

Annex A – Guidance for Event Organisers

Supporting guidance to the Policy for External Use of Council-Owned Land

Purpose of this guidance

This guidance is intended to help organisers, particularly small voluntary or community groups, understand what is required when applying to use Ewshot Parish Council-owned land (see paras 2 -5). It is guidance, not a substitute for professional advice or the requirements of any relevant licensing or regulatory authority.

1. What must be submitted to the Parish Council?

Document	When required	Notes
Application form	Every event	See Annex B
Public Liability Insurance	Every event	Minimum £10 million. Provide current certificate (see para 6 below).
Event-Specific Risk Assessment	Every event	Must address the actual event, site and activities (see para 7 &8 below).
Site / Layout Plan	Where relevant	Show event area, structures, access, emergency routes etc.
Event Management / Safety Plan	Larger or higher-risk events	May be requested by the Council.
Emergency / Contingency arrangements	Where appropriate	Include weather, incidents, evacuation and emergency access.
Traffic / Parking Plan	Where relevant	Particularly where traffic or access may be affected.
Fire safety arrangements	Where relevant	Include temporary structures, cooking, generators etc.
Safeguarding arrangements	Where children or vulnerable people are involved	Set out appropriate supervision and safeguarding measures.
Licences / permissions	Where applicable	For example alcohol, regulated entertainment or other licensed activities.
Temporary structure / equipment certificates	Where applicable	For stages, marquees, inflatables, amusement equipment etc.
Food safety documentation	Where applicable	For food preparation or sale.

The Council may request additional information where the nature, scale or risk of the event warrants it.

2. Hampshire event guidance

Hampshire County Council provides event-planning guidance covering Event Management Plans, Event Safety Plans, risk assessment and control measures. It also provides information about Safety Advisory Groups (SAGs), which may be relevant to larger or higher-risk events.

[Hampshire County Council – Event Planning](#)

[Hampshire County Council – Events on, or Impacting the Highway](#)

3. When might additional planning be needed?

Larger or higher-risk events may need more detailed planning. Hampshire County Council identifies matters such as emergency and contingency planning, medical arrangements, communications, transport, fire safety, crowd management, food and drink, safeguarding and extreme weather as areas that may need consideration.

Organisers should contact the relevant District or Borough Council and/or Safety Advisory Group where appropriate. The Parish Council's approval to use its land does not replace any separate permission, licence, road closure, safety or regulatory approval that may be required.

4. Practical advice for small community events

For a small, low-risk event, the ESRA does not need to be a complicated technical document. A clear, concise assessment identifying the significant hazards and the measures being taken to control them is normally more useful than a lengthy generic document.

Start planning early. The organiser is responsible for obtaining insurance, preparing the ESRA and obtaining any other documents, licences or permissions needed for the event. The Parish Council's administrative deadline is separate: a complete application must reach the Clerk at least 14 calendar days before the relevant Full Council meeting.

5. Useful starting points

- [HSE – Managing an event](#)
- [HSE – Risk assessment](#)
- [Hampshire County Council – Event Planning](#)
- [Hampshire County Council – Events on, or Impacting the Highway](#)
- [Event Insurance Services – One-Off Event Insurance](#)

Information checked: August 2026. Insurance prices are indicative and should not be treated as quotations.

6. Public Liability Insurance (PLI)

Ewshot Parish Council requires a minimum of £10 million Public Liability Insurance for events on Council land. The organiser should obtain cover appropriate to the event and provide the current certificate with the application.

For a one-off event, specialist short-term event insurance may be available. The Council does not recommend or endorse a particular insurer; organisers should check that the policy covers their specific event, activities and attendance.

Example provider: [Event Insurance Services – One-Off Event Insurance](#).

As an indication only, the provider's published premiums checked in August 2026 show £10 million PLI for a single event at £180 for up to 100 total visitors, £239 for up to 250, £298 for up to 500, £358 for up to 1,000 and £476 for up to 2,500. These figures are illustrative only and may change; the actual premium depends on the event and cover required.

Other insurers and brokers are available. Organisers should obtain their own quotation and confirm the policy wording and exclusions before purchasing cover.

7. How to prepare an Event-Specific Risk Assessment (ESRA)

An ESRA should be specific to the proposed event, the Council land being used and the activities taking place. It should not simply be a generic risk assessment copied from another event.

A simple five-step approach recommended by the Health and Safety Executive is:

- Identify the hazards.
- Decide who might be harmed and how.
- Evaluate the risks and decide what controls are required.
- Record the significant findings and who is responsible for the controls.
- Review the assessment before and during the event if circumstances change.

HSE guidance: [Managing risks and risk assessment at work](#) and [Managing an event](#).

8. What should the ESRA consider?

Depending on the event, consider hazards and controls including:

- slips, trips and falls;
- vehicles, parking and pedestrian movement;
- crowd numbers and movement;
- children and vulnerable people;
- weather, including wind, rain, heat and cold;
- fire, cooking and electrical equipment;
- temporary structures, stages, marquees and inflatables;
- first aid and medical arrangements;
- emergency access and evacuation;
- noise and amplified music;
- food and drink;
- alcohol and licensing requirements;
- contractors, entertainers and suppliers; and
- set-up and dismantling activities.

For each significant hazard, record what could happen, who could be harmed, the existing controls, any additional controls required, and who is responsible for implementing them.