



# Step 1: Legal Requirements, Essential Arrangements and Contacts

## The Organiser and/or Committee

The aim of any individual and/or committees when organising an event must be to protect the health, safety and welfare of everyone working at, or attending the event. To ensure this, the individual and/or committees must have sufficient skills, knowledge and experience. Where events by their very nature are deemed to be high risk and beyond the organisers' own limitations of expertise, specialist advice/assistance must be sought.

## What's Inside?

## Section

### Licences, Permits etc

<i>Public Entertainment Licence</i>	1
<i>Alcohol Licence</i>	2
<i>Street Trader's/Market Operator's Licence</i>	3
<i>Landowner's Permission</i>	4
<i>Small Society's Lottery Registration</i>	5
<i>Exempt Lotteries (not requiring a Small Society Lottery Registration)</i>	6
<i>Sound Recording Copyrights</i>	7
<i>Small Unmanned Aircraft (Drones)</i>	8

### Trading Standards Issues

<i>Trading Standards</i>	9
<i>Age-Restricted Products</i>	10
<i>Fireworks Displays</i>	11
<i>Counterfeit Alert - Warning</i>	12
<i>Fair Trading</i>	13
<i>Weights and Measures</i>	14

### Health, Safety and Welfare Issues

<i>Health, Safety and Welfare</i>	15
<i>Fire Safety</i>	16
<i>Food Safety - Health and Hygiene</i>	17
<i>Noise Nuisance</i>	18





## **Step 1:** **Legal Requirements, Essential Arrangements and Contacts**

<i>Waste Management</i>	19
<i>Body Piercing and Tattoos</i>	20
<i>Smoking Prohibition</i>	21
<b>Building Standards Issues</b>	
<i>Building Standards</i>	22
<i>Temporary Raised Structures</i>	23
<i>Structural Stability and Barrier Design</i>	24
<i>Staging an Accessible Event</i>	25
<b>Traffic Management</b>	
<i>Traffic Management and Road Safety</i>	26
<i>Temporary Traffic Orders/Road Closures</i>	27
<i>Parking Arrangements - On and Off-Street</i>	28
<i>Temporary Traffic Signs</i>	29
<i>Damage to Road Surface</i>	30
<i>Statutory Undertakers</i>	31
<i>Local Bus Services</i>	32
<i>School and Community Care Transport Provision</i>	33
<b>Other Important Topics</b>	
<i>Medical Cover</i>	34
<i>Publicity</i>	35
<i>Risk Management/Insurance Requirements</i>	36
<i>Working with Children and Young People</i>	37
<i>Access Legislation</i>	38
<i>Data Protection</i>	39
<i>Essential Contacts</i>	40



## Step 1: *Legal Requirements, Essential Arrangements and Contacts*

### Requirements for Licences, Permits, Certifications and Closure Orders

Certain types of events will require licences, permits, certifications and/or closure orders obtained from Perth & Kinross Council. Application forms, licence costs and information sheets relating to licensing issues can be downloaded from the Perth & Kinross Council website at [www.pkc.gov.uk](http://www.pkc.gov.uk) under Licensing or alternatively application forms can be sent to you by contacting the Licensing Section. You must supply the name of a responsible person when you are applying for licences, permits etc, but you may also be asked to submit a list of contacts for various aspects of your event, particularly larger events. The list below is not exhaustive. Depending on the event, other licences, permits or certifications may be required.

### Licences, Permits etc

#### 1 Public Entertainment Licence

If you are having an event where the public are either paying an entrance fee or for entertainment within an event, you will require a Public Entertainment Licence.

In most cases, it is advisable for you to apply for a Licence as soon as you have arranged the date and venue for your event as all applications will take a minimum period of 5 weeks for consultation with the statutory bodies such as Police Scotland, the Council and the Scottish Fire and Rescue Service. Should any of the consultees or any other interested party have any comments or objections to the application this will require to be considered by the Civic Licensing Committee, which generally meets on a **monthly cycle** (excluding August).

Where a large event is planned then consultations with these agencies should begin as early as possible. For very large public gatherings (over 5,000) the advance notice required could be as much as 9-12 months.

#### 2 Alcohol Licence

Should you wish alcohol to be sold at your event, an alcohol licence will be required.

An **Occasional Licence** is a licence available to premises licence holders, personal licence holders or representatives of voluntary organisations which permits them to sell alcohol at events taking place outwith licensed premises for a maximum of 14 days. The application form must be submitted no later than **7 weeks** prior to the event, however it is recommended that you apply as soon as practicable. Applications for events with a licensed capacity of 500 or more should be submitted at least **4 months** in advance of the event.

