



# Controlling Noise at Temporary Events

## Guidance for organisers

The Licensing Act 2003 allows for the temporary sale or supply of alcohol, late night refreshment and the provision of music and entertainment at events covered by what are known as “Temporary Event Notices” (otherwise known as TEN’s). Such events, especially with live and amplified music, have the potential to create a noise nuisance to neighbours and businesses.

The requirements of the Environmental Protection Act concerning noise nuisance apply to temporary events and the Council has the power to serve a noise abatement notice to control noise if it is satisfied that a noise nuisance may occur or is likely to recur at a future temporary event on the same site.

The purpose of this note is to give advice on controlling noise so that your event can take place without causing nuisance.

The following steps are recommended:

1. Circulate a note to local residents informing them of the event. This note should state the duration and the scheduled time when the event will start and finish, and that the organisers can be contacted during the event by telephone if residents are disturbed by noise. Give the telephone number and preferably the name of the person who will be dealing with noise issues.
2. Take steps to minimise noise emitted from the event. Keep any noise generated at such a level at the boundary of any neighbouring property that it would be unlikely to be a nuisance to the occupier.
3. Have a nominated person regularly patrol the area, particularly near any houses, during the event to ascertain noise levels. If the music is likely to cause a nuisance then the volume should be reduced.
4. Take steps to advise patrons leaving the event, especially late at night, to leave quietly and not unreasonably disturb residents in the neighbourhood.

Should you require ‘sound’ advice on controlling noise, please do not hesitate to contact Neighbourhood Services on 01285 623000.



# Health and Safety at Small Sized Events

## Guidance for organisers

Organisers of events must comply with health & safety laws which cover licensed and non-licensed activities. This includes all commercially run events and many which are organised by volunteers and charities. Health & safety requirements are designed to protect the public and all other people involved at the event itself, as well as during the 'build-up' before the event and the 'breakdown' after it has finished.

As an event organiser you should identify the:

- scale, type and scope of the event
- type and size of audience
- location
- duration of the event
- time of day and year the event will be held

These factors will help you to determine what resources and facilities will be required.

It is also important to ensure that you have sufficient insurance for the event (e.g. public liability and, if necessary, employers' liability insurance).

You should write down your health and safety precautions in the form of an Event Safety Management Plan and risk assessments. These should be as simple or as complex as the event demands. Most of the topics you will need to consider in the Plan are given below and the Health & Safety Executive's (HSE) website has additional information at:

<http://www.hse.gov.uk/event-safety>. Guidance on risk assessments can be found in the leaflet 'Risk Assessment' at [www.hse.gov.uk/pubns/indg163.pdf](http://www.hse.gov.uk/pubns/indg163.pdf).

In summary, your Event Safety Management Plan should cover:

- How you are going to manage the event.
- Venue and site design.
- Water supply (if you are on a private supply please contact the Private Water Supply Team)
- Vehicle Access to the site (including emergency access routes) and vehicle movements on site.
- Fire safety procedures.
- Crowd management.
- The safety of stages, marquees etc.
- Electrical safety
- Gas safety - all gas appliances and systems should have a current Gas Safe certificate.
- Any special effects (such as fireworks, lasers, strobe lighting, and smoke).
- Amusements and attractions (e.g. fairgrounds, animal displays).
- Working at Height (particularly during the build-up and breakdown)
- Noise control.
- Any special hazards (e.g. any nearby open water, overhead power lines and underground gas mains).
- Camping (if you intend to have an overnight camping area for staff, volunteers, or customers, please discuss this with our Neighbourhood Services Team).

Please note this is not an exhaustive list.

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