

**BRISTOL CITY COUNCIL
DOWNS COMMITTEE**

22ND NOVEMBER 2010

Report of: The Director of City Development

Title: Funderworld 2011

Ward: N/A

Officer Presenting Report: **Louise Baker**
Service Improvement Manager and Site
Licensing Manager

Contact Telephone Number: (0117) 922 3711

RECOMMENDATION

That the Committee approve the application from James Mellors Amusements Ltd to host a Funderworld event on The Downs in 2011, subject to the full approval of the Bristol Safety Advisory Group for Events.

Summary

The purpose of this report is to seek the Committee's views on the application from James Mellors Amusements Ltd to host a Funderworld event on The Downs, from Friday 8th April to Monday 25th April 2011. This report will provide a brief review of the event in 2010 and present the initial proposal for 2011 for consideration.

The significant issues in the report are:

- *2010 Event review (Paragraphs 5 to 10)*
- *2011 Event Proposal (Paragraphs 11 to 14)*
- *Site Fee and Bond (Paragraph 16)*

Policy

1. The application will be considered against the criteria outlined in the Policy for Events Held on The Downs – the objective of which is to ensure all events held on The Downs comply with The Clifton and Durdham Downs (Bristol) Act of 1861, the aims for the Downs as stated in the Management Plan for Clifton and Durdham Downs, current legislation, and best practice in the events industry.

Consultation

2. Internal:

Robert Westlake – Downs Ranger
Robert Thurston – Parks Operations Manager
Cellan Michael – Parks Manager
Tony Whitlock – Accountant - Resources
Frances Horner – Solicitor - Legal Services

3. External:

Ian Whittles - HM Inspector of Health and Safety for the HSE

Context

4. An application (Appendix A refers) has been received from James Mellors Amusements Ltd to hold their seventh Funderworld event on the Downs from Friday 8th April to Monday 25th April 2011. This report will provide a brief review of the event in 2010 and present the initial proposal for 2011.

Review of previous event in 2010

5. James Mellors Amusements Ltd submitted an application to hold an event in 2010 in October 2009.
6. With the build and break time included, Funderworld were on site from 27th March until 20th April 2010. A charity night was held on Monday 5th April, which raised £3,646 for the Lord Mayors Appeal.
7. The organisers agreed to again assist the police with the use of CCTV on site, the removal of weapons before allowing entry, supplying itemised lists of staff names and DOB, position and training received, distributing a residents letter at least 14 days prior to the event, and providing a map of all rides numbered with appropriate certificates and risk assessments.

8. £1,500 was deducted from the organisers bond to cover the reinstatement works necessary after the event to return the site to its original condition.
9. A full debrief for the event was conducted with the Bristol Safety Advisory Group on 19th October 2010 and there ere no major issues. Minutes of the meeting are attached as Appendix B.
10. The HM Inspector of Health and Safety for the HSE had no issues with the Funderworld event in 2010.

2011 Event Details

11. The Site Licensing team have received the initial Site Licence Application form, but further details of the event and Event Management Plan will become available in early 2011 (confirmation of rides, risk assessments, staffing lists, security schedule, residents consultation letter).
12. With the build and break time included, James Mellors Amusements Ltd would be on site from Saturday 2nd April until Wednesday 27th April 2011 – equivalent to the period licensed in 2010 and previous events.
13. The full Site Licence Application is attached as Appendix A.
14. The organisers would be expected to comply with all the requirements as previously stipulated and in line with the assessment criteria for Funfairs and Theme Parks as outlined in the Events Application Policy (Appendix D refers).

Proposal

15. The Committee is asked to consider the context of the 2010 event and the application details for 2011 and determine whether Funderworld should be granted permission in principle to return to the Downs in 2011.

Site Fee and Bond

16. The 2010 site fee was £25,000, so a fee in the region of £25,875 would be negotiated for 2011 to reflect inflation once rates are established. A bond of £3,000 would be charged in advance of the event in case of damage.

Other Options Considered

17. **Option 1:**

The initial application is accepted provided Funderworld supply the full details required in line with the assessment criteria for Funfairs and Theme Parks as outlined in the Events Application Policy (Appendix D refers).

This would include:

- Complying with any conditions set by Avon and Somerset Police Operational Planning.
- Submitting a full security schedule.
- Providing names / DOB and addresses of all staff in prolonged contact with children
- Providing a comprehensive Employee List to the Site Licensing Team at Bristol City Council one month prior to the event
- Rigidly adhering to staffing policies and the conditions of the site licence

An update of progress could be provided at the January 2011 Committee meeting.

Option 2:

The application is not accepted until full details are provided. Due to the timings of Committee meetings this is likely to pose problems for the event organisers.

Option 3:

The initial application is refused and Funderworld are not granted permission to return to the Downs.

