

COMMUNITY

Events Toolkit



2021 - 2022

A Guide for Organising Community Events in Dumfries and Galloway

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Portpatrick

Dumfries and Galloway Council aims to make our region the best place in rural Scotland to plan, manage, deliver and visit great festivals and events.



If you have any enquiries regarding this Community Events Toolkit please contact Dumfries and Galloway Council's Principal Events Officer at events@dumgal.gov.uk

Toolkit designed in-house by the Council's Graphics Team

All photographs within this Toolkit were taken before the onset of the Coronavirus Pandemic in March 2020.



Councillor Adam Wilson right, with Allana Hardie and Rory Campbell promoting the Stranraer Oyster Festival, 2018.

1. Introduction

Dumfries and Galloway Council is pleased to publish this Events Toolkit to assist the work of event organisers across Dumfries and Galloway. For many years now communities across our region have planned and delivered exceptional festivals and events that have brought people together to celebrate arts and culture, sport and heritage. The Council endeavours to be the most pro-festivals and events Local Authority in rural Scotland, as we keenly appreciate the community confidence and skills that can develop through successful events projects taking place.

The economic and social harm created by Covid-19 is likely to take years to fully overcome. The Community Events Toolkit aims to make the planning of community festivals and events easier to organise in the near future, to enable communities to come together safely and in harmony.

This Toolkit has a focus on health and safety and in promoting effective planning tools. Despite the difficulties caused by Covid-19, our events organisations across the region have proved resilient and robust, and Dumfries and Galloway Council is delighted to work in partnership with every organisation. We need you more than ever and hope this publication proves to be of practical value in re-establishing events within the heart of your community.

Councillor Adam Wilson,
Dumfries and Galloway Council's Events Champion

2. A Focus on Community Events

This Toolkit aims to offer practical guidance on the key steps towards organising your own successful festival or event. Statutory areas of importance such as licensing and health and safety will be covered, as well as advice on advertising, marketing and applying for funding for your event. No matter the size of your festival or your prior experience in events planning, this toolkit should offer some practical planning tips for your project.

Smaller scale community events will come into their own in 2021. The introduction of our Council’s Community Events Fund in March 2021 forms part of our work to make Covid-19 safe events a key part of promoting health and wellbeing in Dumfries and Galloway.

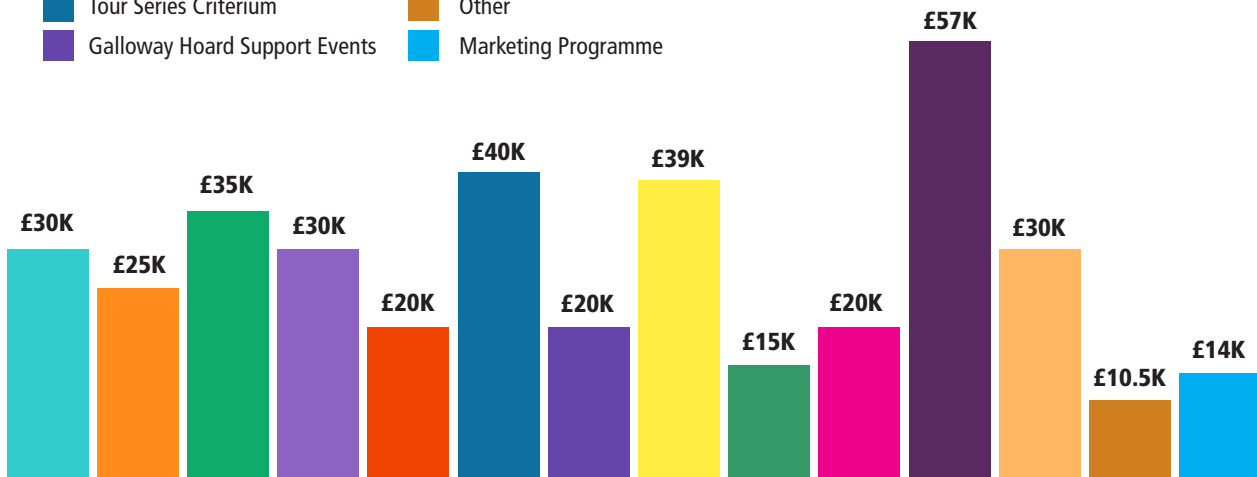
Festivals and events create benefits beyond their actual delivery, which is one compelling reason why our Council invests in them. They contribute towards community regeneration, tourism, skills development and help build our cultural sector. In the absence of urban entertainment, Dumfries and Galloway Council is delighted to support initiatives which bring live entertainment, culture and sport to our rural communities.



