# GUIDANCE FOR PLANNING OUTDOOR COMMUNITY EVENTS IN ENFIELD'S PUBLIC SPACES



journeys & places

SUPPORTED BY MAYOR OF LONDON

ENFIELD Council

# Issue

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Front cover: Enfield Live summer programme of performances in Enfield Town, with Icy Mango

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To download a digital copy of the guidance, please visit:
https://letstalk.enfield.gov.uk/community-event-guidance

# Introduction

Outdoor community events are a great way to connect with your local neighbourhood and the people within it. Whether it's a street party, winter market or public workshop, community events are not complicated to organise, with a little bit of advance planning. This guidance document sets out a simple checklist of key things to consider when organising a public outdoor community event in your local neighbourhood or town centre.

## WHO IS THIS FOR?

The guidance applies to any public free-to-attend one-day outdoor events located on public roads, squares or pavements within the borough of Enfield, organised by local community groups for the benefit of local people.

You may also find this useful if you are planning a community event in an indoor venue, and are intending to use a nearby outdoor public space for some of your activities.

## HOW DO I USE THIS?

The guidance has been organised into three sections:

+ the first chapter outlines the typical permissions you might require and key health & safety considerations when planning events;
+ the second chapter illustrates three example worked-through scenarios for different types of community events;
+ the third chapter provides a tool for planning the layout and capacity of the space for your event.

go through the checklist

useful reference

draw a site plan

This guidance document was produced in 2023 in coordination with Enfield Council's Place Shaping, Licensing, Highways and Traffic & Parking Teams, support from ACT National and most up-to-date information available at the time. It is intended to be used as a starting point for community event organisers - details such as licence requirements, associated fees and lead times may change over time, and should always be confirmed in advance of the event with the relevant council department.

This document applies only to events organised on public roads, squares or pavements.

+ If you are interested in organising an event in a park in Enfield, please check out: https://www.enfield.gov.uk/services/leisure-and-culture/hosting-events-in-enfield-parks
+ If you are interested in organising an event in a Council owned venue, please check out: https://www.enfield.gov.uk/services/leisure-and-culture/community-halls




Southgate Station 90th Anniversary, with Southgate District Civic Voice

# 01 | Event planning checklist

# Timeline

It is a good idea to start planning your event approximately 3 months in advance, especially if you think you may need to close a road or want to involve stall-traders. You can use the suggested timeline below to plan milestones and track progress.

## 3 MONTHS IN ADVANCE - DEVELOP EVENT IDEA

+ What are you trying to achieve?
+ What do you want to do?
+ What is the size and scale of your event?
+ Where and when?
+ Who will be involved?
+ Do you have a target budget?

Consider how much time you have to prepare and how much support you may need to help organise and deliver the event. Write down your initial ideas in the space below.

write down initial ideas

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Looking for more practical tips and ideas for those early planning stages? Check out the following online resources:

www.streetparty.org.uk/guide/

www.gov.uk/government/publications/can-do-guide-for-organisers-of-voluntary-events

www.local.gov.uk/publications/top-tips-holding-public-event-your-community

## 2-3 MONTHS IN ADVANCE - DETAILED PLANNING

The following pages provide additional information to help you with this part of the planning process. Use the list below as a checklist as you review each section, ticking the ones that apply to your event.

start here

ensure you leave plenty of time to prepare your application(s) and obtain all relevant permissions or licences!

- ☐ Permissions and licences
- ☐ Community consultation
- ☐ Site access & Event Layout
- ☐ Temporary structures, street furniture and decorations
- ☐ Electricity and lighting
- ☐ Entertainment and noise management
- ☐ Food safety
- ☐ Activities for children and young people
- ☐ Risk assessments
- ☐ Public Liability insurance

## 1 MONTH IN ADVANCE - FINAL PREPARATION

confirm all details

+ Do you have all the permissions and licences you need in place?
+ Have all your suppliers confirmed details for deliveries and setting-up on the day?
+ Do you have a clear plan for setting-up, managing and clearing-away the event on the day?
+ Who is helping you on the day and what is their assigned role?

promote event

+ How do local people know about your upcoming event?
  - Would it be useful to put together a flyer promoting the event?
  - How and when will this be shared with local people? E.g. via social media channels, mailing lists, websites, posted through residents' doors.

## EVENT DAY

Follow your event plan, ensuring that all contractors, assigned event stewards and volunteers are well briefed on their role, and that the site is returned to its original condition at the end of the day. Keep an eye out for any potential issues.

You may want to capture feedback and photographs of key activities during the event. These can be shared with participants, used to promote your community group's activities online (with appropriate permissions) and serve as evidence of experience and community support, should you wish to organise more events in the future.

# Permissions and Licences

You will need a:

## ↘ Street Party Application

if you plan to organise a street party on a quiet residential road or cul-de-sac and will require a road closure.

### KEY CONDITIONS

+ only suitable for quiet residential streets - main roads, bus routes, emergency vehicle access routes and streets in close proximity to planned road works* are unlikely to get a road closure approved
+ max event duration: 10am - 8pm
+ applicable fee - free of charge: no fees for application, road closure or provision of signs and barriers
+ you must consult all residents on the street in advance and complete the template survey form provided with the application - over 50% must agree to road closure
+ you will need to submit a Risk Assessment and Event Plan (drawn layout) if you intend to use temporary structures such as gazebos, speakers or play equipment
+ council will prepare a Temporary Traffic Order to close the road for the duration of the event - it is essential that this is approved and in place prior to the street party
+ submit your application at least 8 weeks in advance of your event, to accommodate a 6 week time period to process the traffic order and arrange delivery of signage & barriers

note time periods

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Application forms and full conditions:
www.enfield.gov.uk/services/roads-and-transport/road-closures
- request forms via email below

Main point of contact:
Enfield Council's Traffic & Transportation Team - traffic@enfield.gov.uk

* You can check if there are planned road works in an area of interest to you through the user-friendly interactive map at:
www.one.network/uk

## Play Street Application

if you plan to close a street for the sole purpose of children's play.