If it is a non-licensed event where alcohol is provided free of charge, event organisers are to be aware that local by-laws prohibit the consumption of alcohol in open spaces.

#### 3 Street Trader's/Market Operator's Licence

Should any person be selling any articles or service from a kiosk, vehicle or stall, that person may require a Street Trader's Licence and, if operating more than three stalls, a Market Operator's License. Applications for a Street Trader's Licence and Market Operator's License must be submitted at least **5 weeks** prior to the event. However, it is recommended that you apply as soon as practicable. As





## Step 1: Legal Requirements, Essential Arrangements and Contacts

there are some restrictions in place (eg Street Trading is excluded from Perth City Centre), applicants are advised to seek advice at an early stage in the event planning process.

### 4 Landowner's Permission

Whatever the event, it is important to speak to the landowner early on and to seek their permission for your event\*. For events proposed on Council-owned/managed parks and open spaces, there is an application form to fill in and there may be a charge to hire the site. More details including our costs and conditions of hire are available online at [www.pkc.gov.uk/outdoorevents](http://www.pkc.gov.uk/outdoorevents) If you intend to hold your event in Perth City Centre, contact [info@perthcity.co.uk](mailto:info@perthcity.co.uk)

\* see Section **38 Access Legislation** on page 17.

**Perth & Kinross Council operates a policy of prohibiting intentional balloon and lantern releases on Council-owned land and property by staff undertaking Council business and at events endorsed or supported by the Council, including those on non-Council land.**

### 5 Small Society's Lottery Registration

Small Society registration is issued by the Council. A small society's lottery means a lottery promoted on behalf of a society which is established and conducted wholly or mainly for one or more of the following purposes:

- (a) *charitable purposes;*
- (b) *participation in or support of athletic sports or games or cultural activities; and*
- (c) *purposes which are not described in paragraph (a) or (b) above, but are neither purposes of private gain nor purposes of any commercial undertaking.*

The total value of the lottery/lotteries per year must not exceed £250,000 (or £200,000 per single lottery) and no prize shall exceed £25,000.

Lottery tickets require to be printed with the name of the Society, the name and address of the promoter, the price of the ticket and the date of the lottery. Each ticket must also state that Perth & Kinross Council is the local authority holding the registration number and must quote the registration number.

### 6 Exempt Lotteries (not requiring a Small Society Lottery Registration)

These lotteries should be promoted as exempt entertainment and the lottery should be incidental to the event. Exempt entertainment includes:

- *fetes, dinner dances, coffee mornings, school events and sporting events.*

The following rules apply:

- *Tickets can only be sold on the day.*
- *There must be no money prizes.*
- *The result must be drawn on the day on the premises.*

*(continued)*





## Step 1: Legal Requirements, Essential Arrangements and Contacts

- A limit of £500 can be spent on prizes and can include alcohol (if the event is on licensed premises, the alcohol must be in a sealed container and consumed off the premises).
- There can be no rollover of prizes from one lottery to another.

### 7 Sound Recording Copyrights

There are two separate copyrights in a sound recording and a licence is required for each one. The copyright in the lyrics and composition are owned by the author and music publisher and this is administered by the Performing Rights Society (PRS) for Music. The copyright in the performance and sound recording are owned by the performers and record company and administered by Public Performance Licence (PPL).

- **Performing Rights Society (PRS)**

*PRS is a UK licensing body which represents its members who are music creators, composers, authors and publishers of music. PRS collects royalties under licence when their works are publicly performed or communicated to the public, deducts its cost and distributes the net amount to members.*

*Further information can be found at [www.prsformusic.com](http://www.prsformusic.com)*

- **Public Performance Licence (PPL)**

*A public performance occurs when sound recordings are played outside the domestic and family circle. When a sound recording is played in a commercial environment, even if only one person can hear it, it becomes a public performance and a fee is payable to PPL.*

*There are a variety of tariffs for the public use of sound recordings in a variety of settings.*

*Whether you are playing the radio, CDs or using a more specialist music service provided by a PPL licensed supplier, you are required by law to have a PPL licence for playing music in public.*

*Further information can be found at [www.ppluk.com](http://www.ppluk.com)*

**Perth & Kinross Council is obliged to forward details of events with music which are held on or in their premises.**

### 8 Small Unmanned Aircraft (Drones)

The use of drones for 'surveillance' purposes, ie fitted with a camera, is regulated through the Civil Aviation Authority (CAA), Air Navigation Orders:

**[www.caa.co.uk/Commercial-industry/Aircraft/Unmanned-aircraft/Small-unmanned-aircraft/](http://www.caa.co.uk/Commercial-industry/Aircraft/Unmanned-aircraft/Small-unmanned-aircraft/)**

In summary, drones must not be flown:

- over or within 150 metres of any congested area (residential areas, roads etc);*
- over or within 150 metres of an organised open-air assembly of more than 1,000 persons;*
- within 50 metres of any vessel, vehicle or structure which is not under the control of the person in charge of the aircraft; or*
- within 50 metres of any person.*

Must not take off or land within 30 metres of any person, excluding the pilot who must have visual sight of the drone at all times.