Risk Assessment

18. The main risks of not allowing Funderworld to return to the Downs are:

- Loss of a popular annual event
- Loss of income
- Loss of a charity night, which raised around £3,646 for local charities in 2010 (charity night proposed for 11th April in 2011.)

The main risks of agreeing to this course of action are as follows:

- Potential criticism from local residents and the media
- Damage to land

The action taken to mitigate these risks is:

- The application will be considered against the criteria outlined in the Policy for Events Held on The Downs, produced in consultation with key stakeholders including Avon and Somerset Police Operational Planning, Friends of The Downs and SARI to provide clear protocol for the consideration of all event applications.
- Site layout and ground protection to be agreed with the Downs Ranger.
- Noise conditions to be agreed with Noise Pollution.
- A reinstatement bond would be taken in case of damage (paragraph 16 refers).

Equalities Impact Assessment

19. The Equalities team assessed the Policy for Events Held on The Downs and their feedback was incorporated into the final version, providing a framework for officers to consider the merits of each application and the criteria on which they will be assessed.

Legal and Resource Implications

Legal:

The following is the statutory framework to be borne in mind by the Committee in considering its decision:

(1) **The Clifton and Durdham Downs (Bristol) Act 1861**

Section 1 provides that the Downs should remain as a place for the public resort and recreation of the citizens and inhabitants of Bristol. Section 10 provides for the appointment of a Committee for the management of the Downs. Thus, in considering this report the Committee should take account of the interests of the Downs, and of the inhabitants of Bristol, and balance the advantages of authorisation of a site licence in terms of the popularity of such an event etc, against potential problems in terms of public order, public safety, and community relations.

(2) **The Race Relations Act 1976, Section 71**, provides that a local authority “shall, in carrying out its functions have due regard to the need -

- (a) to eliminate unlawful discrimination; and
- (b) to promote equality of opportunity and good relations between persons of different racial groups”.

(3) **The Crime and Disorder Act 1998**

Section 17 of this enactment imposes a duty on local authorities

to exercise their functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that they reasonably can to prevent, crime and disorder in their areas.

(4) The Health and Safety at Work Act 1974

Section 4 concerns general duties of persons concerned with premises, to persons other than their employees, and requires reasonable measures to ensure, as far as practicable, that such premises are safe.

(5) Licensing

The Downs Committee is asked to decide whether or not to agree to the grant to James Mellors Amusements Limited of a site licence next April i.e. permission to use the relevant land for the purposes of a funfair during the relevant period of time.

There may also be an application to the City Council's Licensing Committee for a premises licence in respect of the same proposed event. Such a premises licence would enable supply of liquor within a certain area within the funfair site, but would only be operative if the Downs Committee had agreed to the grant of a site licence to enable the event to take place.

Legal advice given by: Frances Horner, Senior Solicitor

Financial:

85% of fees charged come to the Downs Committee and 15% to the Site Licensing team

(a) Revenue Site fees will be based on 2009 fee (£25,000) + inflation, expected to be in the region of £25,875

(b) Capital None

Land

The land is under the control of the Downs Committee.

Personnel

Not applicable

Appendices:

Appendix A - Site Licence Application Form from James Mellors Amusements Ltd

Appendix B – Minutes of Bristol Safety Advisory Group 19th October 2010

Appendix C - Policy for Events on The Downs

Appendix D - Assessment criteria for Funnairs and Theme Parks as outlined

in the Events Application Policy

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Background Papers:

Site Licence Application Form from James Mellors Amusements Ltd
SAGE Minutes 19th October 2010

James Mellors Amusements Ltd

MEMBER OF BACTA

MEMBER OF SHOWMAN'S GUILD OF GREAT BRITAIN

Office: 57 Front Street, Arnold, Nottingham, NG5 7EA

Telephone: 0115 9679991

Mobile: 07836 581949

Fax: 0115 9679992

07836 568600

07836 516566

Websites: www.jamesmellors.co.uk
www.funderworld.come-mail: jem.leisure@btconnect.comRides available for: **Corporate events, Film work, any large event throughout Europe**
All amusements covered by Public Liability Insurance and hold current Test Certificates

Peter Watts
 Festival & Events Officer (Licensing)
 Arts and Culture, City Development
 First Floor - Colston 33
 Colston Avenue
 Bristol BS1 4UA

29th September 2010

Dear Peter,

Funderworld Bristol 2011 (Friday 8th April – Monday 25th April)

Further to our conversation last week, please find attached the completed event site application form together with supporting outline site layout plan and risk assessment. Some of the information relating to this will, as usual, be firmed up at the SAG meeting.

I have also completed the park life application form for the event to be included in the external events database.

The food festival questionnaire has been sent directly on to the food safety team via our catering manager.

