

Guidelines on Events in the Sid Valley

These Guidelines are designed to assist Sidmouth Town Council in responding to requests to stage events in the Sid Valley and to inform local residents of its approach.

The Town Council may be asked to consider an event in two different ways. The first is where a request is made to stage an event on Town Council land or Town Council controlled land where it acts as Trustee. In this case, the Town Council has a discretion to approve or disallow the request and to impose terms on the use of Town Council controlled land under the terms of its letting agreement with the event organiser.

The second situation is where an application has been made for a Premises Licence to EDDC as the relevant licensing authority, where the Town Council may be asked for feedback as a consultee as to whether it believes the event should go ahead, and if so, whether any restrictions should be imposed upon the event. Where the event is not on Town Council controlled land, the final decision as to what is and is not permitted rests with EDDC as the Licensing Authority.

The Guidelines have been issued to provide transparency on the principles that will be used by the Town Council in making decisions and recommendations in both these situations.

Guiding Principle

When making assessments under these Guidelines, the Town Council will consider the economic, social, environmental and equality impact of the event as a whole and in making its decisions, will seek to strike a balance between the positive and negative impacts on the community in the Sid Valley. When voting on these decisions, Town Councillors will exercise their individual judgment based on the evidence before them.

Events Held on Town Council Controlled Property (as landowner or Trustee)

Applications for use of Town Council controlled property are considered monthly, when required, at Meetings of the Town Council or where the Council is acting in its capacity as Trustee. Details of these applications are included with the Agendas for these meetings and are published one week in advance of the meeting on the Town Council website and on the Council Office, Market Square and Ham notice boards.

Members of the public, event organisers or other interested parties are permitted to attend Trustee Meetings and present their opinions on the use of Town Council property under Council Standing Orders. Members of the public may also contact the Town Council or individual councillors to present opinions on proposed events.

Event organisers are required to comply with the Town Council's standard conditions in its letting agreement. The Town Council may decide to impose special conditions for individual events.

Event organisers wishing to use Town Council controlled property will be required to justify the timing, length of use and hours of operation of the event, these timings to include set up, operation and set down time. No machinery shall be operated, or other activity conducted, on site outside the times agreed in the letting agreement for set up, operation and set down.

Where the Town Council deems it appropriate, the event organiser may be required to provide an emergency contact phone number, which shall be manned by the event organiser during the hours of set up, operation and set down.

Where an event is to be held at the Ham, notice of this event shall be posted on the Ham noticeboard no less than one week prior to the event. This requirement is additional to any requirements for notice which may be imposed by the Licensing Authority.

If the operator/hirer requires a Premises Licence from the Licensing Authority (EDDC) as well as permission from the Town Council and the terms of the Premises Licence are less strict than the permission given by the Town Council (eg the hours of operation) the town Council's permission will take precedence.

The frequency of events requiring a Full Premises Licence, or events where attendance exceeds 500 people on one site at any one time, shall be considered when the Town Council makes decisions about permitting the use of Town Council controlled land for events.

The proximity of residential buildings to events shall be considered as part of the general consideration of the overall economic, social, environmental and equality impact on the Sid Valley. Where appropriate, the Town Council may ask event organisers to consider noise mitigation measures or other measures to limit disruption and inconvenience to local residents.

As part the Town Council's ongoing commitment to sustainable environmental practices, no single use plastics shall be sold or used at events taking place on Town Council property.

The Town Council may include terms in its letting agreement which permits the Town Council to retain all or part of the bond paid by users of its property, in the event of any breach of conditions relating to the use of the site (for example, site left in poor state or operation out of hours).

Events not held on Town Council Property

Where events are not held on Town Council property, the Town Council may be consulted by EDDC as the Licensing Authority and asked for its views on whether the event should be permitted and if so, whether any conditions should be imposed on the event. The Town Council will be consulted as part of the process for issuing a Full Premises Licence (for large events, where attendance at any one venue exceeds 500 people or where the event goes on for more than 7 days). The Town Council will not normally be consulted where a smaller event is licensed under a Temporary Event Notice.

Where the Town Council acts as a consultee, it shall consider the economic, social, environmental and equality impact of the event as a whole and when making recommendations to EDDC as the Licensing Authority, shall seek to strike a balance between the positive and negative impacts on the community in the Sid Valley. This could include:

- Considering the reasonableness of the proposed hours of operation, including set up and set down time.
- Considering the frequency of large events where crowds in excess of 500 are expected.
- Considering the proximity of residential accommodation to the venue.
- Where appropriate, requesting the Licensing Authority consider event management plans including possible noise mitigation measures and other measures which reduce disruption to local residents.
- Requesting that no single use plastics should be used or sold at events.
- A presumption for supporting repeat events which have passed off previously without issues.