### KEY CONDITIONS

+ only suitable for quiet residential streets - major roads and bus routes are exempt from the scheme
+ permission valid for one-off or regular monthly events over a period of up to 12 months
+ max event duration: 3 hours
+ no structures can be placed on the street
+ road closure points must be marshalled to safely manage access for residents and emergency vehicles on the day
+ applicable fee - free of charge: no fees for application, road closure or provision of signs and barriers (provided application submission deadlines below are met)
+ you must consult all residents on the street in advance and complete the template survey form provided with the application - over 50% must agree to road closure
+ council will prepare a Temporary Play Street Order to close the road for the duration of the event - it is essential that this is approved and in place prior to the event
+ note applications are reviewed twice a year:
  - submit your application by 30th April for playstreets planned after 1st of August
  - submit your application by 31st October for playstreets planned after 1st February the following year

note key dates

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Application forms and full conditions:
www.enfield.gov.uk/services/roads-and-transport/road-closures
- request forms via email below

Main point of contact:
Enfield Council's Traffic & Transportation Team - traffic@enfield.gov.uk

Further information on Play Streets:
www.playingout.net
www.londonplaystreets.org.uk

## Temporary Event Notice (TEN)

if you plan to provide entertainment such as amplified live or recorded music / performances, sell alcohol, or serve hot food or drink between 11pm and 5am.

### KEY CONDITIONS

+ maximum event capacity of 499 people, including visitors & organisers
+ event must last no more than 168 hours (7 days)
+ one TEN required for each event
+ in 2023, anyone without a personal license can apply for up to 5 TENs a year, a premise can host up to 20 TENs a year for a maximum total duration of 26 days. From 1 January 2024 onwards, a premise can host up to 15 TENs a year for a maximum total duration of 21 days
+ applicable fee - £21 in 2023
+ submit your application at least 10 clear working days ahead of your event

note time periods

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Application forms and full conditions:
www.enfield.gov.uk/services/business-and-licensing/temporary-event-notices

Further government guidance on TENs:
www.gov.uk/temporary-events-notice

Main point of contact:
Enfield Council's Licensing Team - licensing@enfield.gov.uk

## Temporary Street Trading Licence

if you plan to have sell any goods or services as part of the event.

### KEY CONDITIONS

+ licence valid up to 6 months, and can cover multiple events during this time period
+ minimum £3 million public liability insurance required
+ applicable fee - minimum £322 in 2023 (to be priced on application)
+ submit your application at least 6 weeks in advance of your event, to accommodate a 28 day mandatory consultation period

note time periods

### USEFUL TIPS

Event organisers are advised to have separate agreements with participating individual traders.

For events set up as community markets, organisers are advised to consult the Old Enfield Charitable Trust managing Enfield Market in Enfield Town. Enfield Market has a historic charter since 1303 that effectively prohibits other market activities taking place within the borough boundaries. Establishing a contact and keeping the Trust informed can help to mitigate the risk of an investigation.

The Trust can be reached by email or telephone:
info@enfieldmarket.co.uk or enquiries@thetrustenfield.org.uk
020 8367 8941

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Application forms and full conditions:
www.enfield.gov.uk/services/business-and-licensing/street-trading

Further information on Enfield Market:
www.enfieldmarket.co.uk
www.thetrustenfield.org.uk

Main point of contact:
Enfield Council's Licensing Team - licensing@enfield.gov.uk

## Parking Suspension

if you require use of a parking bay as part of your event.

### KEY CONDITIONS

+ parking bay can only be used to host vehicles supporting special events such as a food truck or ice cream van
+ applicable fee per space for each day required - £128.30 in 2023
+ provide Event Plan (drawn layout) as part of application to identify location of parking bay
+ submit your application at least 10 clear working days ahead of your event

note time periods

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Application forms and full conditions:
www.enfield.gov.uk/services/parking/parking-suspensions

Main point of contact:
Enfield Council's Highways, Traffic & Parking Teams
- nrswa@enfield.gov.uk and parking@enfield.gov.uk

Note that licensing processes and fees do regularly get updated. Certain activities and any large-scale, professionally-organised or commercial events may require additional licences than those set out in this document.

Always check in with Enfield Council's Traffic and Licensing Teams for further advice as you begin to plan your event, to ensure that you have the most up-to-date information on what licences are needed, submission requirements, applicable fees and timescales. You can reach the team on the emails below:

licensing@enfield.gov.uk
traffic@enfield.gov.uk

# Community Consultation

Speak to local people about your event plans in advance, to build support, get help with planning and running the event, and minimise the risk of receiving complaints on the day.

+ speak to all neighbouring residents and business owners adjacent to the site - you may find some will want to offer their support with planning the event
+ some application forms provide template survey forms to capture consultation comments, such as the Street Party and Play Street applications
+ consider if there are other key people you need to consult for permission or access to resources - are there any private or licensed forecourts / driveways that you want to use? Do you need access to electrical power points or water supplies from adjacent properties?
+ consider the wider impact of your event - is noise likely to reach other residents? are you planning to temporarily block vehicle access to a street or a parking space?
+ build a team and share tasks to help plan and promote your event locally
+ assign clear roles to help manage the set-up and clear-away of the event on the day, and oversee the safe running of activities
+ keep written records of all engagement you have undertaken, which can be used to support licence applications.

# Think Sustainable

When organising your event, consider the social, economic and environmental impacts from the start - to reduce the negative impacts to a minimum.