Please could you confirm receipt of these by return email to n.vass@mellorsgroup.com

If you require any further information from us at this stage, please contact me as below. James and I look forward to seeing you at the SAG meeting on Tuesday 19th October 11.55am.

I presume that the premises licence application and site fee and any other requirements will be confirmed at this meeting.

I will forward electronically a copy of the draft ops manual to you in advance of this meeting.

Kind Regards



Nick Vass

RECEIVED

04 OCT 2010



Event Site Licence Application

Floor 1, Colston 33, Colston Avenue, Bristol, BS1 4UA
Telephone 0117 922 3466 Fax 0117 922 3991

BEFORE COMPLETING THIS APPLICATION FORM PLEASE READ THE TERMS AND CONDITIONS CAREFULLY.

To prevent a delay in processing your application, ensure that this form is fully completed. Incomplete forms will be returned. A completed application form, map of your proposed event site layout and risk assessment must be received at this office at least six weeks before the event is to take place. In addition, you are advised not to make any firm arrangements until you are notified that approval from this office is given for the event. This form is not the licence and in itself does not guarantee that a licence will be granted. Each event may be subject to a site fee and bond, assessed and depending on site requested, length of stay and restriction of general access.

Event

Event title **FUNDERWORLD BRISTOL**

Site

(Indicate area required on attached map including position of any stalls, marquees, car parking etc)

Name of site **DURDHAM DOWNS (CLIFTON)**

Date

Date of Event **2011 - Fri 8th April - Mon 25th April** Time from **13:00** to **21:00**

Date & time of arrival on site **Sat 2nd April - 9am**

Date & time of departure from site **Wed 27th April - 6pm**

About your Organisation

Name of Organisation **JAMES MELLORS AMUSEMENTS LIMITED**

Event Organiser Name **NICK VASS & JAMES MELLORS**

Address **S7 FRONT STREET, ARNOLD,
NOTTINGHAM**

Postcode **NG5 7EA**

Daytime number **0115 967 9991** Evening number **—**

Fax number **0115 967 9992** Mobile number **07889 647586**

E-mail address **n.vass@mellorsgroup.com**

Registered Charity Number **T.B.C.**
(to be supplied if the event includes fundraising for charity)

Event details

Type of event **FUNDERWORLD THEME PARK**
(e.g. sponsored walk, fun day)

Attendance figure per day
 up to 50 50 - 100 100 - 200 200 - 500 500 - 1000 1000 - 2000 over 2000

If over 2000 please specify **APPROX 60,000 ACROSS ENTIRE EVENT DURATION**

Description of event

Funderworld is a mobile amusement park. The event takes place within a fenced area with security and event staff. There is a wristband entry system which entitles the wearer to unlimited rides free of charge for the session duration upon payment of a one-off fee. There is also a licensed marquee within the site with entertainment stage for suitable music (live & recorded).

Public Liability Insurance (this is an essential requirement for all events)

Name of insurance company EUROPEAN RISKS LTD £1m
Name of insurance company JARDINE LLOYD THOMPSON / SYNDICATE 1209 £9m x £1m
Policy number ILK/00011/00036724
Policy number 51XD7864EO 2B/0444 Amount of cover £10,000,000 TOTAL

Car Parking

Please give details of any car parking arrangements and the estimated number of vehicles attending the event each day.

A free parking area will be provided with security and lighting to accommodate approximately 100 cars. Most site visitors are local to Bristol and use other means of transport.

Stewards

Number of stewards TO BE CONFIRMED - SAG GROUP
Name & address of security company G.O. SECURITY
(if applicable)
Contact name LES MILES Telephone number 07961 746081
How will any emergencies be communicated to stewards? VIA RADIO SYSTEM

Music

Give details of any music performance e.g. band, DJ, stage Bands will be performing in the entertainment marquee at peak times.

Is the music to be amplified? Yes No

Theatre

Please give details of any acting of a role? e.g. theatre, ballet, performance of a play? Please give details N/A

Funfair

If a funfair or children's amusement rides form part of the event, please state the number of each of the following

about 8 TBC Children's rides about 12 TBC Adult rides about 20 TBC Side stalls about 1 TBC Bouncy castle

Name of funfair Operator JAMES MELLORS AMUSEMENTS LTD,
Address 57 FRONT STREET
ARNOLD
NOTTINGHAM Postcode NG5 7EA
Phone Number 0115 967 9991 / 07889 647586

Catering

Certain sites have food concessions (e.g. ice cream vendors) and the licensees have exclusive rights to provide catering facilities for the duration of the term of their agreement

If hot/cold food or drink is to be supplied as part of your event, please give details
Hot and cold food will be and drink will be sold from catering units on the site.

If a licensed bar is to be operated, please supply details of operator
Heath Roberts
6 Fairview, Poole Meadow
Gloucester GL1 2SA

Electricity supply

Give details of the electricity supply to be used (if relevant) and state the type of apparatus to be connected to the supply
GENERATORS WILL BE USED FOR ALL THE RIDES.