## Step 1: Legal Requirements, Essential Arrangements and Contacts

The pilot must not endanger people, animals, property or vehicles, including other aircraft.

When using cameras the Data Protection Act must be considered, especially when the pictures are taken of buildings or people who are not linked to the Council and have been consulted or have not agreed.

To operate outwith the above, CAA permission is required.

### Trading Standards Issues

#### 9 Trading Standards

Perth & Kinross Council is responsible for enforcing the law and regulations that govern the goods and services that may be available for hire or sale at your event. Trading Standards Officers investigate fraudulent and illegal trade practices to ensure a safe and fair trading environment for consumers and businesses alike.

#### 10 Age-Restricted Products

The following products can often be found on sale at organised events but should only be available to specific age groups: cigarettes, alcohol, tobacco products, lighter refills, DVDs, CDs, computer games. Contact Trading Standards for further information and advice on specific products and their restrictions.

In addition, all tobacco retailers are required to be registered in order to sell tobacco. There is one national register which can be accessed at [www.tobaccoregisterscotland.org](http://www.tobaccoregisterscotland.org) Selling tobacco products while not registered is an offence.

#### 11 Fireworks Displays

On the grounds of public safety, firework displays should be restricted to professional operators and recognised firework societies. All displays must be organised in accordance with Perth & Kinross Council guidelines and guidance issued by the Health and Safety Executive. The location of the display is important and, as well as the launch site, attention should be paid to the surrounding area avoiding close proximity to, eg petrol stations, farms and farm buildings etc. There is a legal requirement to assess the risks of storing fireworks at your location. A risk assessment checklist is available from the HSE website: [www.hse.gov.uk](http://www.hse.gov.uk)

Trading Standards are responsible for enforcing the legislation governing the safe storage and sale of fireworks. All fireworks must comply with BS 7114. In addition it is an offence for anyone, other than a firework professional (for professional displays), to possess Category 4 fireworks.

**Note:** *Category 2 and 3 fireworks will display a label stating they comply with BS 7114.*

It is also an offence to sell fireworks to anyone less than 18 years of age.

If you intend to store fireworks you will require to be registered or obtain a licence from the Council's Regulatory Services, Environmental & Consumer Services. There are some circumstances where an exemption will apply. Please contact Trading Standards Officers for further advice on fireworks safety.





## Step 1: Legal Requirements, Essential Arrangements and Contacts

### 12 Counterfeit Alert - Warning

Dealing in counterfeit goods is a criminal offence under the Copyright, Designs and Patents Act 1988 and the Trade Marks Act 1994. The penalties range from fines to ten years imprisonment. Trading Standards Officers have the powers to seize suspect articles and prosecute manufacturers, wholesalers and retailers. Counterfeit goods are often sub-standard and safety defects can result in damage to property, personal injury and/or death.

For further information, do not hesitate to contact Trading Standards Officers.

### 13 Fair Trading

Hoteliers and community halls should beware of holding one day sales, or '*mock auctions*' as they are sometimes referred to. You may be told that the sale is being held to get rid of '*bankrupt*' stock, ranging from PCs, TVs and Hi-Fis, however many consumers find that the advertised bargains don't materialise, and they end up being drawn into '*bidding*' for goods that they haven't seen and are of inferior quality. Trading Standards Officers can offer support and advice to event organisers on legislation relating to the sale and supply of goods and services to consumers. Statutory requirements cover areas such as hallmarking of precious metals, trade marks, pricing, textile labelling and quality of goods.

### 14 Weights and Measures

Almost all organised events involve the sale and supply of food and drink. It is the responsibility of Trading Standards Officers to enforce the requirements of the Weights and Measures Act 1985. Officers can test the accuracy of any weighing or measuring equipment used, eg scales at a farmers' market.

## Health, Safety and Welfare Issues

### 15 Health, Safety and Welfare

You are responsible for the health, safety and welfare of people attending the event as well as employees, contractors and sub-contractors. Where the event is to be held on Council property or land, the event organiser should consult with the Perth & Kinross Council Health, Safety & Wellbeing Team and provide, in advance of the event, a detailed list of planned activities, any risks involved with those activities and any planned measures to remove those risks. This should also be done where you intend using a Council service such as Waste Services even though the event is to take place on private property.

