



SHREWSBURY TOWN COUNCIL

POLICY FOR OUTDOOR MUSIC EVENTS IN THE QUARRY & OTHER COUNCIL OWNED LAND

MARCH 2024

1 INTRODUCTION

- 1.1 The purpose of this policy is to set out Shrewsbury Town Council's (STC) approach to managing outdoor events on its land. Whilst this primarily refers to music events in the Quarry Park, and in particular all category 2 events as defined in the Quarry Park Premises license (Reference number SC/18/01761/LFVPRE), the same process shall apply to any music event on any land owned by the Town Council.
- 1.2 This policy should be read in conjunction with any Premises Licence which is held for the land in question.
- 1.3 The Shrewsbury Town Council Outdoor Events Policy, together with the Events Guidance Pack, are tools for events applicants and Town Council staff to manage temporary outdoor events in The Quarry.
- 1.4 The Policy provides prescriptive conditions for the use, care, operation, and management of permissible temporary events in The Quarry.

2 LEGISLATIVE FRAMEWORK

- 2.1 In developing this Policy the Town Council recognises its statutory duties and those of any event organiser under the following legislation/regulations:
 - Health & Safety at Work etc Act 1974
 - Noise at Work Regulations 1989
 - Management of Health & Safety at Work Regulations 1992
 - Licensing Act 2003
 - Counter Terrorism & Security Act 2015
 - National Counter Terrorism Security Office (NaCTSO)
 - Counter Terrorism Security Advisers (CTSA)
 - Centre for Protection of National Infrastructure (CPNI)
- 2.2 This policy has due regard to the provisions contained within the following non-statutory guidelines:
 - The Code of Practice on Environmental Noise Control at Concerts issued by The Noise Council
 - Health & Safety Executive Event Safety Guide also known as The Purple Guide

3 POLICY OBJECTIVES

- 3.1 This Policy sets out to achieve the following objectives for all outdoor events on Council land:
 - To provide an equitable system for public access and use of the area;
 - To recognise and maintain the public domain's special qualities of cultural, recreational, social and/or heritage significance.

- To ensure that proposed events are compatible with identifiable locations and their intended day-to-day functions as detailed in **sections 2.1 & 2.2** of this document.
- To ensure the appropriate management, maintenance and repair of public land;
- To encourage activities and events that contribute to the colour and life on council land;
- To establish a list of required procedures, approvals and fees associated with outdoor events on Council land;
- To minimise complaints and other issues associated with public use and events;
- To provide relevant Town Council contact details for the carrying out of an event;
- To ensure that proposed events do not compete directly with public events elsewhere within the town.
- To ensure and safeguard the Town Council's assets and responsibilities as the controlling body for the Quarry Park and Premises License Holder for licensable activities taking place at the location. Due diligence is required in respect of sections 2.1 and 2.2 of this document as a responsible authority and premises license holder for the Park.

4 BACKGROUND

- 4.1 The Town Council has always recognised the legitimate and appropriate use of The Quarry by various groups and individuals and for a variety of event types. However, if not adequately regulated, such events have the potential to compromise the underlying values of this public place and limit public access without commensurate public benefit.
- 4.2 Consequently, it is necessary to regulate the use of The Quarry for events in terms of amenity, type and frequency of use and to ensure that the site remains generally available for its intended public use by residents and visitors.
- 4.3 This Policy outlines the Town Council's objectives and provides procedural guidelines and a point of contact within the Council when assessing outdoor event proposals.

5 DEFINITION OF AN EVENT

- 5.1 A temporary event is generally defined as one with a single defined organiser, with a duration, including build and break periods, of usually between one to seven days (with the exception of the Shrewsbury Flower Show which requires a lengthier set-up and clean-up time), which is promoted as a single event, and which has no permanent physical change to the amenity of The Quarry.

- 5.2 Any event that lasts continuously over a period for more than one day shall be classified as a single event for the purpose of this policy.