The Council’s 2021-22 Investment in Community and Major Events

The Council’s £365K Budget for Festivals and Events projects for 2021/2022 is presented in the bar chart below.

- Big Burns Supper
- D&G Arts Festival
- Spring Fling
- Wigtown Book Festival
- The Scottish Rally
- Tour Series Criterium
- Galloway Hoard Support Events
- Major Events Strategic Funded Events
- Regional Growth Events
- Raiders Gravel Festival
- Community Events Fund
- Together Again Arts Season
- Other
- Marketing Programme



3. Sources of Help to Find and Secure Funding

There are several sources of grant-funding support for festivals and events projects.

Since 2005, Dumfries and Galloway Council has had an active Events Strategy, and the funding available through this route and other Council grant programmes can be found using this link - www.dumgal.gov.uk/grants. Most Council grant funding programmes only open for a set period of time each year, so do be aware of this not to miss out on deadlines.

Separate to the Council, there are quite a few other funding opportunities to consider:

EventScotland is part of VisitScotland's Events Directorate

Its aim is to raise Scotland's reputation as the perfect stage by supporting and securing a portfolio of events and developing the industry. EventScotland provides advice and guidance, resources and funding opportunities; including the Scotland's Events Recovery Fund, created to help Scotland's events sector plan and deliver events through to the end of 2021, and to provide support as the industry responds and adapts to the effects of Covid-19. For more on EventScotland work and also that of the wider Events Directorate, then go to www.visitscotland.org/events

Creative Scotland supports arts and culture in Scotland

Creative Scotland distributes funding for the arts, screen and creative industries from two primary sources, the Scottish Government and the National Lottery. It does occasionally fund festivals and events projects if they have a wider artistic purpose. Do check out their funding information pages www.creativescotland.com/funding

Funding Search Tool

There's a free funding search tool at www.fundingscotland.com that can help community and events organisations find additional potential sources of funding for their projects.

Third Sector Dumfries and Galloway

A good source of help and advice on voluntary sector project funding is Third Sector Dumfries and Galloway. Their staff are helpful and knowledgeable. Do contact them if you need further advice and support. Their contact details are: Telephone: 0300 303 8558 / Email: info@tsdg.org.uk

There are also some National Lottery funding sources that may be adapted to supporting events projects and events organisations.

Appendix 1 includes a full list of Community Benefit funding programmes currently active across Dumfries and Galloway.



4. Budget Planner

When planning a festival or event, it is very helpful to prepare and set out an income and expenditure budget at an early stage. The budget template below has been designed as a guide to assist you. You can add in your organisation's specific costs and income streams too.

Event budget template

Income	Amount	*In-kind	Total
Public Funding	0	0	0
Private Funding	0	0	0
Sponsorship	0	0	0
Ticket Sales	0	0	0
Other Income	0	0	0
Total Income	0	0	0

This is available as an Excel template by clicking [here](#)

Expenditure	Amount	*In-Kind	Total
Staff costs			
Staffing	0	0	0
Office costs	0	0	0
Other admin costs	0	0	0
Sub-total	0	0	0

Event delivery costs	Amount	*In-Kind	Total
Facility/venue costs	0	0	0
Production costs	0	0	0
Performer costs	0	0	0
Performer travel & accommodation	0	0	0
Health & Safety	0	0	0
Event insurance	0	0	0
Road closures and licences	0	0	0
Hospitality	0	0	0
Other travel	0	0	0
Sub-total	0	0	0

Marketing Costs	Amount	*In-Kind	Total
Advertising	0	0	0
Website	0	0	0
Design & print	0	0	0
Online	0	0	0
PR costs	0	0	0
Sub-total	0	0	0

Budget Contingency at 5%	0	0	0
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Expenditure sub-totals	Amount	*In-Kind	Total
Staff Costs	0	0	0
Event Delivery Costs	0	0	0
Marketing Costs	0	0	0
Contingency	0	0	0
Total Expenditure	0	0	0

*In-Kind contributions are the services and goods donated to your project.