Name & address of 'competent person' capable of ensuring that all electrical supplies are safe

TBC

Telephone number

Admission Charges

Give details of any admission charges (purchase of ticket/programme etc) and state the charge for the following

OVER 1.4M - £10.99 1.1-1.4M - £7.99
NON-RIDERS & UNDER 1.1M - £2.99

Adult £ see above Children £ see above Concession (i.e. senior citizens) £ see above
No charge Yes No

First Aid

Who will provide first aid and first aid facilities?

To be confirmed
First aid facilities will be provided.
Probably Wings Ambulance Services

Number of first aiders

4

Number of first aid posts

1

Welfare

You will be required to ensure that toilet facilities are adequate. Please submit details of your proposals and if toilets are hired, the name and address of the hire company. Please include details of how many toilet units (including toilets for disabled people) you are providing.

1 DISABLED
18 TOILET CUBICLES
+ URINALS FOR MEN

Will drinking water be provided?

Yes No

Do you check references and experience of carers?

Yes No

Have they provided proof of identity?

Yes No

Who will deal with lost children?

BILLIE-JO HOLLAND
KIM WILSON

Emergency Services

You are required to contact the appropriate Emergency Services. Have you contacted

Police?

Yes No at this stage. They will be notified through due process.

Name of contact

Address

Telephone number

Fire Brigade?

Yes No at this stage. They will be notified through due process.

Name of contact

Address

Telephone number

Ambulance Service?

Yes No at this stage. They will be notified through due process.

Name of contact

Address

Telephone number

Risk Assessment

An assessment of the hazards and associated risks for all aspects of the event must be undertaken and recorded where necessary. Specific risk assessments must be provided for all outside organisations involved in the event and made available to this department

Declaration

I confirm that I am over 18 years of age and I agree to be bound by the licence terms and conditions which I have received, read and understood.

Print name

NICK VASS

Position in organisation

EVENT MANAGER

Signature

Nick Vass

Date

29/09/10



MINUTES

Meeting	Date	Time	Location
SAGE	19/10/10	11:00	Colston 33
Attendees			
Simon Creed (SC) (Chair): Civil Protection – BCC Louise Baker (LB): Event Site Licensing – BCC Mike Brewer (MB): Traffic Management – BCC Aiden Cleary (AC): Corporate Safety - BCC Mike Curtis (MC): Environmental Health (Noise) - BCC Eric Dougall (ED): Estate Services – BCC Nigel Jagger (NJ): Avon Fire and Rescue Mike Meechem (MM): Public Safety – BCC Louise Mowbray (LM): Avon and Somerset Constabulary Martin Rowland (MR): Avon and Somerset Constabulary Barry Taylor (BT): Great Western Ambulance Service Peter Watts (PW): Event Site Licensing – BCC Isabel Healy (notes)			
Apologies		CC	
Phillippa Haynes, Myra McSherry, Wendy Linham, Bill Parkin, Duncan Venison.			

Agenda Items

1. Introductions and Apologies.
2. Review of previous minutes/ events.
3. Forthcoming Events
 - 3.1. Carters Steam Fair Christmas 2010
 - 3.2. Funderworld debrief/ 2011 proposals
 - 3.3. Barrio Festival debrief
 - 3.4. Organic Food Festival debrief
 - 3.5. St. Georges Ghetto Hippy Jam Festival debrief
 - 3.6. Harbour Festival debrief update
4. AOB

Agenda Item	Discussion Points/ Outcomes & Actions	Actions
1	Introductions and apologies	
	Introductions made and apologies noted.	
3	Forthcoming Events	
3.2	<p>Funderworld debrief/ 2011 proposals</p> <p>Robert Westlake (RW), Downs Ranger and Keith Burchell (KB) (Licensing) attended for this section.</p> <p>PW confirmed that the usual noise concerns were raised. These were addressed quickly (by Funderworld) and were a model of best practice.</p> <p>LB confirmed that the HSE were happy with the way the event ran.</p> <p>Nick Vass is now the main organiser, not James Mellors.</p> <p>MC confirmed that the Noise Team only received one (anonymous) complaint. Have not had any concerns with this event for the past two years.</p> <p>RW confirmed that he dealt with about four complaints concerning noise. He was happy with the organiser's response. The event was well handled, with limited damage to the site.</p> <p>PW reported that the online ADIPS system would start in early January 2011. There is often a 'bottleneck' on ADIPS around April, and this will mean that some will be on paper, some online.</p> <p>Nick Vass (NV) and James Mellors (JM) of Funderworld and Mellors Group joined the meeting.</p> <p>PW reported that he was very happy with the event plans and process, how the event is run and how complaints are dealt with.</p> <p>JM reported that he felt it was a very successful event, and despite poor weather there was good attendance. Laid extra ground cover when it rained and lifted it when then weather improved to let the ground dry. Next year they will double the track way for the ride vehicles and have new temporary flooring available if it's needed. RW was pleased to hear of the extra tracking and reported that improvements are being made to the access points at each end of the site, although whether they'll be ready in time for the 2011 event is unknown. Noted that there were some complaints about noise last year, but nothing serious.</p> <p>1 knife was found last year (a vast improvement) and JM complimented the Police on the knife crime reduction in Bristol.</p> <p>NV confirmed that Wings [Ambulance Service] had been on site and documented incidents – nothing "RIDDOR-worthy".</p>	