+ Prioritise digital communication reducing the use of paper and printing poster rather than flyers
+ Reduce waste by eliminating single use plastics, reuse and facilitate recycling
+ Work with local suppliers - where relevant
+ Provide access to tap water for filling up bottles
+ Where food is served, ensure there are sufficient climate friendly options (locally-sourced, plant-based, seasonal)
+ Be energy and water efficient, where possible (use solar energy, LED lights, kinetic-energy powered installations
+ Facilitate getting to the event using active modes of travel and public transport
+ Don't forget to promote the efforts made to reduce impact and highlight the importance of the best practices implemented!

The next pages outline typical Health and Safety risks and good practice guidelines that need to be considered as you plan your event in greater detail, in order to comply with legislation and provide a safe environment for everyone involved. These can be used as a starting point when preparing a Risk Assessment (refer to page 20).

Please note that not all sections will necessarily apply to your event and there may be other risks to take into account, depending on the scale, site conditions and type of activities specific to your event.

## Site Access

Accessibility is crucial to ensuring that anyone who wants to participate in your event or needs to pass through the space can do so safely. Consider the following minimum requirements:

+ 2m-wide step-free pedestrian access routes through and around the event, suitable for wheelchair users
  - note some routes may need to be wider than this to accommodate a busy flow of people*, such as town centre locations or a central route through your event
+ must not obstruct existing pedestrian access routes, entrances or licensed business forecourts along pavements
+ must not obstruct existing bicycle lanes
+ access routes may need additional lighting if your event location is likely to be affected by low levels of natural light or the event takes place after dusk - refer to 'Electricity and Lighting' section
+ temporary obstructions to vehicles permitted only with a Temporary Traffic Order (TTO) in place; clear signs and high-visibility weighted barriers required at site boundaries, that can usually be provided by the council's Traffic & Transportation team
+ 3.25m-wide access route to be maintained on one side of the road for emergency vehicles, if no alternative route exists

Refer to Chapter 3 for support with planning access routes.

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* You can use the '80 people per metre width per minute' rule when planning access and escape routes, to calculate the maximum number of people that can pass through a 1m-wide space in 1 minute.

# Temporary Structures, Street Furniture and Decorations

Many events will require some form of structure or equipment, such as seating, marquees etc. Structures must be stable in all weather conditions. It is important that these are installed, used and demounted safely, taking into consideration the following:

+ wind is a major factor that can cause items to blow over and cause injury; light-weight furniture, marquees, canopies and large signboards are particularly vulnerable and will need to be securely weighed down with ballast or proprietary base weights, following manufacturer's safety guidance
+ is it likely to snow? This could place additional loads onto canopies
+ is the ground stable in both wet and dry conditions? Does it need to be flat? Has the area flooded in the past?
+ is there a risk of structures catching fire? Always use flame-retardant materials and ensure there is supervision and a plan for managing an emergency for any activities that pose such a risk
+ ensure that all equipment is sourced from a reputable supplier and fit for purpose, and installed / used according to supplier's recommendations
+ use a competent and experienced contractor to erect, check and dismantle any specialist or high-risk structures safely, e.g. staging, oversized marquees, lighting rigs
+ ensure that all structures and equipment needed for your event do not obstruct access routes, including any projecting or overhead elements
+ the site must be returned to its original condition at the end of the event day; all equipment and structures must be demountable and removed, all waste must be disposed of responsibly

Note that if you are planning to use temporary structures such as gazebos, speakers or play equipment, you will be required to submit a Risk Assessment and Event Plan (drawn layout) with your application form. Details on how to prepare these are included in this document.

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It is good practice for event organisers to ensure that agreements with any contractors they use requires compliance with latest Health & Safety regulations including CDM Regulations 2015. Organisers can refer to the website below for details on the duties of a contractor:

www.hse.gov.uk/event-safety/temporary-demountable-structures.htm

Refer to the website below for additional safety advice concerning the safe installation and use of inflatables:

www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm

# Electricity and Lighting

Does your event need to use any electrical equipment such as lighting, audio equipment or food storage / cooking appliances? All electrical installations must be safely installed, with consideration of the following:

+ all electrical systems to be suited to outdoor use
+ all electrical equipment to have a current PAT test certificate
+ all 16A/13A/32A power sockets supplying outdoor equipment must have 30mA RCD protection
+ consider lighting requirements for safe access if your event is likely to take place after dusk
+ locate equipment close to power source and ensure that there are no trailing cables that present a trip hazard; if cables have to run overground across footways, ensure they are protected within a suitable ramped cable cover
+ ensure that all cables, plugs and generators are contained and protected in a safe area, away from the public and any combustible items / structures
+ always use a competent qualified contractor to carry out and sign-off any significant electrical installation work, namely anything beyond plugging-in certified equipment, in compliance with Electricity at Work Regulations 1989 and the standards of BS7909. Remember that faulty or poorly-managed installations can cause death or serious injury to people and animals.

# Entertainment and Noise Management

Consider the needs of nearby residents and businesses when planning entertainment for your event - what can you do to ensure that noise does not become a nuisance?

+ recommended that community events take place at weekends wherever possible for a limited number of hours between 10am and 8pm (note time limitations associated with some licences)
+ consult neighbours in advance and check in with them during the event
+ take reasonable precautions on the day to check that noise levels are not excessive or significantly impacting the activities of nearby traders / residents, and adjust as necessary
+ audiences to be located ideally 3m+ away from loadspeakers, or minimum 1m+ where this is not practical
+ the public need to be warned of risk to hearing if noise is likely to exceed 96dB; noise to be limited to Event LAeq of maximum 107 dB or C-weighted peak sound pressure levels of maximum 140 dB.