5. Preparing Your Event's Risk Assessment - two examples for adaptation

Organising a community event should be an enjoyable experience for all concerned. Due to Covid-19 however, our communities have had to deal with the immediate challenges presented by the pandemic. For events to be successfully re-established, event organisers need to ensure that the management of public health is an integral part of their project planning.

The Council has prepared two model Risk Assessments that outline typical risks for a Fun Run Event and an Outdoor Concert. These Risk Assessments can be adapted and used for your own events taking account of your project's unique circumstances. The two Risk Assessments can be found at the back of this Toolkit at **Appendix 3**. Do find the best source of health and safety and risk management expertise within your organisation or agency to lead on preparing your event risk assessment – it is surprising the range of skills, knowledge and experience our voluntary organisations possess, and the contributions people wish to make.

VisitScotland has very helpful webpages for information on current guidance on coronavirus for events organisers and health and safety resources.

Go to: www.visitscotland.org/events/advice-materials



This section of the Toolkit has kindly been prepared by Dumfries and Galloway Arts Festival.

6. Dumfries & Galloway Arts Festival: Support for Organising Cultural Events

Dumfries & Galloway Arts Festival supports people across Dumfries and Galloway to experience live performing arts. They are the only region wide performing arts organisation in Dumfries and Galloway, incorporating three key strands: the 10 Day Festival, Arts Live and Stage iT projects.

Since 2016, the Arts Festival has developed and delivered a year-round Arts Live programme and is a promoter and performing arts network that supports venues, artists and promoters from across the region, who are supported by Dumfries and Galloway Council to curate a diverse year-round performing arts programme.

Stage iT is the youth strand of the Arts Festival's performing arts work within the region. It comprises of a Young Promoters Group (YPG) who are a collective of young people who have a passion for performing arts and seeing it become more diverse and accessible in our region.

Throughout their 3 strands, they support people in Dumfries & Galloway to organise performing arts events across Dumfries & Galloway. There are a number of ways that they can support you. Through their Arts Live scheme, they have access to a network of venues, artists and promoters that they can connect you with to help support your event.

You can also become a member of their network, for free, and get access to support, regular training and networking events, mentorship opportunities, additional promotion and much more.

Their Support for Ambition scheme gives you the opportunity to showcase what our region has to offer and put on the very best performing arts events right here in Dumfries & Galloway. They can give you the security of partnering with you to minimise loss on your event, you will be featured on their website and in their programme and benefit from the core marketing campaign with regional online and offline advertising and PR throughout the season.

As Scotland's Largest Rural Performing Arts Festival, they also have links with national and international companies that you can access for your event and are always on hand to help you programme world class artistic companies for your events.

You can contact Dumfries and Galloway Arts Festival by emailing info@dgartsfestival.org.uk

Tips to think about when planning your arts event:

Venue:

Contact a number of local venues in that area, to understand the capacity, equipment and spaces available in your chosen area.

Would your event be best suited to a town hall with an open space for performance? Or would it be better suited outside, as an open air event?

Talking to a number of different venues, can help you to understand the different elements of your event that you will have to think about like what equipment they already have available, such as lighting and sound equipment and can help you to determine what you already have on hand.

Think about the capacity you need for this event, are you planning to programme a really popular band or tour a really exciting new show? Then you may need to think about a venue with a larger capacity.

Our region has a fantastic range of venues of all shapes and sizes and we are able to help talk you through the different types of venues available for your performances.

It is important to think about any risks associated with your event and do an assessment of what could go wrong so you are prepared, look at things like trip hazards on equipment, electrical issues, weather if you are holding an outdoor event and accidents that could potentially cause injury to your audiences or team.