Agenda Item	Discussion Points/ Outcomes & Actions	Actions
	<p>LB requested figures for the money raised for the Lord Mayor's Appeal on the charity night. JM confirmed that this fundraising night would be repeated in 2011.</p> <p>ACTION: JM to provide LB with fundraising figures.</p> <p>PW noted that there is a list of documents needed for 2011. NV confirmed that he was able to forward a lot of the information via e-mail at this stage. NV requested details of school holiday dates in Bristol.</p> <p>ACTION: LB to provide a list of Bristol's school holiday dates to NV.</p> <p>JM reported that the ADIPS certificates might be difficult to submit because most of the testing takes place in May. It is likely that some will be submitted as paper copies and some online.</p> <p>PW requested that JM/NV ensured that the ride names on the ADIPS corresponded to the names on the rides.</p> <p>MR requested strict adherence to the deadlines for the security briefs etc.</p> <p>JM noted that it can be difficult to confirm all of the staffing details as far in advance as January/ February. LM confirmed that she needed the details as early as possible – the delay in the issue of the license last year was due to missing staff details.</p> <p>MR requested that there is as much information as possible in the security plan.</p> <p>JM confirmed that the marketing and communications plan would be the same as last year's.</p> <p>NJ – who will be in charge of the on-site fire risk assessment?</p> <p>NV confirmed that the site layout would be the same in 2011 as it was in 2010, although JM conceded that it would need to change to take the houses on Westbury Road into consideration. They will keep trying to work with the local residents. May also be bringing a second roller coaster.</p> <p>MC: Noted that a previous event on site this year had caused problems with local residents, who may now be particularly sensitive about noise from events. Site License will need to include noise time restrictions next year. JM confirmed that correspondence was sent to local residents with various mobile phone numbers of site managers, so that noise problems could be reported directly.</p> <p>MB asked if there were any traffic management issues on site. JM confirmed that there is on-site parking and AA road signs directing people to the car park. No traffic marshals. The TMP has been used successfully for the last few years.</p>	<p>JM</p> <p>LB</p>

Agenda Item	Discussion Points/ Outcomes & Actions	Actions
	<p>LM requested that the lost children point be added to the map.</p> <p>JM confirmed to LB that he was aware of the licensing deadlines.</p> <p>NV asked who would be the best person to speak to about observation wheels. PW confirmed that he was their main point of contact.</p>	

Appendix C



**BRISTOL CITY COUNCIL
POLICY FOR EVENTS ON THE DOWNS**
Produced March 2009

BRISTOL CITY COUNCIL - POLICY FOR EVENTS ON THE DOWNS

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About this Policy

The Downs occupy a unique status in the context of Bristol's parks and open spaces, with a dedicated team - The Downs Committee - in place to oversee their ongoing management, maintenance and development.

The Downs Committee must formally approve any event or activity that takes place on the site, and depending on the nature of the application, may also specify particular conditions that must be adhered to. As with other council owned spaces in the city, all applications to use The Downs as an events space are subject to a thorough assessment by a number of parties, including the Safety Advisory Group, the Emergency Services, Park Managers and other stakeholders.

Unfortunately, there is a lot of government legislation that applies to events and as a result getting permission to hold one can be daunting at the first attempt. This ***Policy for Events on The Downs*** provides general guidance on the spaces and locations available for events and sets out the principles and procedures for making an application, in order to ensure compliance with current legislation and best practice in the events industry. It also provides a clear and transparent framework for how each application will be assessed.

The Policy should be referenced alongside the ***Event Application Toolkit***, which can be found in the ***Appendix***.

Why has this been introduced?

The Downs are an ideal venue for many events and they have been held here for over 200 years. In 2007-08 there were over 25 events held throughout the year. Previous events have ranged in size and complexity, from large events such as The Bristol Flower Show with 18,000 visitors over three days, the Firework Fiesta with 30,000 visitors and Race For Life with 7-8,000 spectators, down to small scale community events and company picnics. The income generated from events contributes to the ongoing maintenance of The Downs – which is a benefit to all who regularly use and enjoy them. Events are also an important element in the social and recreational use of the site.