# Food Safety

Food is often a central attraction for community events. Special care must be taken to ensure that all food is handled safely and is safe to eat, in line with standard Food Hygiene practice (please refer to links below for further advice):

+ food storage, washing, preparation, cooking and serving facilities must be clean and maintained in good order
+ food products should be properly labelled with information on allergens
+ take precautions to avoid cross-contamination
+ hot-food equipment and serving areas should be safely contained and supervised at all times; be prepared to deal with potential accidents, such as access to a first aid kit nearby and having a water bucket near a BBQ area.
+ where food vendors are participating in the event, these must be registered food businesses

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Refer to further advice from the Food Standards Agency:

www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events
www.food.gov.uk/how-to-safely-host-a-street-party

# Activities for Children and Young People

Take precautions to safeguard children and young people and protect them from potential harm.

+ children and young people should always be supervised by an accompanying parent or guardian at a public event
+ activities programmed specifically for children should be managed by responsible operators who have experience and knowledge in dealing with young people, and have been DBS checked
+ children activity areas should be safely contained and located away from potential hazards on site; e.g. away from road traffic, electrical equipment and hot food appliances
+ play structures such as goal posts need to securely restrained according to supplier's recommendations - refer to guidance on temporary structures
+ note some play apparatus such as inflatables should only be set-up and used under the supervision of a competent and experienced operator - refer to supplier's safety recommendations

# Risk Assessments

fill in

No matter the size of the event, you have a responsibility as an organiser to ensure the safety of everyone attending or participating in the event. The principle of a Risk Assessment is to mentally and physically 'walk through' every aspect of your event to identify things that could cause harm to people, the likelihood of that happening and what can be done to minimise the risk of it happening:

+ what are the significant hazards?
  - consider the risk of trips & falls, manual handling of large/heavy equipment, fire or burns in relation to catering equipment / naked flames / combustible materials, electric shock, obstructed access for pedestrians and emergency services, vehicles colliding with pedestrians, interaction with animals, intoxication, extreme weather, temporary structures collapsing etc.

+ who is at risk from these hazards?
  - e.g. contractors, traders, performers, members of the public, young people, people with sensory impairments, limited mobility or other additional needs

+ what controls will be in place to eliminate or reduce each risk? are there any residual risks outside of organisers' control?
  - e.g. protective covers / barriers / enclosures, supervision, plan for site evacuation and emergency services access, first aid arrangements, stewards for managing crowds, requirement for contractors / traders to evidence certificates

+ who is the responsible person for safely managing the associated activity on the event day?

You can use the template on the following page to undertake a risk assessment for your event. Free online templates can also be found at the links below:
www.streetparty.org.uk/free-street-party-resources
www.hse.gov.uk/simple-health-safety/risk/

Add hazards and mitigation measures to the Risk Assessment as you obtain more information, and use it to help you plan your event in more detail and monitor risks on the day. Note that in some cases such as with specialist equipment or structures, risks may be better assessed by contractors - ask them to supply this information.

Consider having a trained first aider and a first aid kit on site to provide assistance in the event of an incident.

Ensure you have assigned event stewards for the day to oversee the safe setting-up, running of operations and clearing-away on site. With adequate briefing, stewards can provide invaluable information to participants and visitors, ensure that access arrangements and event plans are safely followed and provide guidance when incidents or emergency situations do occur. Event steward typically wear hi-vis jackets so they can be easily identified by visitors.

EVENT NAME:
EVENT DATE:

RISK ASSESSMENT PREPARED BY:
DATE:

| What are the significant hazards? | Who is at risk? | What controls will be in place to eliminate/ reduce risk? | Are there any residual risks outside of organisers' control? | Who is the responsible person on the event day? | Grade the risk Low/Med/high |
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# Public Liability Insurance

Public Liability Insurance can provide financial protection and peace of mind, should an accident occur. Enfield Council strongly recommends that all events are covered by minimum £3 million public liability insurance.

Note some licence applications require evidence of public liability cover. Traders and hired contractors / specialist equipment may carry their own insurance.



Summer Street Party in Angel Edmonton, with St. John & St. James Primary School

# 02 | Event examples

# 01 | Street Party

## CHARACTERISTICS

+ community street party with free family activities and food prepared by volunteers
+ road closure required for quiet residential street (not part of a bus route or busy main road)

## PERMISSIONS AND LICENCES

+ Street Party Application required to close public road with a Temporary Traffic Order
+ Temporary Event Notice required only if you intend to play amplified or recorded music
+ note street parties held on private land require permission from the landowner or estate manager instead (e.g. car parks, private streets, housing estate common areas)
+ responsible alcohol consumption by adults permitted, provided this is not sold to others
+ adjacent residents consulted by organiser on event plans and engaged in celebration - majority need to approve

