

Event Classifications

For the purposes of this policy, the following Event Classifications have been established in order to assess the scale, quality and diversity of events:

1. Community Events

Community events are defined as any event organised by charities, not-for-profit, community or voluntary groups that directly benefit local residents and stakeholders.

2. Commercial Events

Commercial events constitute any activity that does not fall in the above classification. As a guideline, the following are general examples of commercial events:

- Product launches
- Corporate events
- Marketing and promotional activities for profit making organisations
- Private lets e.g. a wedding reception/private party.
- Funfairs and circuses

3. Funfairs and Theme Parks

There is a history of incidents relating to Funfairs and Theme Parks. Therefore, special consideration is required for these applications, due to the higher risk classification of the audience (often high numbers of young children or vulnerable adults) and of the event attractions. For all applications classed as a Fairground, Funfair or Theme Park, the following criteria must be met:

- Current ADIPS certificates for all rides must be supplied for inspection by the HSE.
- Adequate risk assessments must be supplied considering the layout of the event attractions, safety distances, age restrictions and exclusion zones.
- Contact details must be provided for the previous authority which licenced the event / event organiser.

The following general requirements for all Site Licence Applications will also be considered as high priority criteria:

- Names, dates of birth and addresses of all staff in prolonged contact with children must be submitted with the Site Licence application. This list may be subject to Police checks.
- All designated security staff must be appropriately SIA trained.
- A full security schedule including the name and references of provider must be supplied with the application.

The following may also be required:

- A comprehensive Employee List with professionally vetted staff, provided to the Festivals and Events Team at Bristol City Council one month prior to the event. The list may be subject to Police checks.
- An appropriate training programme for all staff and an outline of the policy on staff uniforms.
- A schedule of the previous six venues visited to be provided on application, to enable further reference checks to examine if agreed policies and security plans have been implemented and whether the local Police or Licensing Authority recorded any incidents.
- A rigid examination of the implementation of policies and staffing schedules, which may include requirement for a police presence at the event.

Due to the sensitive ground conditions and potential disturbance to local residents, the number of funfairs permitted is tightly regulated. As general guidance, Bristol City Council will look to licence no more than one large funfair or two smaller funfairs annually on any one event site. However, each application will be subject to a case-by-case assessment.

4. Fireworks

Fireworks can be a great way to open or close an event, however they do present risks that need to be taken into account in the early planning stages. An experienced Firework company will understand the risks associated with fireworks displays, and for larger fireworks displays we recommend you seek their advice.

If you intend to include a fireworks display in your event, you will need supply details of the company who will undertake this provision. You will need to submit a specific risk assessment for the display which should include details of the fireworks to be used and a site plan of the launch site and proposed fallout zone.

Specific criteria will apply to events proposing fireworks, including, but not limited to:

- Compliance with the [Fireworks \(Safety\) Regulations 1997](#).
- Adequate risk assessments considering the layout and size of the firing area, safety distances and exclusion zones.
- In agreement with the Pollution Control Team (Noise) firing times will be restricted to a curfew of 10.00pm.

There is extensive guidance already available on the setting up and firing of fireworks. Consult the [Health and Safety Executive's website](#) for guidelines and to download a copy of their publication "Working Together on Firework Displays" for information on this issue.

Please contact the Pollution Control Team (Noise) on 0117 922 3810 to discuss your firework display.

5. Circuses

As with Fun Fairs and Theme Parks, special consideration is required for these applications, due to the higher risk classification of the audience (often high numbers of young children or vulnerable adults) and of the event attractions. For all circus applications, the following criteria must be met:

- Adequate risk assessments must be supplied considering the layout of the event attractions, safety distances, age restrictions, structural safety and working at height.
- Contact details must be provided for the previous authority that licensed the attraction/ event/ event organiser.

As with Funfairs and Theme Parks, the following general requirements for all Site Licence Applications will also be considered as high priority criteria:

- Names, dates of birth and addresses of all staff in prolonged contact with children must be submitted with the Site Licence application. This list may be subject to Police checks.
- All designated security staff must be appropriately SIA trained.
- A full security schedule including the name and references of provider must be supplied with the application.

Applications for Circuses in the city will be assessed on a case-by-case basis. Only one Circus is permitted to operate on The Downs per calendar year, and the permission is currently operated on a tender agreement.

6. Filming

Bristol has a vast choice of locations: urban, suburban, inner city, high rise flats, commercial and high tech buildings, modern apartments, a historic harbour, a working port, country estates, a large selection of heritage properties and authentic Victorian and Georgian streets.

Film productions must apply for a permit through the [Bristol Film Office](#), part of Bristol City Council's Arts, Festivals and Events Team and undergo the same scrutiny as events regarding risk assessments, scheduling, ground damage mitigation and formal licensing.

It is important to note that where filming has been licensed, events must work around the productions, and also observe usage on a first come first served basis. For further information on filming in the city, contact the Bristol Film Office on 0117 922 3958, e-mail info@filmbristol.co.uk or visit the website

7. Marches and Demonstrations

Whilst the freedom to hold events and to march / demonstrate is important, so too is the freedom of the general public to go about their normal daily business with a minimum of disruption. Accordingly, every effort must be made to ensure that a balance is struck between the rights and freedoms of those taking part in an event and of those living and working close by.

If an event involves a march or parade remember that the police are no longer legally allowed to manage traffic on behalf of event organisers and an application must be made to the Highway Authority, giving at least three months notice.

8. Water based events

Events featuring water based activities in or around the Bristol Docks – such as Dragon Boat Racing - will need to adhere to the following additional requirements:

- An event method statement is to be agreed with the Bristol Harbour Office.
- Risk Assessments are to be supplied and agreed with Marine Services before event.
- Events must be compliant with the Bristol Harbour Water Safety codes.
- Insurance Certification must be supplied for Public Liability for water-based element of event.

Please contact the Harbour Office on 0117 903 1484 or email harbour.office@bristol.gov.uk to discuss your event further.