers](#).

Guidance for using the entertainment noise impact risk assessment

The following entertainment noise impact risk assessment is intended to be used as an aid to event organisers to predict the impact that noise from your event will have on the surrounding area. The risk assessment has a point-based system, when you have scored every category, add up your total score.

Risk Category	Total Score
Low	0 - 29
Medium	30 - 39
High	40 - 49
Very High	50+

When you have totalled your score, use the above classification to determine your events potential level of risk for causing a negative noise impact:

- If your event has a score classified as **low risk**, it is **unlikely** your event will cause a noise impact on the surrounding area. No extra measures are necessary, but you should still be mindful of your neighbours.
- If your event has a score classified as **medium risk**, there is a **possibility** that you could cause a noise impact on the surrounding area without the necessary mitigation. You should produce a sound management plan to show how noise will be controlled.
- If your event has a score classified as **high**, it is **likely** that you will cause a noise impact on the surrounding area. You should produce a sound management plan and arrange for a competent professional to measure noise levels.
- If your event has a score classified as **very high**, it is **very likely** that you will cause a noise impact on the surrounding area. You should consider what variables can be changed to reduce your risk score.

Please be aware that even if your event is considered to have a low risk of noise impact, this does not mean it is impossible for you to cause a noise nuisance. If your event is classified as anywhere from high to very high, we advise you to discuss this with environmental health by emailing envhealth@stratford-dc.gov.uk where we can discuss where appropriate measures can be taken to reduce the noise impact of your event.

Entertainment Noise Impact Risk Assessment

Frequency of Events	Score
Number of event days per year at venue 1-3 (0) 4-8 (6) 9+ (12)	
Frequency of events at venue 2 single event days or no consecutive weekends (0) 3 or more consecutive days or over 2 consecutive weeks/weekends (9)	
Time of Event	
Duration of the event Up to 3 hours (0) 3 to 6 hours (3) 6 to 9 hours (6) Over 9 hours (9)	
Event times of operation Event ends before 23:00 (0) Event ends after 23:00 (12)	
Noise Sensitive Receptors	
Potential noise receptors in the vicinity Sparsely populated rural area (0) Small village (3) Town centre (6)	
Known sensitive receptors in the vicinity None (0) Close to receptors with ill health (such as a hospital or a nursing home) (9)	
Local Environment Factors	
Average background level during daytime hours Town centre/busy road (>45 dBA L90) (0) Village (35-40 dBA L90) (3) Quiet rural location (<35 dBA L90) (6)	
Venue Properties Indoor venue (0) Outdoor venue (6)	
Entertainment Venue	
Estimated attendance of venue <50 (0) 50 - 100 (6) >100 (9)	
Acoustic properties of venue Fully enclosed and soundproof (0) Normal construction with average sound insulating properties (6) Venue with little to no sound proofing such as single glazed windows or open doors (9)	
Nature of Event	
Type of event Low risk, unamplified music with low bass content such as classical music (0) Amplified music with a high bass content such as rock music (9)	
OVERALL SCORE:	

Please note that this is a guide only and compliance with it does not guarantee that a statutory nuisance will not be caused. Therefore, it is important to ensure that noise levels are controlled and complied with.

7. Licensing

If your event is planning on having amplified music or the sale of alcohol, you may need to apply for a Temporary Events Notice. Please note that [The Licensing Act 2003](#) does not require a music licence at a street party unless amplified music is one of the main purposes of the event.

A Temporary Event Notice is a temporary permission for licensable activities which currently costs £21 and covers events of fewer than 500 people, including anyone helping to run the event. The system of permitted temporary activities is intended as a light touch process, and as such, the carrying on of licensable activities does not have to be authorised by the licensing authority on application. Instead, a person wishing to hold an event at which such activities are proposed to be carried on ('the premises user') gives notice to the licensing authority of the event (a 'temporary event notice' or 'TEN').

The notice must be given to the licensing authority in the form, and within the timescales prescribed within the regulations to the [Licensing Act 2003](#). The notices must also be sent to the police and environmental health authority for Stratford-on-Avon District at the same time as the licensing authority. Where the application is sent by post the responsibility for this rests with the premises user. If the application is made online then the process will occur automatically. The forms must be received by these authorities at least 10 clear working days before the event is to take place.

There is a process whereby the police or environmental health may object to a TEN, within strict limits, and trigger a hearing of a licensing sub-committee, which will then consider the service of a counter-notice. Alternatively the premises user may come to an agreement with the police or environmental health and alter the TEN in such a way as it allays their concerns.