## SIGNIFICANT CHALLENGES

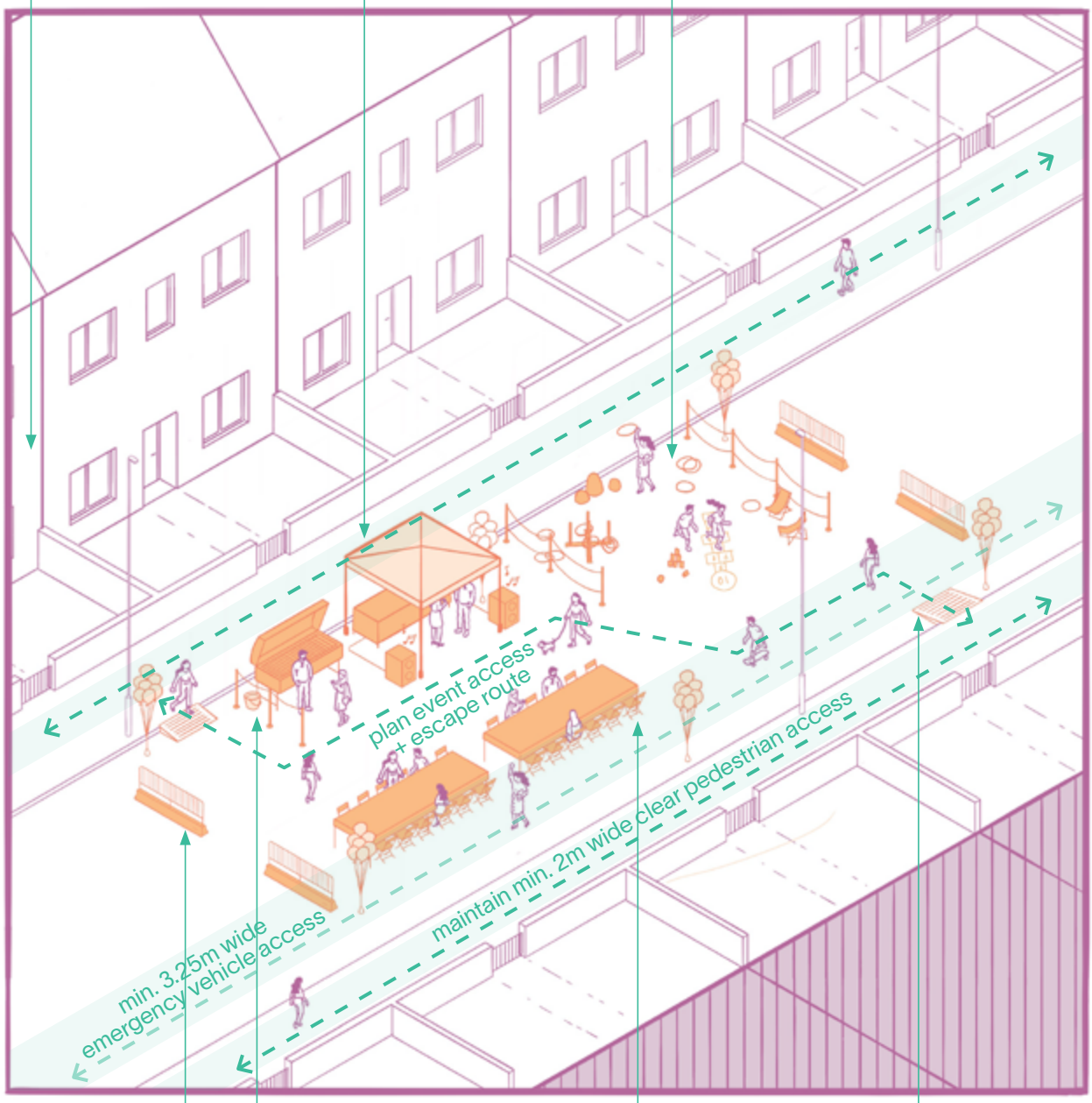
+ potential noise nuisance and disruptions to vehicle access that day for residents, limited by consulting them on preferred time and day of event in advance
+ careful planning of activity spaces and access routes required, with a drawn-to-scale site plan
+ measures taken to ensure temporary gazebo, BBQ and games area are safely installed and operated
+ event stewards required on site all day to coordinate setting-up and clearing-away including road closure, and oversee safe operations

confirm majority of neighbouring residents are supportive of event, including temporary restrictions to use of road and parking spaces

gazebo needs to be securely weighed down

apply standard Food Hygiene practice to food serving areas

contained activities for children, safely away from road traffic and BBQ area




road closure signage and high-visibility weighted safety barriers, with max. 1.5m spacing in between to deter vehicle access

BBQ area must be supervised at all times by responsible person, cooking in line with standard Food Hygiene practice

water bucket and first aid kit within easy reach

barriers and loose furniture easy to move away, to allow emergency vehicle access

removable ramp may be required over pavement kerb for elderly, wheelchair users, prams and trolleys

# 02 | Community Market

## CHARACTERISTICS

+ small-scale market including entertainment and stalls selling food and crafts
+ on existing public square (no road closure required)

## PERMISSIONS AND LICENCES

+ Temporary Street Trading Licence required for commercial trading from market stalls (valid for multiple events over a period of up to 6 months)
+ Temporary Event Notice required for organised live music performance and bar / gift stalls selling alcohol
+ Old Enfield Charitable Trust consulted - no objections received
+ adjacent residents and business owners consulted by organiser on event plans
+ written permission obtained from adjacent cafe owners to suspend forecourt licences for outdoor seating for the day to accommodate event licences (submitted with application forms); arrangement enables cafes to have a reduced number of outdoor tables, engaging businesses in the event celebrations and minimising disruption to daily trade