Where the proposed event is one where the Council's Environmental & Consumer Services has the duty to enforce the Health and Safety at Work etc Act 1974, it is essential that you consult them at an early stage since they will determine whether your plans for controlling risks are adequate, eg when using fields normally occupied by livestock, the field must have been cleared of livestock at least three weeks prior to camping or public events being held.

It is also essential to ensure that you have adequate toilet and handwashing facilities in place. A useful guide is at [Step 3](#), under Section [2\(h\) Welfare Arrangements](#).





## Step 1: Legal Requirements, Essential Arrangements and Contacts

### 16 Fire Safety

The Fire (Scotland) Act 2005, as amended, introduced changes to fire safety law in Scotland and repealed previous fire safety legislation. Sections 53, 54 and 56 of the Fire (Scotland) Act 2005 places a duty on employers, employees, managers, owners and others in relation to fire safety. The Scottish Government has produced guidance in the form of the '**Practical Fire Safety Guidance for Places of Entertainment and Assembly**'. This guide has been produced to assist those who have responsibility for ensuring fire safety in places of entertainment and assembly in Scotland and may be helpful to all other persons with a role in ensuring fire safety in places of entertainment and assembly. This guidance supersedes all other guidance.

Fire can pose a serious risk to persons attending events and **event organisers are responsible for fire safety at their event**. Event organisers should familiarise themselves with this guidance. It can be downloaded free from:

[www.pkc.gov.uk/firesafetyguidance](http://www.pkc.gov.uk/firesafetyguidance)

### 17 Food Safety - Health and Hygiene

Food poisoning is at best unpleasant and at worst extremely hazardous to health, particularly for older people or young children. It is preventable by following some simple rules and planning ahead. An outline of the types of catering to be provided should be forwarded to Environmental & Consumer Services as early as possible in advance of the event so they can provide you with more detailed information on what is required in relation to compliance with food safety legislation.

### 18 Noise Nuisance

Environmental Health Officers have a duty to respond to complaints of noise nuisance and can serve notice to abate the noise under the Environmental Protection Act 1990, if the noise is found to be causing a nuisance to local residents.

As an organiser of an event, you must at all times have regard to environmental noise concerns by taking into account whether the venue is suited to the type of event being proposed by being aware that noise from many different sources can occur during an event and may cause undue disturbance to local residents and neighbouring properties.

The size of the event and the nature of the entertainment will dictate the type of disturbance that will arise and by contacting Environmental & Consumer Services in advance of the event, officers will be able to provide advice/information specific to your event on the control of noise nuisance.

### 19 Waste Management

As an event organiser, waste management issues need to be considered and you need to be aware that costs may be incurred for:

- (1) refuse collection/disposal;
- (2) street cleaning/sweeping;
- (3) litter picking;
- (4) recycling.





## **Step 1:** **Legal Requirements, Essential Arrangements and Contacts**

Discussions with the Council's Environmental & Consumer Services should take place well in advance of the event so the necessary services can be provided.

### **20 Body Piercing and Tattoos**

Body piercing and tattooing are strictly controlled through licensing by Environmental & Consumer Services.

### **21 Smoking Prohibition**

Under the Smoking Health and Social Care (Scotland) Act 2005 and the Prohibition of Smoking in Certain Premises (Scotland) Regulations, smoking is prohibited in all indoor places (except residential accommodation) and enclosed public spaces. Vehicles used for business purposes are also affected by the prohibition where it is clear the vehicle is used for business purposes.

Caravans, trailers etc used exclusively for residential purposes are not covered by the prohibition.

The definition of premises includes any tent, marquee or stall. Shelters, structures etc are not covered by the prohibition if the opening(s) in the structure have an aggregate area of more than half of the walls. The legislation also requires the display of statutory no smoking signs on premises, structures and vehicles covered by the prohibition.

All parties involved in the event (eg the organisers, contractors, franchises, concessions etc) are obliged to have management arrangements in place for complying with the prohibition.

## **Building Standards Issues**

### **22 Building Standards**

Building Standards are, amongst other matters, concerned in securing the health, safety, welfare and convenience of persons in or about buildings and of others who may be affected by buildings or matters connected with buildings.

Whilst Building Standards are concerned primarily with permanent buildings, many of their requirements can be applied to temporary buildings and raised structures.