To apply for a TEN, please do so using the following link: [Temporary Events Notices Form | Stratford-on-Avon District Council](#)

Checklist for Sale/Supply of Alcohol			
General	Yes	No	N/A
Do you have records of staff training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have your licence on display at all times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have challenge 25 signage and a refusals book?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you operating within the times specified on your licence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have fire fighting provisions and are staff trained to use this?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has potable water been made freely available for customers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does any other member of staff have a personal licence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are small measures available in alcohol and are customers made aware of this with signage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are prices of drinks displayed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operating Under a Temporary Event Notice (If you are operating under a premises licence please tick N/A)	Yes	No	N/A
Have you applied for your Temporary Event Notice with sufficient time before the event?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If you are operating under a Temporary Event Notice, are there less than 500 people attending the event at all times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operating Under a Premises Licence (If you are operating under a temporary event notice please tick N/A)	Yes	No	N/A
Is a Designated Premises Supervisor on site to permit the sale of alcohol?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the details of the Designated Premises Supervisor correct on your premises licence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you operating within the boundary specified on your licence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you complying with every condition specified on your licence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. Counter Terrorism

Although terrorist attacks are rare, the threat from terrorism is real and increasingly unpredictable, publicly accessible events can be seen as targets for terrorist attacks. Martyn's Law is a pending UK wide legislation that will place a requirement on those responsible for publicly accessible locations to consider the potential threat of terrorism and to implement appropriate counter terrorism measures.

The publicly accessible locations defined in the legislation will include publicly accessible locations used for purposes such as entertainment and leisure, retail, food and drink, museums and galleries, sports grounds, public areas of local and central government buildings, visitor attractions, temporary events, places of worship, health and education.

If your event has a maximum capacity of 100 to 799 people, it would be classified as standard tier. This will require event organisers to undertake low-cost activities to improve preparedness. This can include staff training, information sharing and completion of a preparedness plan.

If your event has a higher capacity of 800 or more people, it would be classified as an advanced tier. This would require you to undertake a risk assessment to inform the development and implementation of a thorough security plan. This could also include developing a vigilance and security culture, the implementation of physical measures such as CCTV, and processes to enable better consideration of security.

As of producing this document, Martyn's Law has not officially come into effect, however we strongly advise that event organisers look into this as soon as possible, for further guidance on Martyn's Law, please see [GOV.UK](https://www.gov.uk)

To find out more about training and resources available, please see the [Protect UK website](#)

9. Waste Collection

Stratford on Avon District Council, in partnership with its contractor Biffa Municipal Limited, provides, maintains, and empties over 1,500 litter bins across the district. Litter bins are normally placed in areas of high pedestrian footfall or where a litter problem has been identified. All our litter bins are emptied regularly; some are emptied daily, while the majority are emptied once a week.

As an event organiser, you will need to consider what waste collection provisions you have in place throughout the duration of your event. You may consider arranging your own waste collection with a private company, however if you intend to use public litter bins provided by Stratford on Avon District Council you will need to arrange additional collections during the day. Additionally, you may need to arrange further waste management such as litter picking.

If your event requires additional collections of public litter bins, please contact The Streetscene Team at streetscene@stratford-dc.gov.uk

Please be aware that if your event requires a road closure you may also need to discuss this with any nearby shops as to not disrupt the collection of trade refuse. Stratford-on-Avon District Council is not responsible for emptying bins provided on private land or by private businesses.

10. Road Closures

Stratford on Avon District Council has the power to issue temporary road closures for special public events such as a public procession, street party or festival, under [Section 21 of the Town Police Clauses Act 1847](#).

Applications received from event organisers will be reviewed by the police and highway authority, where they will submit comments and requirements in respect of the closure. **If your event requires a temporary road closure order, please ensure that your application is made at least 12 weeks prior to the event to enable consultation to take place.** Please note that orders will only be issued following approval from the local police and the highway authority.

For more information on how to apply for a temporary road closure and the conditions you will be subject to, [please see our webpage on road closures](#).

11. Traffic Management

If your event is going to bring a large amount of people to a venue or site, you will need to consider how you will manage your traffic. This could include making arrangements for signage to direct the flow of traffic coming in and out of the event.

If your event is in a busy town centre you may need to organise additional car parking, rural sites may require people to park on narrow roads which could lead to congestion, therefore you may need to provide off-road parking.

For more information on how to handle traffic management at your event, please see [Warwickshire County Council's Guide on Organising an Event On or Affecting the Public Highway](#).