Audiences:

If your event is ticketed, put your tickets on sale in good time for your event and make sure you think about how to promote your event.

For example, if your event is aimed at young people, you need to make sure your marketing targets people in that age group. Think about where they are likely to be looking for events to attend like on social media channels.

There are many different ways that you can advertise your event in Dumfries & Galloway, such as through DGWGO (Dumfries and Galloway What's Going On), D&G Life, DNG Media, D&G Standard, Radio and local outlets such as community hubs like Visit Scotland centres, community centres, swimming pools and libraries.

If you have an image of the performer, or the show being performed in the past, you can get leaflets made or use this on social media platforms to build excitement for what you are offering. Do ensure that you have the rights to use these images.

Team:

When organising an event, you will most likely need to think about what support you will need on the day, there are many community groups that would love to get involved and can be a vital resource for local knowledge and ensuring your event runs smoothly.

Or if you need to recruit specialists such as tech support or someone to help you build a marquee for example, it is important to see how much this will cost when assessing your event. If you apply for our Support for Ambition funding, you can access a number of different support resources through our network and also volunteers to assist you on the day of the event.

7. The Biosphere and Wider Dumfries and Galloway Events and the Environment Charter

Dumfries and Galloway Council has worked with the UNESCO Galloway and Southern Ayrshire Biosphere project team to prepare the Biosphere and Wider Dumfries and Galloway Events and Environment Charter, detailed below. The Charter promotes the three pillars of sustainability - environmental protection, social equity and support for the local economy.

Help to conserve the natural resources of the Biosphere

All events should minimise any negative impacts on wildlife and natural resources through effective waste and recycling policies, meaningful efforts to reduce or use alternative forms of energy and by avoiding sensitive sites / seasons for wildlife and biodiversity.

Sites / routes for activities should be able to withstand the anticipated visitor pressure / weather conditions.

Participants in events should be encouraged to use sustainable forms of transport.

Support the economy to benefit people and nature

Procurement of goods and services should be focussed predominantly on businesses within Dumfries and Galloway and the Biosphere areas of Ayrshire unless unavailable in our area.

All goods and services should seek to have the maximum environmental credentials - e.g. recognised as sustainably sourced, refurbished and recycled.

Events should encourage participants to extend their stay within the Biosphere.





Promote cultural heritage and local products

Local food and drink provided at events should have positive environmental credentials and celebrate their association with the UNESCO Biosphere and South West Scotland.

Exploration of the wider Biosphere area should be encouraged to event participants, spectators and or family / friends.

Contribute to the health and well-being of the community

Local communities should be involved in event planning to minimise any negative impacts and to identify opportunities to generate added value.

Develop knowledge, understanding and promote research

Where appropriate events should seek to further our understanding of issues and implement actions associated with environmental and economic sustainability.

Raise awareness of the Galloway and Southern Ayrshire Biosphere

Promotions should actively acknowledge that the event is taking place in a UNESCO Biosphere that has been internationally recognised for its world class, landscapes, wildlife, culture and the commitment of local communities and businesses to operate in a sustainable way.

All events should actively promote sustainability awareness and education.

For full details of the UNESCO Biosphere visit www.gsabiosphere.org.uk/

8. Festivals and Events Marketing Tips and Advice

Marketing is how you communicate with your visitors and stakeholders to promote the benefits of your festival or event.

Marketing begins by thinking about your customers and visitors; how do they access information on your event, what experience are you offering to your visitors and what are you doing to encourage them to purchase tickets/sign up to your event?

A helpful introductory concept to work with is that of the 4 Ps. These are derived from a business planning tool known as the marketing mix. You may find it useful to employ this tool to plan the advertising and marketing aspects of your event more effectively, in order to appeal to your target market.

One of the first questions you should be asking yourself is, "Who are our target visitor groups for this event?" e.g. families, over 25s etc.

Figure 1



Source: <http://www.dr4ward.com>



Product - What is your event? What are its key elements? What experiences will it deliver?

