# **Public Entertainment Licence (PEL)/ Non PEL Applications**

**Documentation Timescale Requirements for Environmental Health**

In support of a Public Event Licence application, the below documentation and certification requires to be submitted to East Renfrewshire Council Environmental Health Department for approval according to the timescales given in the table below.

Documents should be emailed to EnvironmentalHealth@eastrenfewshire.gov.uk or shared via web services. If the latter is employed please make contact to ensure that access can be achieved.

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| **DOCUMENTATION**  | **SUBMISSION TIMELINE**  |  |
| Event Management Plan  |  28 Days before event  |  |
| Event Risk Assessment(s)  |  28 Days before event  |  |
| Crowd Management Plan  |  28 Days before event  |  |
| Traffic Management Plan  |  28 Days before event  |  |
| Wind and Weather Management Plan  |  28 Days before event  |  |
| Detail of Proposed Special Effects  |  28 Days before event  |  |
| Detail of Proposed Animal Attractions  |  28 Days before event  |  |
|  **CERTIFICATION** |  |
| Lifting Operations and Lifting Equipment Certification  |  14 Days before event  |  |
| Training Certification for Operators of Forklift Trucks/Tele-handlers/MEWPs  |  14 Days before event  |  |
| Gas Safe Certification  |  14 Days before event  |  |
| Fixed Electrics Certification  |  14 Days before event  |  |
| Temporary Electrical Installation Certification. Water Testing |  Prior to the start of the event  |  |
| Portable Appliance Testing Certification  |  14 Days before event  |  |
| Generator Certification  |  14 Days before event  |  |
| Pressure Systems Written Scheme of Examination Certification  |  14 Days before event  |  |
| ADIPS/PIPA Certification  |  14 Days before event  |  |
| **FOOD SAFETY DOCUMENTATION** |  |  |
| List of caterers and food traders | 28 Days before event |  |
| Proof of registration and FHIS PASS certificate | 28 Days Before event |  |
| Menus and allergen information | 14 Days before event |  |
| Food safety management system(s) | 14 days before event |  |
| Food Hygiene Training Certificates | 14 days before event |  |
| Plan of catering unit(s) including location of wash basins and sinks | 14 days before event |  |



**Event Documents Application Checklist**

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| Event organisers have primary responsibility for the protection of the health, safety and welfare of everyone attending, volunteering or working at the event. It is recommended that organisers consult guidance available from the Health and Safety Executive and The Purple Guide to Health, Safety and Welfare at Music and Other Events: <https://www.hse.gov.uk/> <https://www.thepurpleguide.co.uk/>At each stage we have given points to consider, some or all of which may apply to your event and from this you should be able to produce your own separate detailed documentation which will help you comply with your legal responsibilities. Once complete please submit this form with your supporting documentation. We will then share this with all stakeholders who will assess your application and then make comment. If changes or alterations are required these should be documented, version numbers placed on the changed document and be resubmitted.  |

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| Event name |  |
| Date/s of event and run time start and finish. Also how long will you be on site before and after for build-up/ breakdown |  |
| Location  |  |
| Projected crowd numbers (per day if multiday event) |  |
| Key event organiser contact name.On-site contact for build-up, event and break-down, if different. |  |
| Daytime telephone number/sEvening telephone number/sCustomer complaint line number |  |
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| Email/s for key contacts |  |
| Website/ Social media pages |  |
| Brief summary of main event aspects, including food (number of units), alcohol, music of any sort, PA system, special effects, tents/ marquees, stalls, stage, drinking water, animals, public procession etc. |  |

