

ENTERTAINMENT LICENCE GUIDANCE

DO YOU KNOW?



To hold an outdoor event in North Lanarkshire, where the public are in attendance, you must have a public entertainment licence. Other licences, permissions, certificates, or permits may also be necessary, but this will depend on the size, scale and type of event being planned. Here's some information to aid with the planning of your event.

Temporary Public Entertainment Licence (TPEL)

Prior to the event day, you must submit your application **12 weeks** in advance, and it must include:

- A detailed Event Management Plan. (see Appendix 1)
- Detailed event location plan(s).
- A Fire Risk Assessment document – this should show the Fire appliance access/egress routes, fire hydrant location, event entrance(s) and exit(s) points, evacuation routes. In addition, (if applicable) main stage position / other stage(s), power, electrical points, water pipe, firefighting equipment, and detail of the stewarding for the event, together with the number of Security Industry Authority approved security staff.
- A medical Plan including risk assessments, if applicable.
- A letter of consent from landowner (North Lanarkshire Council).
- Relevant fee. **(Please note that the fee is to cover the costs of processing the application and it is not refundable)**

In addition to a TPEL, do you intend to sell crafts, food, drinks, or anything else at your event?

If yes – a Street Trader Licence(s), or a Market Operators Licence will be required.

Please note, Street Trader and Market Operators applications should be lodged at the same time as your TPEL.

Street Trader Licence

If stalls are not contained within a fenced area this application should be used. To note, if these are only information stalls, then a licence would not be needed.

Market Operators Licence

Like the Street Trader licence procedure. However, if sellers are contained within a fenced area, this type of licence should be used, one licence will be sufficient to cover multiple traders.

- Prior to the event day, you must submit either application **12 weeks** in advance, with the following:
- Two identical colour photographs, passport size of applicant.
- A detailed location site plan.
- A letter of consent from landowner (North Lanarkshire Council).
- Certificate of compliance in terms of The Food Safety Act 1990 issued by Protective Services if the trading includes food business.
- Hold a valid licence and badge prior to trading!
- Relevant fee. **(Please note that the fee is to cover the costs of processing the application and it is not refundable)**

Charity collection

Do you intend to have a collection at your event? If yes, details can be found here:

Details can be found here:

<https://www.northlanarkshire.gov.uk/licences-and-permits/all-licences-and-permits/permits-and-permissions>

Liquor Licence

Do you intend to sell alcohol at your event?

If yes, you will require an occasional licence - application details can be found here.

You will require an occasional licence to sell alcohol at an event – application details can be found here:

<https://www.northlanarkshire.gov.uk/licences-and-permits/all-licences-and-permits/liquor-licences>

Additional council information that you may find useful

Did you know the council has a Safety Advisory Group (SAG)?

This is a multi-agency forum that exists in an advisory role that offers specialist advice, guidance, and support to all event planners/organisers holding their event in North Lanarkshire.

A SAG notification form should also be submitted prior to the event day, usually at the same time as the TPEL licence application.

Information can be found here:

<https://www.northlanarkshire.gov.uk/business/trading-standards/the-safety-advisory-group>

Are you having a stage over 600mm in height, a marquee, stage trailer, seating, or other raised platforms?

If yes to any of the above, you will need to apply for Permission to use a raised structure - Section 89 Civic Government (Scotland) Act 1989 certificate, 14 days prior to the event day. This can be applied for via Building Standards. Information can be found here:

<https://www.northlanarkshire.gov.uk/search/all?keys=section%2089a>

You should note, any structures over a certain size must be checked/signed off by a structural engineer prior, requirement of Building Standards. Information can be found here:

<https://www.northlanarkshire.gov.uk/planning-and-building/building-standards/licensing-and-safety-at-sports-grounds>

Do you plan to have inflatable structures at your event?

Checks can be done re inspectors and inflatables tagging via **PIPA - Testing and Tagging for Inflatable Play Equipment**

Additional information can be found here:

[Bouncy castles and other play inflatables: safety advice \(hse.gov.uk\)](https://www.bouncycastle.co.uk/safety-advice)

Do you require to put in place traffic management arrangements?

To discuss traffic and event management issues (if applicable) with the Police, please contact Police Scotland by telephoning 101 and asking for the Motherwell Operational Planning Unit.

For guidance on running events safely, we'd also recommend organisers refer to [Events health and safety \(hse.gov.uk\)](https://www.hse.gov.uk/events)

If in doubt, do not hesitate to get in touch with us at NLCevents@northlan.gov.uk

Appendix 1

Event Management Plan suggested topics

Event Organisational Staff

Event Information

- Anticipated attendance
- Event site capacity
- Event entry
- Identification of event support staff
- Spectators with disabilities
- Arrangements for a lost child
- Vulnerable Persons
- Public Transport
- Parking

Waste management/other streams

General Public Spaces de-littering and Public Waste provision

Event Programme (overview)

Event set-up schedule and de-rig

Event Preparation

- Power
- Noise and Light
- Weather

Site Preparation

- Crowd Control/Fencing

Information

- Publicity and Media
- Communications
- Admission and onsite activities
- Food and Drink
- Entertainment
- Stage
- Wayfinding/Site Dressing
- Other

Temporary Structures

- Stages and Lighting
- Marquees

Medical

- First Aid
- Medical Plan

Sanitary and Welfare Provision

Event Safety

- Stewarding
- Security
- Own Safety
- Fire Safety
- Safety Briefing

Risk Assessments/ADIPS etc

Onsite Communications

- Radio Communication
- Communicating to Public

On site Catering Provisions

Insurance

Evacuation Procedures

Traffic Management in and around site

Emergency Vehicle Entry and Exit

Contingency Plan

Site Clearance

Fire Management