

Parks & Open Spaces Small Event Planning Guidance

Stage 1 – Complete Event Submission and Hire of Land Application Form (at least 12 weeks in advance) and email to parkevents@sthelens.gov.uk

[Event submission and hire of land application form](#)

Emailing this document to us will start your application. We will contact you for further documentation. In the meantime you can get on with completing stages 2-6 of this guidance below.

NB. Park fees and charges will apply when you are granted permission to hire the land and stage the event - [Parks Fees and Charges - St Helens Borough Council](#)



Stage 2 – Read the Small Events guide:

[Guidance-to-assist-organisers-of-small-events](#)

Please also see the information on our web pages:

[Park Events - St Helens Borough Council](#)

[Organising an event in St Helens - St Helens Borough Council](#)



Stage 3 – Risk assess your event and complete risk assessments

Consider all the possible risks that your event poses and state how you will reduce that risk.

Use the template risk assessment to help you:

[Risk Assessment-Template](#)

Here is a good example of a risk assessment for a small event:

[Risk-Assessment-Example](#)



Stage 4 – Ensure that you have at least £10 million (see below) Public Liability insurance that covers your event and activities

The Council's standard is £10 million. On some occasions, when this can be demonstrated as sound and where the associated risks are lower, a lower level may be accepted. This shall be to a minimum of £5 million. It is the responsibility of the Event organiser to ensure that any individual participant / group / company involved in the event has an adequate up to date Public Liability Insurance Policy to a suitable value in place, together with site specific risk assessments.



Stage 5 – Complete St Helens Event Management Template & Guidance document

[Event-Management-Plan-and-Guidance-Notes](#)

Please complete this document as fully as possible. Give careful consideration to first aid provision, security, licensing and safeguarding of children and vulnerable adults (these are areas that are often overlooked at this stage).

NB. First aid and or medical cover - The HSE (Health and Safety Executive) Event Safety Guide provides a template that helps you establish your first aid, medical and ambulance requirements. Please refer to [page 130 of the Event Safety Guide](#). **Please ensure that first aiders or the first aid supplier is insured to administer first aid to the public and workers at the event.**

For assistance in completing this document please contact our team at parkevents@sthelens.gov.uk



Stage 6 – Submit the Events Management Plan, Risk assessments and Insurance documentation to parkevents@sthelens.gov.uk as soon as possible but no later than 10 weeks in advance.

It is important that you give our Health & Safety, Public Health, Traffic & Highways and Licensing Teams enough time to ensure the safety of your event.



Stage 7 – Receive feedback & amend event plan accordingly if needed

Our teams will give advice on guidance on how to improve the safety of your event. It is vital that you amend your risk assessments and management plan according to this advice.



Stage 8 – Resubmit event plan with amendments if needed (no later than 5 weeks in advance)

Please ensure that you have addressed all the recommendations and advice from our team.



Stage 9 – Receive approval and land hire agreement

If we are satisfied that the event is safe to go ahead, you will receive a signed land hire agreement (please note this is a change to our previous procedures).



Stage 10 – Pay the fee

You will receive an invoice from us. Please see fees information – [Parks Fees and Charges - St Helens Borough Council](#)