Building Standards can also be applied to larger outdoor events where they can be used to ensure raised structures and temporary buildings are structurally safe and to determine exit widths, access facilities for the disabled and the requirements in respect of the number of toilets, including toilets for the disabled.

Building Standards can be viewed online at [www.scotland.gov.uk/Topics/Built-Environment/Building/Building-standards](http://www.scotland.gov.uk/Topics/Built-Environment/Building/Building-standards) and advice can be sought from the Council's Building Standards Manager.

### **23 Temporary Raised Structures**

The Council's Building Standards Section is responsible for inspecting raised structures and issuing consent to use such structures under Section 89 of the Civic Government (Scotland) Act 1982. This consent is required for all raised structures which take the form of a platform, stand, staging or other similar structures. Common examples are:





## Step 1: Legal Requirements, Essential Arrangements and Contacts

- temporary grandstands at sporting events;
- staging at pop concerts and other public events (including trailers used as a stage);
- raised seating at circuses and other entertainment events;
- media platforms.

Details of how to apply for a Section 89 permit can be found on our website at [www.pkc.gov.uk/raisedstructures](http://www.pkc.gov.uk/raisedstructures) If you intend to erect a temporary raised structure, contact the Building Standards Manager.

You should allow sufficient time between the date of applying and the date of the event. Generally this means submitting any applications as soon as possible in the planning process but certainly **at least 8 weeks ahead**. This will give the Council time to fully consider your application. In considering your application for consent it will be assessed in accordance with the relevant Technical Standards, British Standards and all relevant guidance.

### 24 Structural Stability and Barrier Design

You need to understand what you need to do to comply with the Construction (Design and Management) Regulations 2015 (CDM 2015):

[www.hse.gov.uk/entertainment/cdm-2015/](http://www.hse.gov.uk/entertainment/cdm-2015/)

You will need to supply information including drawings and certification that allows the structural stability of your proposals to be verified. The structure will require assessing and signing off by a competent person before it can be used.

You will, in the case of front of stage barriers and the like, be required to demonstrate that the design is fit for purpose. Guidance on the selection and siting of such barriers can be obtained in the Event Safety Guide.

### 25 Staging an Accessible Event

Staging an accessible event goes beyond getting in and out of a building; it means making sure that everyone can attend your event and fully participate once they are there.

People often consider accessibility in terms of disability and while there are links it would be a mistake to see accessibility as simply a disability issue. It's more than just ramps and doors; it's about attitudes and aspirations.

The measures you put in place to ensure accessibility will have benefits for all. It helps ensure that everyone can attend and participate equally in an event. In turn this helps ensure that everyone has a voice and is aware of issues that may impact on them. The Centre for Inclusive Living Perth & Kinross <http://cilpk.org.uk> are available to support event organisers. Contact details are in the *Contact Us* section of the website. A guidance document to organising an accessible and inclusive event is available at the following link:

<http://cilpk.org.uk/wp-content/uploads/2015/12/Guide-to-Organising-an-Accessible-and-Inclusive-Event-final.pdf>





## Step 1: Legal Requirements, Essential Arrangements and Contacts

### Traffic Management

#### 26 Traffic Management and Road Safety

The applicant must take into consideration the access and servicing arrangements for properties, businesses and others along the proposed route for the event. Various forms of transport may be affected by your event such as pedestrians, cyclists, local bus services, school transport, taxis, emergency vehicles and disabled access. The costs for traffic management and any changes made to local bus services etc for the event are met by the event organiser(s).

#### 27 Temporary Traffic Orders/Road Closures

The applicant must supply as much information as possible including dates, times and the numbers involved as soon as possible to allow early consideration. The application must be made in sufficient time to allow the necessary traffic orders to be promoted. The minimum amount of time required to process a temporary legal order for an event is **6 weeks**.

There may be a requirement for signing and barrier provision for the event. The costs for the processing of the temporary legal order, associated advertising costs, as well as the signing and barrier provision, are met by the event organiser(s).

#### 28 Parking Arrangements - On and Off-Street

You must take into consideration that the existing public/private parking arrangements may be affected by the event. This, along with the required parking needs for the event, must be catered for.

The location of the event as well as the layout of the parking arrangements must be carefully considered.

There will be a requirement to provide stewarding for the car parking arrangements as well as stewarding for the event.

There may be a requirement to provide temporary waiting restrictions for the event. You should discuss with Police Scotland what the requirements are.

#### 29 Temporary Traffic Signs

There may be a requirement to provide temporary traffic signs for the event. The placing of the temporary signs will require to be approved. The costs for the provision of the temporary traffic signs are met by the organiser(s). The number of signs required will vary depending on the scale of the event and the number and location of these should be discussed with the Traffic & Network Manager.

