



Event Guidance Note 1

To help you decide if you need to complete the **Event Notification Form** to let the **Maidstone Borough Council Safety Advisory Group** know about your event the following simple information has been produced to guide you as to what makes an event either a "large scale" and/or "special" public event

A "large scale or special public event" means events where **one** or more of the following apply:-

- 1000 people or more are expected to attend
- Where road closures and or traffic management is necessary
- Where alcohol is available or easily accessible
- Where amplified music is played (live ,recorded or synthesised)
- Where use of leisure waters are part of the event (e.g. river or lake etc)
- Where there is an enhanced risk that crime and disorder may occur
- Night-time or overnight events
- Events over 12 hours duration
- Where major incident response requirements may need to be considered

Typical examples of the type of event are:-

- Fete's, fairs etc
- Open air entertainment including concerts, music festivals, theatre, opera and historic re-enactments
- Trade Shows
- Sporting events
- Agricultural Shows, horse shows, dog shows, car/caravan/motorcycle /motor scooter shows etc.
- Firework displays
- Large scale commercial events
- Processions, marches and carnivals.
- Street Parties
- Charity Stunts
- Religious events.

If your event is borderline or you are unsure whether it falls within the guidance given above it is recommended that you complete the Event Notification Form and submit it to the Council where an evaluation can be made.

SAG Guidance EVT 1
Version 1 25/05/12