However, there is a delicate balance to be struck between holding a diverse programme of events on The Downs, allowing a variety of groups from both community and commercial sectors to hold events, and the preservation of the site for regular users.

This Policy aims to ensure that all event organisers using The Downs consider the local residents and communities, and provide a safe and enjoyable event.

What are the Objectives of the Policy?

- To ensure all activity on The Downs complies with the ***The Clifton and Durdham Downs (Bristol) Act of 1861*** to govern the management of the Downs.
- To ensure all activity on The Downs complies with the ***Aims for the Downs*** as stated on the ***Management Plan for Clifton and Durdham Downs***.
- To ensure events on The Downs are safe, inclusive and enjoyable for those working and attending.
- To ensure the protection of the physical environment and wildlife.
- To ensure that any damage to the site is minimised and appropriate restoration carried out.
- To ensure the event does not unreasonably disrupt the lives of local residents and other Downs users.
- To maintain and promote the reputation and positive image of The Downs.
- To maximise the opportunity for increased spending that boosts the local economy.
- To encourage diverse local communities to deliver and participate in events on The Downs.
- To ensure the event organiser operates best practice in all planning and preparation, with particular attention paid to accessibility, promoting community cohesion and equalities impact assessments.

BRISTOL CITY COUNCIL - POLICY FOR EVENTS ON THE DOWNS

Who was consulted on the Policy?

The draft Policy was distributed to a wide variety of stakeholders, including various departments within Bristol City Council, Ward Councillors, the Bristol Safety Advisory Group, and the Friends of the Downs. A report on this consultation can be found in the '**Background Reading**' section of this policy.

Background Information on The Downs

The Clifton and Durdham Downs are known to the people of Bristol and the surrounding area as “The Downs” and have a special place in the hearts and minds of anyone who has visited them. They could be considered to share similar characteristics to that of a listed building, with a historic, social and cultural legacy of national significance that requires ongoing preservation.

Some believe that The Downs are an example of natural beauty that has changed little over the centuries. In fact, the landscape features of The Downs are largely the result of the activities of mankind, i.e. the past and present use and management of the site. The Downs have changed even within living memory, and they are still changing today in reaction to present management and to the changing demands of the public.

The Downs are a significant heritage site for the citizens of Bristol and it is important to ensure that this inheritance is “handed on” in a healthy and sustainable condition for future generations.

Who manages The Downs?

The Society of Merchant Venturers has owned Clifton Down since 1676. When the Corporation of Bristol acquired Durdham Down it was agreed that the two organisations would dedicate the Downs for the use and enjoyment of the citizens of Bristol.

Consequently, **The Downs Committee** was formed following **The Clifton and Durdham Downs (Bristol) Act of 1861** to govern the management of the Downs. The Committee is comprised of seven Bristol City Council Councillors and seven Merchant Venturers, and is chaired by the Lord Mayor, with the Master as deputy-chair.

The Downs Ranger post was created in 1861 and is to this day responsible for the day-to-day management of the Downs. Contact details for the current Downs Ranger can be found in the **Event Application Toolkit**, which can be found in the **Appendix**.

What guidelines govern the management of The Downs?

The policy that underpins everything concerning the management of The Downs is encapsulated in the subtitle of **The Clifton and Durdham Downs (Bristol) Act of 1861**, which sets out the whole purpose of the existence of The Downs under the Act. That is:

‘To enable the Corporation of the City of Bristol...to secure Durdham Down and Clifton Down as places for Public Recreation.’

The Downs have been preserved for the people of Bristol as a place for public use and enjoyment and exist for the benefit of everyone. An extract that explains the purpose of The Downs very clearly is:

‘..the Downs have from time immemorial been open and largely resorted to as places of recreation for the inhabitants of Bristol and its neighbourhood, and it is expedience that they should be so maintained.’

Although drafted nearly 150 years ago, the Act remains central to the decisions made on the usage of The Downs. The future landscape will be the direct result of the management and use of the area today. However, society and its demands change with time, and the management of The Downs must react to those changing demands.

The **Management Plan for Clifton and Durdham Downs (2007 – 2012)** was adopted in January 2007 as a strategy to maximise the access and recreational value of the area in a sustainable way, whilst acknowledging the possible conflicts created by the many different users of the site.

BRISTOL CITY COUNCIL - POLICY FOR EVENTS ON THE DOWNS

The plan outlines the following basic aims for The Downs:

1 Enjoyment

To secure Durdham Down and Clifton Down as places for Public Recreation and to ensure that The Downs continue to be a great asset to present and future generations of Bristolians as a place for enjoyment.

2 Access

To ensure that The Downs is accessible to all within the natural constraints of the site.

3 Landscape

To ensure that The Downs landscape retains its strong character and remains in good condition.