#### 30 Damage to Road Surface

It may be necessary to carry out an inspection of the location prior to and following the event to ensure that there has been no damage to the infrastructure.

**Note:** *There should be a general presumption against closing roads to accommodate events. However, where an event has to take place on a road, the Traffic & Network Manager must be consulted in order to discuss and approve the various procedures.*





## Step 1: **Legal Requirements, Essential Arrangements and Contacts**

### **31 Statutory Undertakers**

There may be a requirement to notify Statutory Undertakers (gas, electricity, telecommunications services) of the event as they may require to plan their works in order to avoid the event. In an emergency it may be necessary for the Statutory Undertakers to access the event area in order to carry out emergency works. Access to known maintenance points should be kept clear.

### **32 Local Bus Services**

Should the event potentially have a material impact on the operation of local bus services, guidance should be sought from the Council's Public Transport Unit (tel 0345 30 111 30, email [PublicTransport@pkc.gov.uk](mailto:PublicTransport@pkc.gov.uk)) in the first instance.

The local bus network is a mix of commercial and tendered services, and the event organiser may be required to fund alterations to existing bus routes/timetables or arrange the provision of dedicated buses to serve the event.

Depending on the scale of the event, a formal Transport Management Plan may need to be prepared and approved by the Council.

Drop-off and pick-up arrangements for local bus services and private coaches at the event will be subject to approval by the Council.

### **33 School and Community Care Transport Provision**

The Council has statutory duties to provide home to school transport for pupils throughout Perth and Kinross.

Should the event be anticipated to have a material impact on the operation of school buses, Perth College UHI transport etc, the event organiser must liaise with the Council's Public Transport Unit (tel 0345 30 111 30, email [PublicTransport@pkc.gov.uk](mailto:PublicTransport@pkc.gov.uk)) in the first instance to discuss alterations to timetables/routes or agree alternative provision. All costs involved with changes to existing school transport arrangements must be met by the event organisers.

Equally, the Council (via the Public Transport Unit) is responsible for providing transport for Community Care services users to and from community facilities. If alterations are required to such provision, any additional costs will be met by the event organiser.

## **Other Important Topics**

### **34 Medical Cover**

Event organisers should appoint an organisation that can demonstrate experience of managing a range of medical services at similar events. Local guidance is available from NHS Tayside.

### **35 Publicity**

The event organisers should arrange as much advanced publicity of the event as possible in consultation with the Council's Corporate Communications Team.





## Step 1: Legal Requirements, Essential Arrangements and Contacts

### 36 Risk Management/Insurance Requirements

For any public event you should complete a risk management checklist and ensure that you/your organisation hold public liability insurance cover with a minimum indemnity of **£5 million**. This figure is reflective of both current insurance market levels and the substantial damages that are being awarded to claimants by the Courts. If hiring Council premises you will be **required** to complete a checklist and hold sufficient public liability insurance.

The need for you to hold your own liability cover affords protection to you and your group/organisation. Unfortunately, we live in an increasingly litigious society and without appropriate insurance cover: individual members of groups and organisations can be sued personally for damages.

If you need to arrange insurance cover for your event, there are a number of options open to you. You can approach insurance companies directly or you can use an insurance broker to arrange cover for you. There are specialist companies who provide short-term cover for events. **The Council's insurers, Zurich Municipal, also operate the Community Insurance Centre that specialises in placing covers for public sector-related business such as Community Councils/Associations and other non-profit community organisations.**

The risk management checklist guides you through areas that you need to consider before holding your event. Its aim is to get you thinking about possible scenarios and outcomes and how you can control and influence these outcomes.

### 37 Working with Children and Young People

Legislation now exists under Disclosure Scotland to screen employees who will be working with vulnerable adults and children. Check [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk) for details.

### 38 Access Legislation

Under the Land Reform (Scotland) Act 2003, the public have a right of responsible non-motorised access to most land and inland water in Scotland. This has two main implications for event organisers:

- *Smaller 'events' which do not have significant impacts on land management, nature or other users of the site may be carried out under access rights and without landowner permission - though it is good practice to notify the owner in any case.*
- *Other people, who may not have anything to do with your event, may have a right of access into/through the site, so that if the site is well used, this will have to be managed and planned for.*

National guidance on this aspect is available here:

[www.snh.org.uk/pdfs/SOAC/Outdoor%20Events%20in%20Scotland.pdf](http://www.snh.org.uk/pdfs/SOAC/Outdoor%20Events%20in%20Scotland.pdf)

Local Authorities are given the power to temporarily exclude areas of land from access rights through the use of an order. You may apply for an access exclusion order if it is likely that your event will conflict with public access rights. Reasons for applying for an order include:

- *to allow a charge to be made for a particular event;*
- *in the interests of safety, security and privacy.*





## Step 1: Legal Requirements, Essential Arrangements and Contacts

Exclusions may be made either for a short term (less than 6 days) or a longer term (6 days to 2 years). Short-term exclusions can be processed relatively quickly, but you should still allow at least 30 days for your application to be processed. As the Scottish Government make the decision on long-term exemptions, a much longer time period is needed to process the application. You should apply at least 4 months in advance.