## SIGNIFICANT CHALLENGES

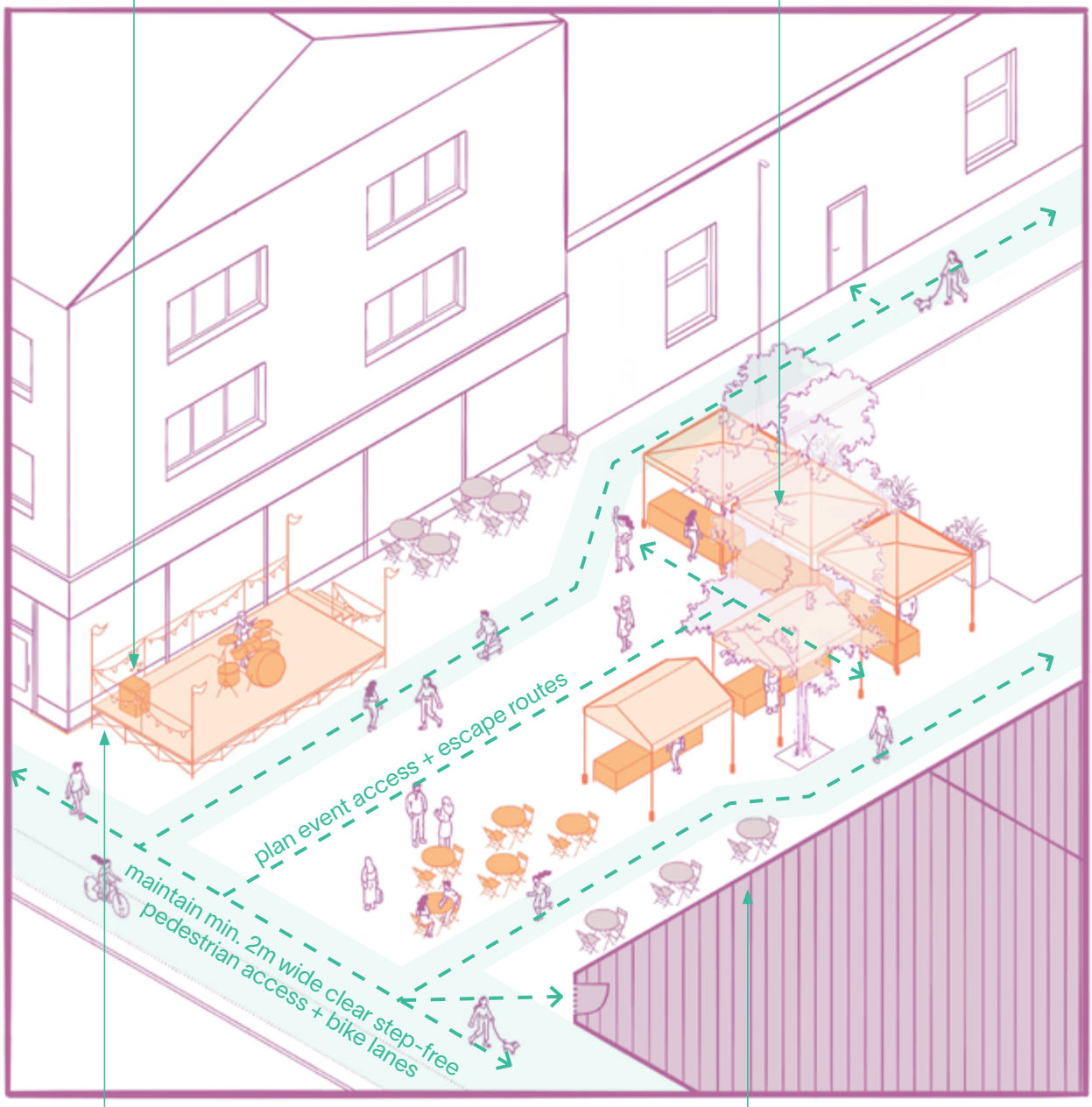
+ careful planning of activity spaces, access routes and sitting / standing areas required, with a drawn-to-scale site plan
+ measures taken to ensure temporary gazebos and stage are safely installed
+ event stewards required on site all day to coordinate setting-up and clearing-away by multiple contractors and traders, oversee safe operations and to act as main point of contact

audio equipment will require a generator or electrical connection to adjacent property supply - ensure cables are safely installed and protected away from public footpaths

limit music and noise to daytime only, mindful of potential nuisance to nearby residents

stall gazebos need to be securely weighed down

food businesses must be registered and conform to standard Food Hygiene practice




staging installed by specialist contractor; temporary platform can create a level surface for performances on inclined pavements

plan adequate standing space for audiences to watch performance without obstructing public access across site

confirm neighbouring residents and businesses are supportive of event - cafes may agree to reduce outdoor seating on forecourts that day

# 03 | Informal Street Meet

## CHARACTERISTICS

+ small-scale informal activities: children play area, public workshop with seating, free refreshments from a food truck
+ on pavements and parking spaces (no road closure required)
+ residential street or quiet high street (not a busy main road)

## PERMISSIONS AND LICENCES

+ no formal licence required for activities, provided the food truck is not selling refreshments (which would require a Temporary Street Trading Licence)
+ the use of a parking bay requires a Parking Suspension application
+ adjacent residents and business owners notified of event plans by organiser, permission obtained for use of any private or licensed land