4 Wildlife

To ensure semi-natural wildlife habitats present are both maintained and enhanced and provide maximum opportunities for education and enjoyment of The Downs.

5 Antisocial behaviour

To ensure that antisocial behaviour is controlled and its impact reduced.

6 Management and Resources

To ensure that The Downs are well managed, and well resourced, balancing all the various public uses with the heritage value of the site.

The full Management Plan outlines the holistic strategy for the area, including the context of the policy, the research from the consultation with user groups, and a five-year work plan for the maintenance and development of The Downs.

Further background on **The Clifton and Durdham Downs (Bristol) Act of 1861** and the full aims, objectives and strategies of **Management Plan for Clifton and Durdham Downs (2007 – 2012)** can be found in the **Background Reading** section.

Site Guide for The Downs

Landscape

The Downs are comprised of **Durdham Down** and **Clifton Down**. Whilst much of the 442 acres is open grassland, the unique Downs landscape is also characterised by limestone grassland, scrubland and wild flower meadows. Designated locally as a Site of Nature Conservation Interest, the Downs are home to a diverse range of wildflowers, wildlife, birds and plants, including species that are unique to the area, like the Bristol and Willmott's Whitebeam trees. The Downs are also archaeologically important, with open cast lead mines, stone quarries, and Iron Age field systems still evident beneath areas of uneven ground.

Areas suitable for Events

There are two main event sites on the Downs – the **Water Tower Site** and the **Showground Site** - as indicated on the attached maps.

The **Water Tower Site** is the larger of the two – with the capacity for both an event arena, and, when agreed, associated event on-site parking. Careful consideration needs to be given to ground protection at entrance and exits points as the site has areas of poor drainage and soft ground.

The site has three-phase mains power, facilities for phone lines and three water hydrants, which can be accessed with a standpipe. Based on the dimensions of the site with no infrastructure included – the Water Tower Site can hold up to 30,000 people.

The **Showground Site** is the smaller of the events spaces, with the possibility to connect in a mains distribution board for power, 2 water hydrants which can be accessed with a standpipe, facilities for phone lines and the capacity for up to 10,000 people, based on the dimensions of the site with no additional infrastructure.

Event parking areas are not suitable on the Showground Site due to access difficulties and ground conditions.

In addition, the **Sea Walls** site on the Clifton Downs regularly hosts abseiling events. There are limits in place of no more than 2 abseils or zip wire events in any one month on the Sea Walls in order to prevent excess wear – as the site is SSSI and SNCI rated. This limit is also to ensure that the facility is not removed from individuals who utilise the walls for climbing.

Much of the rest of the Downs is covered by scrubland, uneven ground or football pitches, making these areas unavailable for events.

The Downs iconic stature in Bristol also forms a unique backdrop for filming, which affords productions spectacular views of the Suspension Bridge, Avon Gorge, as well as Unit parking on both Parry's Lane and Ladies Mile. For further information on filming in the city, you can contact the Bristol Film Office: <http://www.filmbristol.co.uk> for advice.

Site Restrictions

Although there are Byelaws prohibiting barbecues, fires, parking or camping anywhere on the Downs, the restrictions for enclosed events sites are subject to the discretion of the Downs Ranger.

Camping is permitted within a fenced area subject to including adequate level of services and facilities for the whole duration of the event, including fire, stewarding, medical facilities and water. The campsite density should also be subject to the HSE guidelines of up to 430 tents per hectare dependant on the size, nature and audience of the event.

Event parking can be negotiated by arrangement with the Downs Ranger, but there must be an adequate management plan as outlined in the Traffic Management section of this policy.

BRISTOL CITY COUNCIL - POLICY FOR EVENTS ON THE DOWNS

Outside of the area licensed to an event, the regular Byelaws for The Downs are applicable, including:

- No camping
- No public parking
- No fires or barbeques
- No bicycles on the grass

The full list of Byelaws for the Clifton and Durdham Downs are available to view at Bristol Parks Office, 33 Colston Avenue, Bristol, BS1 4UA and at www.bristol.gov.uk.

Wheel-clamping and a tow away service is currently being considered.

Ground Considerations

The Downs is designated locally as a Site of Nature Conservation Interest and is enjoyed year round by a wide variety of users. In accordance with the ***Aims for the Downs*** as outlined in the **Management Plan for Clifton and Durdham Downs (2007 – 2012)**, Bristol City Council place a high priority on ensuring that The Downs landscape retains its strong character and remains in good condition.

Careful consideration needs to be given to ground protection for all heavily used areas, as well as entrance and exits points, as the site has areas of poor drainage and soft ground. Any vehicle access will require specific ground protection plans. Suitable protection should be agreed in consultation with the Downs Ranger, which may be a combination of metal trackway, plastic roll matting and tiles, carpet and matting.

