

## **Scarborough Borough Council Guidance Notes for Event Organisers Using Council Land and the Beaches**

### **1) INITIAL INQUIRIES**

Event organisers are advised to inquire about event date availability in the first instance.

Events in the borough including beaches: [events@scarborough.gov.uk](mailto:events@scarborough.gov.uk)

Events in Parks, Gardens and Countryside: [parks@scarborough.gov.uk](mailto:parks@scarborough.gov.uk)

Events on Filey bandstand: [mail@fileytowncouncil.co.uk](mailto:mail@fileytowncouncil.co.uk)

### **Use of Harbour Land as Part of the Event**

Any proposed event taking place on Scarborough, Whitby & Filey harbour land or Whitby Bandstand and Dock End should be discussed with and have confirmation directly from the Harbour Master in the first instance:

[port.services@scarborough.gov.uk](mailto:port.services@scarborough.gov.uk)

For Dock End please be aware that no vehicles are allowed on the paved area due to the inherent weakness of the paving slabs and associated liability risk and repair costs.

### **Coastguard**

Please inform the coastguard if your event is on a beach, clifftop or on the sea:  
Humber Control - 01262 672 317

### **PLANNING A NEW EVENT – allow at least 6 months prior to the event**

An event proposal form will be sent for you to complete and return to start the initial consultation with stakeholders who may be affected by your proposed event. Once feedback has been received your proposal will be discussed by the Event Officers Group which meets monthly. To avoid disappointment you should not start planning your event until you have received the go ahead.

You should submit your proposal with plenty of notice so there is time to obtain the relevant approvals e.g. traffic management plans agreed with NYCC, or site location permission e.g. from the Parking Service.

Please note your event may incur costs such as for the following:

- Site fee, licensing - TENS, charity collections, street trading, cleansing, damage to property etc.
- Car Parking/Parking requirements
- Temporary Traffic Management requirements
- Advertising the Road Closure notice

## 2) CAR PARK/PARKING AS PART OF THE EVENT

Council car parks should not be regarded as places to stage events and their use may not be approved.

All special car parking or car park requirements that have a direct implication on the proposed event taking place should be discussed and have confirmation directly from Parking Services before proceeding to organise an event.

If you require the use of a car park specifically for your event please [complete Appendix 1](#)

Contact Parking Services at: [parking@scarborough.gov.uk](mailto:parking@scarborough.gov.uk) or for more information and forms: [www.scarborough.gov.uk/home/parking](http://www.scarborough.gov.uk/home/parking)

When advertising your event give details of available parking facilities using the above link and this for the Park and Ride: [www.scarboroughparkandride.co.uk/](http://www.scarboroughparkandride.co.uk/)

## 3) RESPONSIBILITIES OF THE EVENT ORGANISER

### 3a) Traffic and Pedestrian Management / Road Closures

For events taking place on the highway and pavements please contact North Yorkshire County Council (NYCC) Highways Area 3 on 01609 780 780 or <https://www.northyorks.gov.uk/roadworks-road-closures-and-diversions>

NYCC Highways has issued advice to event organisers to enable them to understand and manage the risks associated with events on or affecting the Highway. The document explains the actions required by event organisers in order that the Traffic Authority can demonstrate that any resultant disruption to road users has been minimised as required by the Network Management Duty. The document can be found on the County Council's website at [www.northyorks.gov.uk](http://www.northyorks.gov.uk)

Road safety and traffic management arrangements for vehicles and pedestrians must be considered. You must provide NYCC Highways a minimum of 12 weeks to process your application. If your Traffic Management proposals are not approved by Highways, then you will not be granted a temporary road closure and Highways may advise that your event should not take place.

### 3b) Cleansing

You will be responsible for leaving the event site in a litter free state and should make arrangements for the disposal of all waste generated by your event. If the site is not cleared appropriately, a charge for cleansing will be incurred and sent to the event organiser.

Environmental Services can arrange cleansing/ waste collections for a charge. If you would like to book this service please contact [cleansing@scarborough.gov.uk](mailto:cleansing@scarborough.gov.uk)

### **3c) Sustainable Practices When Organising Events**

The Council has a sustainability policy that encourages the use of environmental practices within its own operations and encourages event organisers to take responsible actions to reduce environmental impacts. You should include a sustainability statement with your application to briefly explain how you intend to make your event greener.

For example, a paragraph for each of the following:

CO2 emissions (power and transport): Outline how you propose to encourage alternative modes of transport to the event, for example, you could provide information to attendees about local public transport (with pedestrian routes) and encourage its use.

Waste and pollution (rubbish and noise): Provide recycling bins available for public and contractors. Create a waste management plan which includes litter picking, waste removal and recycling facilities to ensure the site is left in a clean condition. Reduce waste as much as possible by having reusable cups etc.