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| **Event Management Plan (EMP) considerations** | Documented  |
| Tick if complete |
| Create a detailed **EMP**, consider the following sections where applicable:* Health and Safety Policy Statement
* Insurance – Public Liability provider and amount
* Event Team organisational layout and contact details
* Site Map including emergency routes
* Build schedule plan (for larger events)
* Emergency/Major Incident Plan
* Medical Provision
* Security / Stewarding Plan including child welfare
* Weather Management Plan (levels at which certain activities stop)
* Event Communications (contact numbers for stakeholders and customers)
* Traffic/ Pedestrian Plan (banksman at all times, use hard standing/ trackway only in ERC parks)
* Are road closures and/or signage to prevent local parking issues/ restrictions
* Working at Height (training, maintenance of equipment)
* Raised Structures/ barriers and fencing specification - Section 89 application to Building Standards is required for any raised structures higher than 600mm
* Fire Safety – including fire rating of tented structures (30 minute fire resistance), firefighting equipment and location plan
* Lighting (consider lighting walkways in/out of site for workers and customers)
* Waste Management (general and recyclables)
* Alcohol Management Plan (will be needed as part of separate alcohol licence application)
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| **Risk Assessments**, some significant areas to consider are listed below:* General Risk assessments for activities where there are significant hazards identified and risks associated with them. Cover elimination or control of each one.
* Special effects – lasers, pyrotechnics/fireworks, CO2, confetti etc. (consider if CAA notification is required)
* Flying of drones especially over crowds (ERC do not allow the release of Sky lanterns or helium balloons)
* Inflatables (location plan, safe operating instructions, safe means of securing, specific wind management plan, PIPA certification
* Fairground attractions – location plan, safe operating instructions, ADIPS certificates if appropriate etc.
* Professional performers (e.g. high wire, fire eaters etc.)
* Noise assessment Plan (covering all amplified music, including mitigation)
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| **Electrical Safety**. Required from event as well as vendors/ mobile units:* Inspection certificates
* Temporary electrical system (planned / designed/ tested)
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| **Gas Safety** Certificates for all gas appliances. N.B. vendors/ mobile units etc. must also provide certificates |  |
| **Lifting Plant and Equipment**. Required if applicable:-* Examination reports, lifting plan, competent person and training certificates, certification for rigging, lighting, hoists etc.
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| **Contact with Animals**. Required if applicable:-* Risk assessments (from provider of animals, including animal welfare), site plan (location of animals on detailed site plan), wash basins / sanitising stations, signage, supervision requirements
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| **Food Safety** | Documented |
| Tick if complete |
| * Detailed list of all food and drink provision including direct event or independent provision.
* Layout plan of food areas including mobile units (on main detailed site plan map)
* Street trading vehicles details (proof of registration with a local authority also FHIS Pass status)
* All providers must have a suitable Food Safety management system (FSMS)
* Suitable number of sinks and wash hand basins
* British Standard Sanitiser (BSEN1276/ 13697) as required.
* Wholesome water supply (testing before consumption and event)
* Waste water disposal (removal from site and where disposed of)
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| **Welfare** | Documented |
| Tick if complete |
| * Drinking Water (mains, bottled, potable bowsers) Testing certificates
* Sanitary accommodation for male and female (consider total expected customers, number of toilets and urinals and hand washing facilities. Draw location on the event plan and also specify cleaning and emptying.
* Toilets/ handwashing for staff and / or food workers separate
* First Aid- numbers of first aiders, location, tent and ambulance evacuation route
* Specific welfare area
* Accessibility facilities (Euan’s Guide) (consider emergency evacuation plans, ramps not steeper than 1:20)
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| **General** | Documented |
| Tick if complete |
| * Waste collection on site, bin location on site plan. Who is the contractor and what are the arrangements for storage/ pick-up etc. Must include recycling provisions.
* Arrangements to clean and reinstate site and appropriate timescales.

General signage requirements should include* challenge 25 & sec 110 notices if selling alcohol, toilet locations, food locations, first aid, emergency escape, firefighting equipment location, welfare locations, drinking water location, signage for back of house staff, access and egress, no smoking, low head room/uneven steps, spectators must not cross, etc.
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| Stakeholder contact detailsEnvironmentalHealth@eastrenfrewshire.gov.uk for H&S and Foodbuildingstandards@eastrenfrewshire.gov.uk for Building Standards questionsparks@eastrenfrewshire.gov.uk for park hire and permission to use questionsplanning@eastrenfrewshire.gov.uk for planning enquiriesroads@eastrenfrewshire.gov.uk for road, traffic management/ signs and temporary closures etc.community.wardens@eastrenfrewshire.gov.uk for community wardens/ parking violationscelicensing@eastrenfrewshire.gov.uk for PEL/ alcohol and other licensing questionsccs@renfrewshire.gov.uk for Civil Contingencies aspectsW.ERRICSEnforcement@firescotland.gov.uk For fire safety/ evacuation and emergency proceduresgreaterglasgowopsplanning@scotland.police.ukgreaterglasgowlicensingapplications@scotland.police.ukfor Police Scotland |