Exemption orders can be costly and are not normally required if you do not require exclusive use of the site and if access can be managed by way of marshalling, temporary advisory notices and/or diversions.

For further advice and information contact the Policy Officer (Access & Infrastructure) or visit the Perth & Kinross Council website:

[www.pkc.gov.uk/outdooraccess](http://www.pkc.gov.uk/outdooraccess)

### 39 Data Protection

For information on specific requirements on data protection, contact the Data Protection Helpline:

Tel 01625 545745 or 08456 306060 or check <https://ico.org.uk>

### 40 Essential Contacts

The following authorities/organisations/person(s) may need to be contacted, in good time, prior to the event commencing:

- (1) *Perth & Kinross Council for all general advice, licensing, permits, certificates, emergency contingency arrangements, health and safety issues, general public health, road closures, waste management, food hygiene, trading standards, noise nuisance issues and the relevant department if the event is held on Council property.*
- (2) *Police Scotland, informing them of the location, dates, etc, and relevant information.*
- (3) *The Scottish Fire and Rescue Service informing them of the location, dates, etc, and fire safety arrangements.*
- (4) *The Scottish Ambulance Service, for large events, informing them of the location, dates, times, etc, and any other relevant information.*
- (5) *NHS Tayside for large events, informing them of the location, dates, times, etc, and any other relevant information.*
- (6) *British Red Cross or St Andrew's First Aid (depends on the size and nature of event) who may be able to provide first-aid cover. (A minimum of four weeks notice is required).*
- (7) *The Coastguard and the Harbour Authority will require informing of an event if activities are held near to the river bank or on the River Tay.*
- (8) *Insurance company/broker will need to be contacted to arrange appropriate insurance cover.*
- (9) *Local institutions, ie hospitals, old people's homes etc, businesses and surrounding properties should be informed of the event where there will be either increased noise (eg music, fireworks, etc) or where there may be possible problems with access/egress to their properties due to crowd/vehicle movement.*





## Step 1: Legal Requirements, Essential Arrangements and Contacts

(10) The Civil Aviation Authority, Dundee Airport Ltd and RAF Leuchars will require informing of an event if activities are held near an airfield. This includes informing them of professionally-run fireworks displays, balloon launches and the use of Drones.

**It must be noted that when applying for permissions and licenses from Perth & Kinross Council, copies of risk assessments and an event plan will be requested. It is also a good idea to send copies of the event plan to the appropriate emergency services and to your Insurance Company.**

<b>Perth &amp; Kinross Council</b> www.pkc.gov.uk	
<b>Events Officer</b> <i>For general event advice and guidance.</i>	<b>Michael Boyle</b> Tel 01738 477952 Email <a href="mailto:MJBoyle@pkc.gov.uk">MJBoyle@pkc.gov.uk</a>
<b>Community Development Team Leader</b> <i>For advice and guidance on local communities.</i>	<b>Gill Motion</b> Tel 01738 475307 Email <a href="mailto:GMotion@pkc.gov.uk">GMotion@pkc.gov.uk</a>
<b>Emergency Planning</b> <i>For contingency planning advice and guidance.</i>	<b>John Handling</b> Tel 01738 475879 Email <a href="mailto:JHandling@pkc.gov.uk">JHandling@pkc.gov.uk</a>
<b>Licensing</b> <i>For advice on:</i> <ul style="list-style-type: none"><li>• public entertainment, liquor, street trades, licenses;</li><li>• lottery permits;</li><li>• public charity collection permits;</li><li>• processions in public places.</li></ul>	<b>Debbie Merchant</b> Tel 01738 475159 Email <a href="mailto:DMerchant@pkc.gov.uk">DMerchant@pkc.gov.uk</a>
<b>Corporate Communications Team</b> <i>For publicity advice and guidance.</i>	<b>Corporate Communications Team</b> Tel 01738 475045 Email <a href="mailto:Communications@pkc.gov.uk">Communications@pkc.gov.uk</a>
<b>Health and Safety Adviser</b> <i>For health and safety guidance.</i>	<b>Health, Safety &amp; Wellbeing Team</b> <i>(for Council-run events only)</i> Tel 01738 475877 Email <a href="mailto:HandSEnquiries@pkc.gov.uk">HandSEnquiries@pkc.gov.uk</a>
<b>Insurance</b> <i>For advice related to risk and insurance.</i>	<b>Bill Wilson</b> Tel 01738 475692 Email <a href="mailto:BRWilson@pkc.gov.uk">BRWilson@pkc.gov.uk</a>
<b>Education</b> <i>If the event is being held in or on school premises.</i>	<b>Brian Reid</b> Tel 01738 476336 Email <a href="mailto:BREid@pkc.gov.uk">BREid@pkc.gov.uk</a>

