



SMALL EVENTS POLICY

for External Groups using Community Council land

Re-adopted by Council at the Annual Meeting of Council on
19 May 2026

It is a condition of the grant of the authorisation under the attached letter that the organiser:

1] Will need to have carried out all risk assessments and safety checks associated with planned activities before the event commences.

2] To ensure that all events are planned and operated in compliance with all necessary requirements for the safeguarding of young people and/or vulnerable members of our community, with this requirement being considered as part of the event risk assessment.

3] Will take all reasonably practicable steps to avoid damage to carriageways, footways, verges, grassed areas, trees, shrubs, flowers, fences, fixtures and equipment, and will make good all damage or loss caused to the Community Council's land or property as described, to the Community Council's satisfaction. Council will take photographs of the site prior to the event for dilapidation purposes.

4] Will remove all litter and waste materials before leaving the land.

5] Will not permit any activity that may give rise to a public or private nuisance, nor annoyance to the occupiers of property in the vicinity of the land e.g. loud noise from use of sound level amplifying equipment.

6] Will indemnify the Community Council from all claims, actions, demands and costs arising in any manner whatsoever from, or out of the use of land described in the attached letter by the organiser and all other persons entering into the said land during the period concerned. The organiser is required to obtain public liability insurance cover against such claims. (minimum- Five Million pounds).

7] Will not cause or permit the normal flow of traffic on the highway to be obstructed.

8] Will allow access to the land described in the attached letter to any person lawfully entitled to enter same; including authorised representatives / officers of the Council, Statutory Undertakers, and Emergency Services. All activities must cease upon request from a Police officer, an authorised representative / officer of the Community Council, or any representative of the Statutory Undertakers. Following such a request, the consent contained in the attached letter will have been deemed to have been rescinded or temporarily suspended.

9] Will notify the Community Council of the names and addresses of any person selling or providing food/ drink on the site.

10] Will site any structure, or attraction in a position complying with the requirements of the Community Council, Statutory Undertakers, and Emergency Services personnel.

11] Will not cause or permit the promotion or staging of any act involving animals. Further will not cause or permit the sale of any animal or the award of any animal as a prize. An animal includes aquatic species.

12] For the benefit and protection of the surrounding land, environment and wildlife and to avoid the risk of damage from fire thereto the event organiser agrees that it will not release or permit anyone on the land of the Council pursuant to this application to release balloons or release any sky lanterns whatsoever.

13] Will ensure electrical safety by ensuring that:

1. A sensitive earth-leakage protection system (residual current device) shall be installed and maintained where practicable as part of the electrical installation within the curtilage of land referred to. The device shall be designed to operate if the earth leakage current exceeds 0.03A and shall have a maximum operating time of 30 milliseconds. A test button should be incorporated.
2. In the event of a 3-phase portable generator being used for power generation, it is not always possible for a residual current device to be installed. If this is the case, then all reasonably practicable measures shall be taken to ensure the safety of the public, staff and performers by including the provision of an earth spike of sufficient size to take the full load capacity of the generator. Alternatively, the installation of other equipment equal to, or better than a suitable earth loop monitor must be incorporated in the power circuit system in accordance with BS 7430.

14] In order to ensure that satisfactory event planning occurs, and the infrastructure standards are provided to a satisfactory standard in order to ensure the health, safety and welfare of the general public that are present at the event within the curtilage of the premises referred to in this application.

15] You will need someone to be appointed as the Health & Safety Co-ordinator and the Event Safety Co-ordinator.

16] Shall consider the Milton Keynes Safety Advisory Group (MKSAG) guidance document for public events in planning the event and shall notify MKSAG If the event organiser considers it necessary.

Information and advice from the MK Safety Advisory Group can be found here: www.milton-keynes.gov.uk/environmental-health/licensing/event-public-safety/public-safety-events

Small Event Application Form

Name of Event:

Date of Event:

Time of Event:

Location of the event:

Expected number of attendees:

Age profile:

Health & Safety Co-ordinator

Name:

Address:

Telephone Number:

Email address:

Event Safety Co-ordinator.

Name:

Address:

Telephone Number:

Email address:

I agree to comply with the requirements of the Small Events Policy

Signed..... Name:

Date.....

Organisation Name

.....

Position/Title

.....

If applicable, you will be required to supply the following documentation:

- Overall Site plan, including details of any third parties (traders, food sellers, entertainment providers) and their relevant insurance, food safety certification, safety certification for rides, temporary structures etc.
- Event insurance certificate and schedule covering the event period.
- Routes in and out of the site
- Details of associated traffic management