

Event Classifications

Event Classifications have been established in order to assess the scale, quality and diversity of events:

1. Community Events

Community events are defined as any event organised by charities, not-for-profit, community or voluntary groups that directly benefit local residents and stakeholders.

2. Commercial Events

Commercial events constitute any activity that does not fall in the above classification. As a guideline, the following are general examples of commercial events:

- Product launches
- Corporate events
- Marketing and promotional activities for profit making organisations
- Private lets e.g. a wedding reception/private party.
- Funfairs and circuses
- Farmers markets
- Markets/ Food Festivals/Car Boot sales

3. Funfairs and Theme Parks

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 **Amusement Device Inspection Procedures Scheme (ADIPS)** certificates for all rides must be supplied for inspection by the **Health and Safety Executives (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 Events Applications will also be considered as high priority criteria:

- All designated security staff must be appropriately **Security Industry Authority (SIA)** trained.
- A full security schedule including the name and references of provider must be supplied with the application.

Due to the sensitive ground conditions and potential disturbance to local residents, the number of funfairs permitted is tightly regulated. As general guidance, Hyndburn Borough 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. A bond will be required to indemnify the council in case groundwork's repairs are required, following an event. This will be returned if the site is left undamaged.

4. Fireworks

Fireworks can be a great way to open or close an event; however they do present risks that need to be taken into account in the early planning stages. An experienced Firework company will understand the risks associated with fireworks displays, and for larger fireworks displays we recommend you seek their advice.

If you intend to include a fireworks display in your event, you will need supply details of the company who will undertake this provision. You will need to submit a specific risk assessment for the display which should include details of the fireworks to be used and a site plan of the launch site and proposed fallout zone and a copy of the company's Public liability insurance.

Specific criteria will apply to events proposing fireworks, including, but not limited to:

- Compliance with the Fireworks (Safety) Regulations 1997. [The Firework Regulations 2004](#).
- Adequate risk assessments considering the layout and size of the firing area, safety distances and exclusion zones.

There is extensive guidance already available on the setting up and firing of fireworks. Consult the [Health and Safety Executive's website](#) for guidelines and to download a copy of their publication "Working Together on Firework Displays" for information on this issue.

Please contact the Environmental Health (Noise) via the Contact Centre on 01254 388111 to discuss your firework display.

5. Circuses

As with Fun Fairs and Theme Parks, 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 circus applications, the following criteria must be met:

- Adequate risk assessments must be supplied considering the layout of the event attractions, safety distances, age restrictions, structural safety and working at height.
- Contact details must be provided for the previous authority that licensed the attraction/ event/ event organiser.

As with Funfairs and Theme Parks, the following general requirements for Events Applications will also be considered as high priority criteria:

- 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.

Applications for Circuses in the Borough will be assessed on a case-by-case basis.

6. Filming

Film productions must apply for a permit through the licencing department, of Hyndburn Borough Council and undergo the same scrutiny as events regarding risk assessments, scheduling, ground damage mitigation and formal licensing.

7. Marches and Demonstrations

Whilst the freedom to hold events and to march / demonstrate is important, so too is the freedom of the general public to go about their normal daily business, with a minimum of disruption. Accordingly, every effort must be made to ensure that a balance is struck between the rights and freedoms of those taking part in an event and of those living and working close by.

If an event involves a march or parade remember that the police are no longer legally allowed to manage traffic on behalf of event organisers and an application must be made to the Highway Authority, giving at least three months' notice.