(continued)





## Step 1: Legal Requirements, Essential Arrangements and Contacts

<b>Perth &amp; Kinross Council</b> <i>(continued)</i>	
<b>Building Standards</b> For advice on: <ul style="list-style-type: none"><li>• special safety certificates;</li><li>• temporary raised structures.</li></ul>	<b>Gordon Lindsay</b> Tel 01738 475361 Email <a href="mailto:GJLindsay@pkc.gov.uk">GJLindsay@pkc.gov.uk</a>
<b>Regulatory Services Manager</b> For advice on: <ul style="list-style-type: none"><li>• public health and safety;</li><li>• noise mitigation;</li><li>• food safety;</li><li>• licensing standards;</li><li>• night-time noise nuisance;</li><li>• consumer-related issues;</li><li>• weights and measures;</li><li>• fireworks;</li><li>• Trading Standards.</li></ul>	<b>Robert Lyle</b> Tel 01738 476468 Email <a href="mailto:RLyle@pkc.gov.uk">RLyle@pkc.gov.uk</a>
<b>Waste Services &amp; Community Greenspace Manager</b> For advice on: <ul style="list-style-type: none"><li>• waste/litter enforcement;</li><li>• litter/waste collection;</li><li>• special clearances;</li><li>• special uplifts;</li><li>• parks and open spaces.</li></ul>	<b>Bruce Reekie</b> Tel 01738 476448 Email <a href="mailto:BReekie@pkc.gov.uk">BReekie@pkc.gov.uk</a>
<b>Traffic &amp; Roads Network</b> <i>(for local roads)</i> For advice and processing: <ul style="list-style-type: none"><li>• Temporary Traffic Regulations Orders;</li><li>• restrictions for road users;</li><li>• temporary car parking arrangements.</li></ul>	<b>Chic Haggart</b> Tel 01738 477205 Email <a href="mailto:CBHaggart@pkc.gov.uk">CBHaggart@pkc.gov.uk</a>
<b>Local Bus Services and School Transport</b> For advice on: <ul style="list-style-type: none"><li>• local bus services;</li><li>• school transport;</li><li>• Community Care transport.</li></ul>	<b>Public Transport Unit</b> Tel 0345 30 11 30 Email <a href="mailto:PublicTransport@pkc.gov.uk">PublicTransport@pkc.gov.uk</a>
<b>City Centre</b> For advice on events in the City Centre.	<b>Leigh Brown</b> Tel 01738 475727 Email <a href="mailto:LeighBrown@pkc.gov.uk">LeighBrown@pkc.gov.uk</a>

*(continued)*





## Step 1: Legal Requirements, Essential Arrangements and Contacts

### Perth & Kinross Council *(continued)*

#### Centre for Inclusive Living Perth & Kinross

*For advice on staging an accessible event.*

<http://cilpk.org.uk/wp-content/uploads/2015/12/Guide-to-Organising-an-Accessible-and-Inclusive-Event-final.pdf>

Gillian Edwards

Email [gillianedwards@cilpk.org.uk](mailto:gillianedwards@cilpk.org.uk)

The above list does not include all functions undertaken by Council Services (ie only relating to those functions specific to managing events).

### Other Services

#### Police Scotland

*For all police related matters.*

Tel 01382 596377

#### HM Coastguard

*Beach & coastal safety matters.*

Tel 020 381 72615

#### Scottish Fire and Rescue Service

*For all fire safety matters.*

Tel 01382 825295 (ext 3167)

#### British Red Cross

*First-aid provision.*

Tel 01738 622474

#### Scottish Ambulance Service

*Ambulance requirements.*

Tel 01382 882400

#### Civil Aviation Authority

Tel 020 7379 7311

#### NHS Tayside

- *Public health*
- *A&E facilities*

Tel 01382 660111