

# Holding an event in South Holland



Advice you will need if you are thinking about holding an event that involves the use of South Holland District Council owned land or premises

# Holding an event South Holland

To ensure that all events taking place are safe, successful and legal, we have put together this guide to provide you with the advice you will need if you are thinking about holding an event that involves the use of South Holland District Council owned land or premises.

An event is any pre-planned activity and is not dependent upon size, activity or numbers attending.

Whatever type of event or activity you wish to hold, large or small, if you are planning to hold it on our land or premises, we need to know about it and hopefully provide you with the authorisation you need.

Our website gives advice on Event Planning:

**[www.sholland.gov.uk/eventplanning](http://www.sholland.gov.uk/eventplanning)**

Also more details on how to book:

**[www.sholland.gov.uk/events](http://www.sholland.gov.uk/events)**



# Making an Application

The first step in holding an event is to complete a South Holland District Council Event Application Form.

**This form can be acquired by:** [www.sholland.gov.uk/events](http://www.sholland.gov.uk/events);  
**email:** [info@sholland.gov.uk](mailto:info@sholland.gov.uk)  
**tel:** 01775 761161

Once your application has been received, you will receive an acknowledgment within five working days.

We will respond to you within 20 working days of receiving your application to let you know whether your application has been provisionally accepted or not.

- If your application is unsuccessful, we will let you know and inform you of the reasons.
- If your application has been **provisionally** accepted, we will write to you to ask you for an Event Management Plan.



# Event Management Plan

The event organiser will be required to provide an event plan, risk assessments, site plan and a copy of public liability insurance at least 12 weeks prior to the event date.

A template and guidance for writing your event plan can be found on the Lincolnshire Prepared website, [www.lincolnshireprepared.co.uk](http://www.lincolnshireprepared.co.uk) under the section headed 'Lincolnshire Event Safety Partnership' (LESP). **This is the only format that South Holland District Council will accept these documents in.**

Once received, we will review your Event Management Plan. We will respond to you in writing to let you know whether your application has been accepted or not:

- If your application is unsuccessful, we will write to you and advise you of the reasons.
- If your application has been accepted, we will write to you to let you know that your event can go ahead and will send you a booking form, terms and conditions and an invoice. The invoice must be paid a minimum of 14 days in advance of your event date.

If your event is expected to attract an attendance of 5,000 or more or includes activities that are deemed to be high risk, then as the organiser of the event you may be required to present your Event Plan to the Safety Advisory Group (SAG).



## Safety Advisory Group (SAG)

The Safety Advisory Group is made up of the different emergency services and relevant agencies who provide advice on large or high risk events.

## Fees and Charges

Our pricing structure for holding an event involving South Holland District Council can be found under:  
**[www.sholland.gov.uk/events](http://www.sholland.gov.uk/events)**

## Licensing

When applying to hold an event it is important to determine whether you require a licence. It can take up to three months to obtain a premises licence, so remember to get your licence application arranged in time if required.

Organisers of large scale events should refer to South Holland District Council's Licensing Policy, as at least six months' notice will be required.

**Licensing advice is available via:**  
**email: [licensing@sholland.gov.uk](mailto:licensing@sholland.gov.uk)**  
**tel: 01775 761161**  
**[www.sholland.gov.uk/licensing](http://www.sholland.gov.uk/licensing)**

# Quick guide in applying to hold an event involving South Holland District Council





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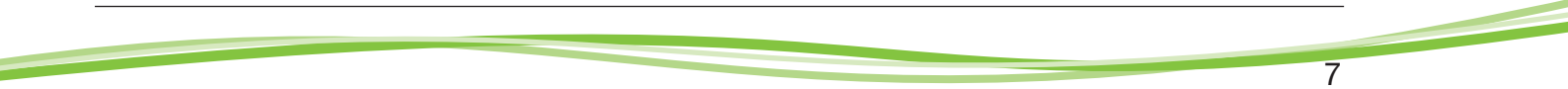
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