



Open Air Civic & Community Events Policy

Full Council Approved: October 2017
Last Reviewed: April 2026
Due for Review: April 2029

1. Policy Statement

Fleet Town Council recognises the important role that civic and community events play in bringing residents together, supporting local charities, and promoting Fleet as a vibrant and welcoming town.

The Council supports appropriate open-air events that are safe, well-managed, and accessible to the community, while protecting the Council's parks and open spaces and respecting nearby residents.

2. Supported Civic and Community Events

Fleet Town Council supports a number of established annual community events which contribute significantly to civic life in the town. These currently include:

- Fleet Christmas Festival
- Fleet Lions Fireworks Display
- Fleet Carnival
- Fleet Half Marathon
- Music on the Views

These events are supported as they:

- Maintain and enhance long-standing town traditions
- Support local charities and voluntary organisations
- Strengthen community cohesion
- Encourage visitors to Fleet
- Provide indirect economic benefit to local businesses and retailers

The Council may also support other appropriate community events from time to time.

3. Use of Council Parks and Open Spaces

Fleet Town Council permits the use of its parks and open spaces for community events that are appropriate to the scale and character of the venue.

Calthorpe Park is recognised as the primary location for larger organised events due to its size and ability to accommodate larger crowds safely.

Use of Council land for events will always be subject to conditions intended to:

- Protect public safety
- Minimise disruption to residents
- Protect the park environment
- Ensure compliance with relevant legislation and best practice guidance

4. Limitations and Restrictions

In recognition of historic covenants and to protect the amenity of the park:

- No more than five major events will be permitted in Calthorpe Park in any calendar year.
- Events in Fleet Town Council parks must conclude no later than 9:30pm unless otherwise authorised.

The Council will not support:

- Events that release balloons, lanterns or similar items into the atmosphere due to environmental impact.
- Private parties or exclusive events that are not open to the wider community.

5. Responsibility for Event Licensing and Compliance

Fleet Town Council is normally not the event organiser or licensee.

Responsibility for securing any necessary licences, permissions and statutory approvals rests with the event organiser, including but not limited to:

- Premises licences or Temporary Event Notices under the Licensing Act 2003
- Traffic management approvals
- Public liability insurance
- Safety management plans

Where a Temporary Event Notice is required, event organisers must obtain prior permission from Fleet Town Council before submitting an application.

6. Council Support

Where appropriate, Fleet Town Council may support civic and community events through:

- Permission to use Council land
- Grants or financial assistance (subject to Council grant policies)
- Administrative advice and support

7. Event Applications

Anyone wishing to hold an event in a Fleet Town Council park or open space must complete and submit an Event Application Form.

Applications should normally be submitted at least 12 weeks prior to the event to allow sufficient time for review.

Applications will be assessed by officers considering:

- Event size and scale
- Suitability of the proposed location
- Potential impact on residents and park users
- Safety and operational arrangements

The Council reserves the right to recover the cost of electricity and water consumed during the event.

8. Required Documentation

Depending on the scale of the event, organisers may be required to provide:

- Event Management Plan
- Risk Assessment
- Public Liability Insurance (normally minimum £10 million)
- Site plan
- Traffic Management Plan (if applicable)
- Noise management plan
- Safeguarding arrangements (where children are involved)
- Security arrangements

For larger events, organisers will be required to follow guidance contained in The Purple Guide to Health, Safety and Welfare at Music and Other Events.

9. Event Conditions

When granting permission for use of Council land, the Council may impose conditions including:

- Event duration and hours of operation
- Set-up and dismantling periods
- Noise limits and sound monitoring requirements
- Restrictions on lighting and amplified music
- Waste management requirements
- Protection of grassed areas and infrastructure
- Vehicle access restrictions during wet weather
- Environmental protection measures

In the event of extreme adverse weather conditions, the Council reserves the right to cancel the event. The Council will liaise with the event organiser prior to any such decision where reasonably practicable.

10. Damage Deposits

For some events the Council may require a refundable damage deposit.

The amount will depend on:

- Size of event
- Duration of occupation
- Infrastructure installed
- Risk of damage to the park

The deposit may be retained wholly or partially if damage occurs.

11. Safety and Security

Event organisers are responsible for ensuring their event complies with relevant legislation including:

- Health and Safety at Work etc. Act 1974
- Licensing Act 2003
- Environmental Protection Act 1990
- Equality Act 2010

Where applicable, event organisers should also consider counter-terrorism and public protection measures, including those anticipated under forthcoming Protect Duty (Martyn's Law).

For larger events, consultation may take place with the Safety Advisory Group (SAG) which includes representatives from emergency services and relevant authorities.

12. Noise Management

Fleet Town Council recognises that outdoor community events may generate temporary noise. The Council seeks to balance the benefits of community events with the need to minimise disruption to nearby residents.

Event organisers must take reasonable steps to control and manage noise generated by their event.

12.1 Event Hours

Unless otherwise agreed by the Council:

- Amplified music should normally take place between 10:00am and 9:00pm.
- All events in Calthorpe Park must conclude by 9:30pm in accordance with park covenants.

12.2 Noise Levels

Where amplified music or sound systems are used, organisers may be required to ensure that noise levels do not exceed a reasonable level at the boundary of the park or event site.

As a general guide:

- Sound levels should normally not exceed 65 dB(A) over background levels at the nearest residential boundary.

- For larger organised events, professional sound management and monitoring may be required.

Fleet Town Council may require sound checks prior to the event and monitoring during the event where appropriate.

12.3 Sound System Management

Event organisers should:

- Position speakers away from residential properties where possible.
- Use directional speakers to limit sound spread.
- Avoid unnecessary bass amplification which carries further than other frequencies.
- Ensure sound levels are reduced gradually towards the end of the event.

12.4 Complaints Procedure

Event organisers must provide a contact number for a responsible person during the event so that any noise concerns can be addressed promptly.

Where noise complaints are received, the Council may require sound levels to be reduced.

12.5 Enforcement

Failure to comply with agreed noise conditions may result in:

- Immediate instruction to reduce sound levels
- Early termination of amplified music
- Refusal of permission for future events
- Termination of the event

13. Environmental Considerations

Event organisers must minimise environmental impact, including:

- Responsible waste management
- Not damaging trees and green spaces
- Not releasing balloons, sky lanterns, or similar items
- Protecting wildlife and habitats

14. Review and Monitoring

Officers may inspect events during operation to ensure compliance with agreed conditions.

Failure to comply with conditions may result in:

- Additional charges for damage or clean-up
- Refusal of permission for future events
- Termination of the event