## SIGNIFICANT CHALLENGES

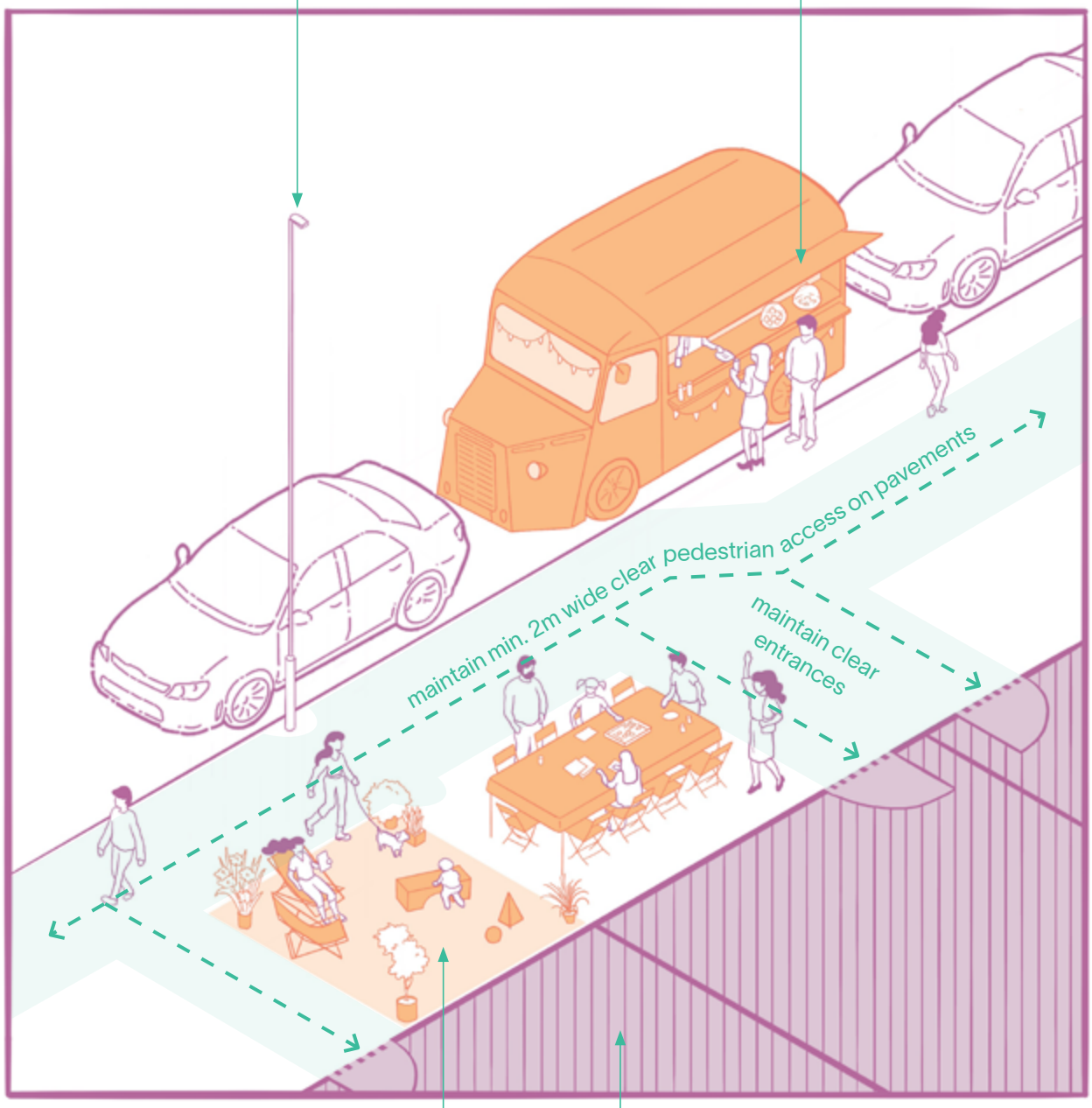
+ most pavements are unsuitable for events as they are not wide enough to accommodate activities without blocking access routes - check dimensions carefully!
+ vacant forecourts are often owned by or licensed to adjacent businesses (e.g. cafe seating) or residents (e.g. private driveways or parking spaces) - if these are not being used on the day, check if the owners / licence-holders will give you permission to use these areas to host your event
+ the use of an on-street parking bay is only suitable for hosting motor vehicles such as catering trucks - note it is too dangerous for people to sit or stand in these areas at any time due to proximity to moving vehicles on the road
+ queuing and serving areas in front of food trucks must not block pedestrian access route on the pavement

You can find further advice on organising informal street meets at the website below:

www.streetparty.org.uk/guide/street-meet

step back seating from existing lamp post to ensure 2m pavement clearance for access

ensure serving area does not obstruct 2m pavement clearance




supervised informal play space located safely away from road traffic; plant pots in corner and surface cover used to define and contain activity area

confirm neighbouring residents or businesses are supportive of event and give permission for use of private / licensed forecourts (if applicable)




Winter Market in Palmers Green, with Palmers Green Action Team

# 03 | Event layout and capacity planning tool

# Drawing a Site Plan

Drawing a Site Plan is a useful exercise to work out the layout and capacity of the space you have selected for your community event, and may be a submission requirement for your event licence application. Site plans can be easily drawn by hand by anybody, using a tape measure, square / graph paper, pencil and coloured pens, by following a few simple steps:

## (1) Draw a map of the existing site

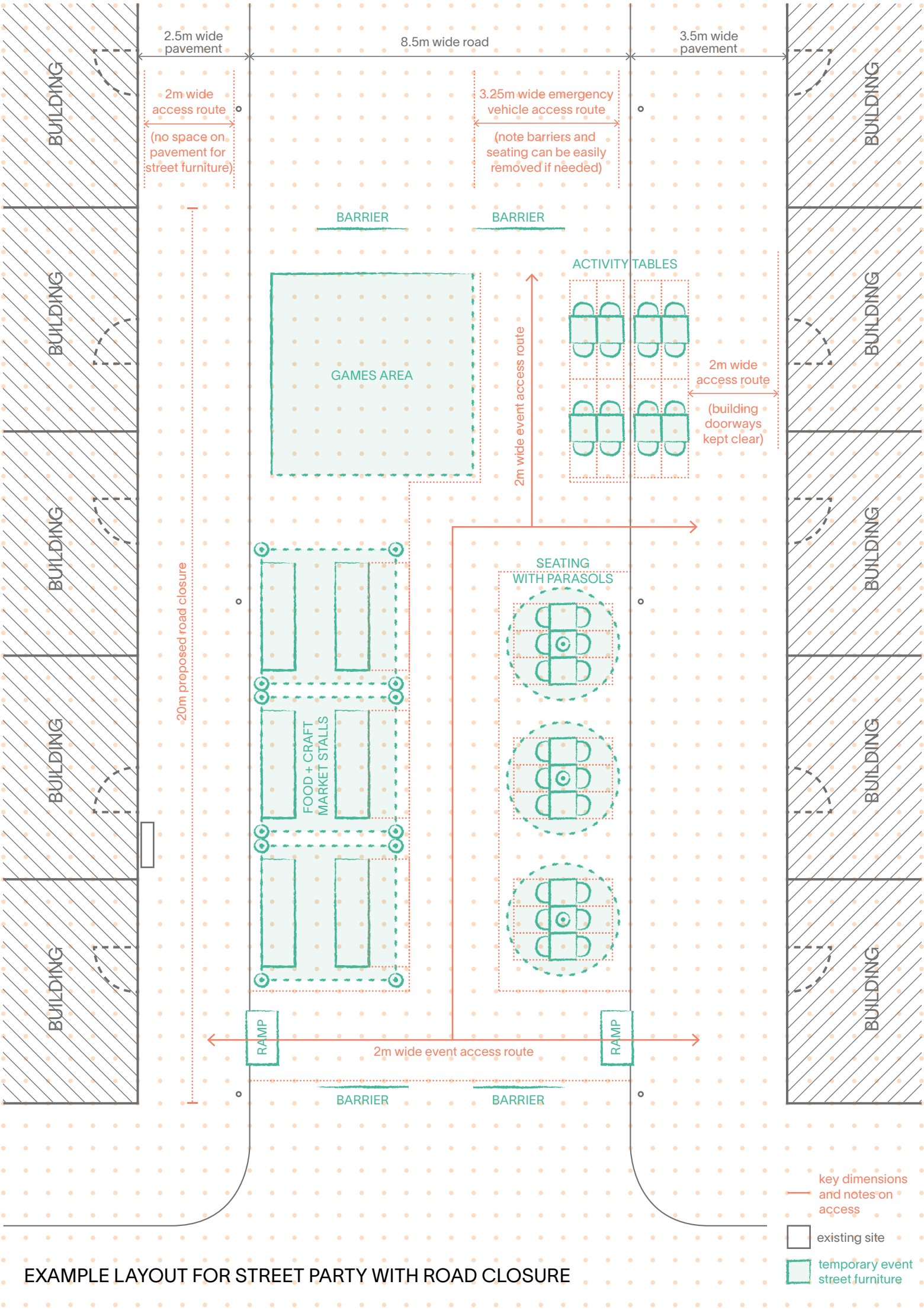
+ include the line of adjacent buildings, pavement kerbs and road edges
+ use a tape measure to measure critical dimensions, like the width of pavements, roads and open spaces
+ note the location of any existing obstacles that might limit access or make a space difficult to use, e.g. lamp posts, street signage, parking meters, utility boxes, pedestrian crossings, sloped pavements, bike routes, trees, planters, fixed / removable seating, gates and doorways

## (2) Plan an access strategy

+ use a pencil to roughly sketch out how people move through the space at the moment, including wheelchair users and bicycles (where there are marked bike routes); these routes must be maintained with a minimum 2m width, and all existing entrances must be kept clear of obstructions
+ in the left-over space, consider how you want people to access the activities for your event. Do you want people to walk through the middle of the event space or around the edges? Do you need any temporary ramps to address level changes?
+ note that if located on a cul-de-sac, you will need to allow for a 3.25m-wide access route on one side of the road to allow emergency vehicles to access nearby buildings if needed; easy-to-move furniture can be placed on this route during the event, large and heavy structures need to be located elsewhere

## (3) Draw the activity spaces

+ draw the structures and furniture supporting each event activity, using accurate dimensions and leaving sufficient space for access for both visitors and participants; you can use the diagrams on the following pages as a guide
+ consider the expected number of visitors and check that the event plan has sufficient capacity to accommodate - does the main access route need to be wider than 2m? is there sufficient space for people to stand, e.g. to look at displays, to watch a performance? Note standing areas require minimum 0.3m$^2$ space per person
+ safeguard areas that are likely to be used by young or vulnerable people, ensuring they located are away from road traffic, hot-food equipment and any other significant risk
+ consider the orientation of display areas, need for any electrical connections to adjacent buildings, space required for overhead parasols / gazebos and any moving elements such as chairs being pulled back
+ include barriers at the ends of the street if a road closure is needed




EXAMPLE LAYOUT FOR STREET PARTY WITH ROAD CLOSURE

MEASURE YOUR SITE AND USE THE NEXT PAGE TO DRAW THE LAYOUT FOR YOUR EVENT TO SCALE

EACH GRID SPACING REPRESENTS 0.5M
YOU CAN USE THE FURNITURE ICONS BELOW AS A GUIDE

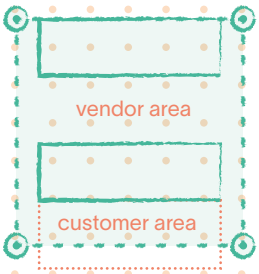
1:100 scale when printed on A4

0 1 2 5m

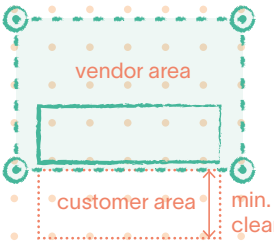


gazebo

3x3m traditional market gazebo with storage and display table



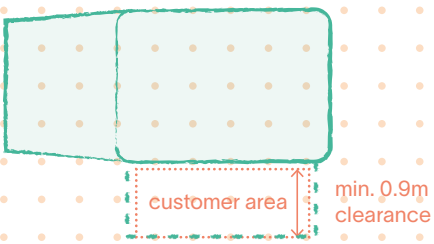

2x3m market stall gazebo with display table






catering van

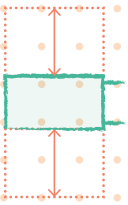
4.3m x 2m food truck







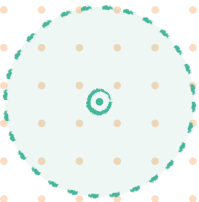
refreshments cart






parasol

2.5m wide parasol with circular base

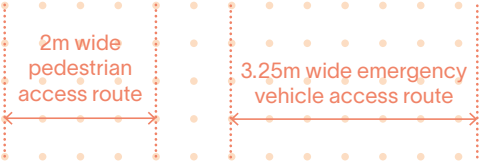




tables and chairs

0.6x0.6m folding table



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