Sourcing (refreshments/other products): Briefly outline how you propose to source your refreshments and other products. For example, that you will approach local businesses and contractors to support the event.

### **3d) Damage to the site**

Any damage to the event site including any buildings, monuments, grassed areas, fences or trees must be reported immediately and claims for damages will be made through the events' insurance: [AssetManagement@scarborough.gov.uk](mailto:AssetManagement@scarborough.gov.uk)

### **3e) Advising businesses**

If your event is on the beach, Harbours area or Oliver's Mount you are required to complete a Notification and send the completed form to [events@scarborough.gov.uk](mailto:events@scarborough.gov.uk) at least two months prior to the event date.

If you need to complete a notification form please <a href="#">complete Appendix 2</a>
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You should liaise with concession holders and local businesses at least six weeks before the event to advise them of the date and provide details of the event including road closures.

## **4) LICENCE REQUIREMENTS**

### **4a) Temporary Event Notice (TENS)**

You may be required to submit a Temporary Event Notice (TENS) if you intend holding any licensable activities, such as:

- The sale by retail of alcohol

- The supply of alcohol by or on behalf of a club to, or to the order of, a member of the Club
- Provision of Regulated Entertainment (i.e. plays, films, indoor sporting events, boxing or wrestling entertainment, live music, recorded music, performance of dance, anything of a similar description)
- Provision of Late Night Refreshment (23:00 – 05:00hrs)

For further Licensing information and to download the application form:

<https://www.scarborough.gov.uk/home/business-licensing-and-grants/licences-and-licence-applications>

You are advised to consider your licensing requirements well in advance and in particular it is strongly recommended that you:

- Liaise with the Police Licensing Officer based at Scarborough Police Station prior to submitting your Temporary Event Notice to avoid any potential representations against your Notice;
- Submit your application to the Licensing Authority and Police well in advance and not leave submission to the statutory 10 working days' deadline. Late applications are considered invalid and you will not be permitted to hold your event.

Please note the minimum requirement for receipt of such a Notice is 10 clear working days prior to the event.

#### **4b) Street Trading**

If you intend to sell goods on a street in the Scarborough Borough area you may only do so under the authority of a Consent issued by Scarborough Borough Council. The definition of a street includes any road, footway, or other area to which the public have access without payment (such as public parks, supermarket car parks or other private land).

To find out more about how to apply and related fees, please refer to:

<https://www.scarborough.gov.uk/home/business-licensing-and-grants/licences-and-licence-applications/street-trading>

You are strongly advised to give at least 30 days' notice and failure to obtain a License may result in a fine.

In some cases you may be eligible to apply for an exemption. SBC Street Trader Licence/Community Event Exemption includes:

- a) Non-commercial, community or charitable events where the profits are not used for private gain or are wholly passed to a charity, educational organisation or community based organisation.
- b) Annual events that are essentially non-commercial i.e. community or charitable events provided that:

- the event organisers have consulted with residents and businesses prior to holding the event.
- a letter of intent from the event organisers is submitted to the Licensing Authority a minimum of 10 working days prior to the event providing details of the event.
- traders attending the event are pre-booked by the event organisers.

If you need to complete an exemption form please [complete Appendix 3](#)

#### **4c) Charitable Collections**

If you intend to collect money at your event from the general public for charitable purpose, you will need to apply for a Street Collection Permit. There is no charge for this Permit, however, you will need to complete an application form and submit an authorisation letter from the charity/organisation you intend to collect for. After the event, you will then be required to submit a financial statement of your expenditure/income from the collections.

For more information email: [licensing.services@scarborough.gov.uk](mailto:licensing.services@scarborough.gov.uk)

#### **5 Bouncy Castles and Inflatables**

Inflatables should be hired from and operated by a competent company. The equipment should be subject to annual inspections, a copy of valid PIPA or ADIPS provided to the event organiser, a risk assessment and a minimum £10 million of Public Liability Insurance (PLI) valid for the event date.

The inflatable should be inspected prior to the start of the event to ensure it is in a good state of repair and appropriately secured.

The HSE has published guidance for industry stakeholders and operators of inflatable equipment. See

<http://www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm>

#### **6 Fairground Rides**

Fairground rides should be hired from and operated by a competent company. The fairground provider should supply you with risk assessments, annual inspection certification and a minimum £10 million of Public Liability Insurance (PLI) valid for the event date. For further information on the duties of fair organisers see:

[www.hse.gov.uk/entertainment/fairgrounds/index.htm](http://www.hse.gov.uk/entertainment/fairgrounds/index.htm) for responsibilities.