6 PREMISES LICENCE

- 6.1 Shrewsbury Town Council operates a Premises Licence for the Quarry Park which sets out the various conditions in managing events in accordance with the Licensing Act 2003 objectives;

These being:

- Prevention of Crime & Disorder
- Public Safety
- Prevention of Public Nuisance
- Protecting Children from Harm

- 6.2 In relation to Music Events the following Conditions apply:

6.2.1 Licensable activities take place between 09.00 – 23.30 Monday to Sunday.

6.2.2 There is a maximum capacity of 19,999 using the whole park but 12,000 for Concerts using the Arena.

6.2.3 There are two categories of events:

Category 1 0-2,499 attendees –

Requires the completion of the Event Management Plan Proforma

Category 2 over 2500 attendees –

Requires the completion of a full Event Management Plan and Security Plan

6.2.4 A music event is defined as an event having amplified musical entertainment for (a) more than 2 hours and/or (b) musical entertainment after 19.00hrs.

6.2.5 There are two types of music events:

Type 1 – (11 days a year) where the maximum noise level of 70dB Leq 15min in either of 63Hz or 125Hz octave

Type 2 – (2 days a year) where the maximum noise level of 75dB Leq 15min in either 63Hz or 125Hz octave

7 OFFICER DELEGATION

- 7.1 The Town Clerk is the representative Premises Licence Holder on behalf of the Town Council and shall have delegated authority to work within the conditions set by the Premises Licence at the time.
- 7.2 The Outdoor Recreation & Asset Manager is the named Designated Premises Supervisor where the Licence authorises the supply of alcohol.
- 7.3 The Town Clerk has delegated authority to work within the provisions of the Premises Licence, this Policy and the Fees & Charges in relation to the events programme.
- 7.4 The Outdoor Recreation & Asset Manager shall have day to day responsibility for the management of the events programme within the Quarry.

8 GENERAL OUTDOOR EVENT MANAGEMENT

- 8.1 When considering the individual site characteristics and relevant standards, the event organisers and appropriate authorities should take into account and aim to minimise the cumulative impact and unintended consequences of such uses or events; this might include impacts and effects outside of the confines of the park.
- 8.2 The cumulative impacts should lead to defining the appropriate frequency of temporary uses and events in The Quarry should ensure that the main functions of the park are not compromised.
- 8.3 The Quarry is used passively (typically for leisure pursuits including walking, sitting and socializing, picnicking, and sightseeing) and also actively for more formalised activities such as play and sports facilities.
- 8.4 Both are important in that they offer choice between structured and non-structured recreational use.
- 8.5 Event organisers are required to submit essential event information in order to determine whether The Quarry is suitable to cater for an event and whether the Town Council can grant a licence for the event, this is detailed within the Quarry Park premises licence. This information shall be submitted to the Safety Advisory Group to determine any need for review by the respective partners.

The applicant must demonstrate their ability to comply with the required standards of operation for events held in the Quarry Park as listed for categories 1 & 2 events as detailed in the Quarry Park premises licence.

A review may be requested by the Town Council of the applicant’s policies, procedures and experience in holding such events applied for by the applicant to help determine their suitability and ability in organising and running such an event.

8.6 The applicant's information shall include, but is not limited to, the following details:

- The type of activity to be held;
- The date and duration of the event;
- The scale of the event (ie is it likely to be a local, regional or national event);
- The target market;
- A realistic estimate of attendance;
- The facilities required by those staging the event and attending.
- Full contact details of the applicant

This information shall be submitted to the Safety Advisory Group as part of the Town Council's commitment to sharing the entire event portfolio to determine any need for review by the respective partners.

8.7 The Council shall consider the following criteria in determining an agreement of usage for any land controlled by the Town Council:

- Is The Quarry capable of accommodating the proposed event without creating undue damage to the site condition and any infrastructure in situ?
- Can The Quarry cater for the number of patrons anticipated and associated equipment?
- How will the event impact on adjoining residents, tenants, and property owners?
- How will associated issues of noise, parking, lighting, and other disturbances be managed?
- Are supplementary waste and sanitation facilities required?
- Does The Quarry provide adequate access, parking and toilet facilities to cater for the event, including requirements for persons with a disability or will secondary facilities be required to be instigated by the applicant?
- Have the necessary Risk Assessments been carried out and has the applicant provided satisfactory information in these plans?
- Has the applicant complied with and can comply with the conditions set out within the Quarry Park premises license?
- Have appropriate insurances (e.g. Public Liability) been obtained?
- Have appropriate measures to protect the amenity of the public not attending the event (e.g. signage) been considered?