Further information on ground protection requirements can be found in the ***Event Application Toolkit***, in the ***Appendix***.

Noise

In addition to the general recommendations for noise control and environmental health in the ***Event Application Toolkit***, noisy activities and speakers should be sensitively positioned in order to minimize disturbance to local residents. This is of particular importance to the north of Showground site due to the close proximity of residential properties at Durdham Park and Westbury Road.

Due to the potential impact on local residents, the Downs Committee are not always able to support large-scale music events. All such applications will be treated on an individual basis; however, the Downs are considered less suitable than other Destination Parks for such larger events.

How do I submit an application?

Before an event can take place on The Downs, you need to apply for and be granted a **Site Licence** from the Festivals and Events Team. The Festivals and Events Team is part of Bristol City Council's Arts, Festivals and Events Department, and provides an event licensing service.

The first step is to contact the Events Team for an initial discussion and ask for a **Site Licence Application Form**. A **Site Licence** serves two main functions – it provides a process of applying for **landlord's permission** from The Downs Committee to use the site on a particular date / time, and supplies all the information needed for the Safety Advisory Group to consider public health and safety at the event.

Full details and guidance on applying for a Site Licence can be found in the ***Event Application Toolkit***.

How will my application be assessed?

Once you have submitted a completed **Site Licence Application Form** to the Festivals and Events Team, your application will be presented to the Downs Committee for approval.

In consultation with the Downs Ranger, the Festivals and Events team will write and present a report to the Committee seeking permission for the event to take place, and will recommend a site fee and bond to cover any grounds reinstatement costs.

Larger event applications which require an individual report will be considered at the Downs Committee meetings, which take place five times each year. For small or regulated events, The Lord Mayor and the Master of the Merchant Venturers have 'delegated powers' to agree permissions. This means that these applications do not require an individual report to be presented to the full Committee before they are approved, enabling smaller events to take place between meetings. The Committee is then kept informed.

All applications are required to comply with the guidance and timescales contained in the ***Event Application Toolkit***, which can be found in the ***Appendix***. In line with this guidance, your application will also require approval from the Safety Advisory Group -made up of representatives from Bristol City Council, The Great Western Ambulance Service, Avon Fire and Rescue Service, Avon & Somerset Police and Bristol Traffic Management Group. The Safety Advisory Group considers all event-licensing requests and offers advice and guidance in the planning and organisation of events.

The relevant level of external consultation may also be required, which could include local residents and stakeholders.

The success of an application is dependant, amongst the standard application criteria outlined in the ***Event Application Toolkit***, on the quality of your application, the size and nature of the event, and at what time it falls in relation to other similar events on the site/ in the wider city.

APPENDICES

List of Appendices:

- 1 **Site Map**
- 2 **Events Application Toolkit**

Contains Appendices:

- 1 *Fees and Charges*
- 3 *Contact Details*
- 4 *Checklist for your application*
- 5 *Site Licence Application Form*
- 6 *Electrical Indemnity Form*
- 7 *Risk Assessment Form*
- 8 *Production Schedule Template*
- 9 *Events Online Submission Form*
- 10 *TEN application Form*
- 11 *Premises Licence Application Form*
- 12 *Site Guides for Bristol Parks*
- 13 *Bristol City Council Green Events Guide*
- 14 *Parks And Open Spaces BCC have licensed*

Contains List of Background Reading Documents:

- 1 *The Corporate Plan*
- 2 *Festivals and Events Strategy*
- 3 *Parks and Green Space Strategy*
- 4 *Destination Parks and City Centre Spaces Policy*
- 5 *Equalities Policy 2008*
- 6 *Environmental Policy (EMAS)*
- 7 *The Event Safety Guide: A guide to health, safety and welfare at music and similar events (HSG 195)*
- 8 *HSE's publication (Working Together on Firework Displays)*
- 9 *The Control of Noise at Work Regulations 2005*
- 10 *Health and Safety at Work etc. Act 1974*
- 11 *The Management of Health and Safety at Work Regulations 1999*
- 12 *Successful Health and Safety Management (HSG 65)*
- 13 *RIDDOR 1995*
- 14 *The Children's Act 2004*
- 15 *Regulatory Reform (Fire Safety) Order 2005*
- 16 *Wildlife and Countryside Act 1981*

BACKGROUND READING

List of Documents

- 1 The Clifton and Durdham Downs (Bristol) Act of 1861
- 2 Byelaws for the Clifton and Durdham Downs
- 3 Management Plan for Clifton and Durdham Downs (2007- 2011)
- 4 Consultation Report

Assessment criteria for Funfairs and Theme Parks as outlined in the Events Application Policy

Funfairs and Theme Parks

There is a history of incidents relating to Fairgrounds and Theme Parks and 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 / DOB 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.