- 8.8 The Town Council reserves the right to approve with/without condition or decline any event proposed for The Quarry based on merits and appropriateness of the event, the suitability and condition of the proposed site and any environmental impacts.
- 8.9 The Safety Advisory Group [SAG] shall be notified of all events with the park and determine the level of review by partners. All event organisers shall abide by any additional requests made from that group.

9 THE USE OF MUSIC AT OUTDOOR EVENTS

- 9.1 High sound levels present a risk to hearing, both for those working at an event and for those attending. High levels of vibration can also have serious consequences for the integrity of temporary and permanent structures. Both sound and vibration can lead to noise nuisance outside The Quarry. Therefore, proper control and management of sound and vibration are needed both in rehearsal and during the event.
- 9.2 The *Health & Safety at Work etc Act 1974* and the *Noise at Work Regulations 1989* require an organiser to protect both its workers and the audience from noise. The *Management of Health & Safety at Work Regulations 1992* also apply to cover noise and vibration considerations.
- 9.3 The Town Council would refer applicants to the *Code of Practice on Environmental Noise Control at Concerts* issued by The Noise Council (copy of which is attached to this Policy) when determining the community impact of an event.
- 9.4 In determining the approval of events, the Town Council shall look to holding **no more than 10 per year involving the use of amplified music**. This is based upon the regulations contained within the Town Council's own Premises Licence for The Quarry.
- 9.5 Additional events could take place within The Quarry; these being subject to approval by the Town Clerk in association with the Chairman of the Recreation & Leisure Committee and the necessary Premises Licence being successfully applied for and approved for usage on land under the control of Shrewsbury town council as defined above.

10 NOISE SPECIFIC OUTDOOR EVENT MANAGEMENT

- 10.1 When hosting music related events, event organisers shall be required to develop an Event Specific Noise Management Plan.

This shall include the following:

- Noise checks and rehearsal times and durations;
- Start and finish times of the event with timings for each performance e.g. list of entertainers and what they comprise of;
- Noise control measures including the type of sound system;

- A plan of all noise making equipment (including generators and all sound amplifying equipment including speakers, tannoy systems, mixing decks;
- What type of music event (Category 1 or 2);
- Details of a system to receive and action complaints which shall include a specified contact number for a named person who will be available during the entirety of the event;
- Setting up and taking down management plan for the site;
- Details of the information that will be supplied to residents who may be affected by noise from the event and a plan showing the area within which residents' properties will be provided with a copy of the information.

11 NON LICENSABLE ENTERTAINMENT ACTIVITIES

11.1 There are a number of exemptions that mean that a licence under the Licensing Act 2003 Act is not required.

These include:

- Activities which involve participation as acts of worship in a religious context;
- Activities in places of public religious worship;
- Education – teaching students to perform music or to dance;
- Demonstration of a product – for example, a guitar – in a music shop;
- Rehearsal of a play or performance of music for a private audience where no charge is made with a view to making a profit;
- Morris dancing (or similar);
- Incidental music – the performance of live music or the playing of recorded music if it is incidental to some other activity;
- Incidental film – an exhibition of moving pictures if it is incidental to some other activity;
- A spontaneous performance of music, singing or dancing;
- Garden fetes – or similar if not being promoted or held for purposes of private gain;
- Films for advertisement, information, education or in museums or art galleries;
- Television or radio broadcasts – as long as the programme is live and simultaneous;
- Vehicles in motion – at a time when the vehicle is not permanently or temporarily parked;
- Games played in pubs, youth clubs etc. (e.g. pool, darts and table tennis);
- Stand-up comedy; and
- Provision of entertainment facilities (e.g. dance floors)

11.2 Officers shall determine whether any of the above exemptions are likely to apply.

12 REVIEW OF THIS POLICY

12.1 This Policy shall be subject to an annual review by the Recreation & Leisure Committee.

Approved by Recreation & Leisure Committee	March 2023
Adopted by Council	March 2023
Review Date	March 2024