Price - What is the admission cost to attend your event? Is everything included in your ticket price, or are there separate activities that are charged for too? Do you need to set a range of prices to attract different audiences and maximise your visitor numbers? e.g family tickets and concessions such as disability and student rates. Do the prices make the contribution you want towards recovering your costs?

Place - Where does your event take place? How do you get to the event? Can you promote local accommodation options, other local events and activities when communicating information to your potential visitors? Is it accessible? Is there parking and good links to public transport available?

Promotion - How do you promote your event? What advertising, e.g. websites, press release, local papers, radio, social media etc., activities will you undertake to ensure the word is spread to your target audience?

To build upon the 4 Ps model do think about key customer service questions. Questions you may consider include:

- How can we make it as easy as possible for visitors to attend our event, purchase tickets and access information?
- How can we make entry to the event as efficient as possible for our visitors?
- How do we look after performers/service providers to show their contributions are valued?
- Should we sell/offer with the ticket price, event branded items such as t-shirts, hats, lanyards etc, in order to promote the event through brand exposure for future years?
- What types of facilities should be provided for visitors throughout the event? For example:
 - first aid visibility, designated stations and stewards
 - visitor information, maps on arrival for larger events, an information stall/staff in the event area
 - toilet facilities, are they accessible for everyone? How many do you need for the number of visitors expected? Who will be ensuring standards are kept high in these facilities?
 - do you need safety/security stewards? If so should these be volunteers or a professional company hire?

Social Media Marketing

It is relatively straightforward to establish an online presence for your event, that is easy to maintain for you and easy to access for your audience.

The four main channels of social media used to generate interest through followers are Facebook, Twitter, YouTube and Instagram. However, if you're running events that are targeting certain audiences you may also wish to consider other channels such as Tik Tok, Snapchat and Linked In.

There are many online resources to assist you with setting up social media pages, however gaining a large following on your events page takes more thought, time and effort to achieve. The larger the following you have the more widely known your event will be, for example on Facebook if one of your followers 'likes' your post this will potentially appear on all of their own friends newsfeeds. Asking pages who already have a well-developed following in your area to like and share you page is also an effective way of spreading the word.



Regular posts are important, as infrequent posts or no posts for any length of time could lead to people unliking or unfollowing your page. A few posts a day on the progress of your event planning is a great way of keeping your followers constantly excited and engaged in the lead up to your event, and try to use images to accompany posts too as a way of engaging with followers. It is a good idea to have a few page administrators - people who are working closely with you on your event, as this eases the pressure on you to constantly post, reply to comments and messages that you will undoubtedly receive. It is also beneficial from a contingency point of view.

Marketing and Advertising Budget

It is invaluable to have a budget for marketing and advertising your event. Do consider having a separate marketing budget within your overall event budget.

Events Calendars

Our Council works closely with VisitScotland amongst other tourism agencies to help ensure events in Dumfries and Galloway are easily available for everyone to view information on.

You can reach thousands of people by uploading your event information to the VisitScotland website via this link: <http://www.visitscotland.com/submit-event>. If you wish to advertise numerous events, dates or edit your event listing contact EventScotland on: contentevents@visitscotland.com.

Dumfries and Galloway, What's Going On? is a great way to advertise your local event, see their website here: <http://www.dgwgo.com>. You can also access the <http://www.visitscotland.org/> website for advice and information or contact your local VisitScotland information center where a member of staff may be able to offer guidance on advertising your event through their page.

You can also use this website to look at other events happening in the region which you may wish to avoid clashing with, or consider collaboration in advertising and marketing.

Dumfries and Galloway Council aims to make our region the best place in rural Scotland to plan, manage, deliver and visit great festivals and events.



9. Monitoring and Evaluation - a Council perspective

In financial year 2021/22 the Council will monitor and evaluate the successful delivery of the festivals and events receiving Council funding, using new criteria. The new criteria now places the most importance upon community partnerships and community support for festivals and events development, as well as the overall quality of the project. The Council will monitor;

- Evidence of community support and community consultation regarding the hosting of the funded event
- Evidence of public health measures being taken into account at all stages of the event's planning, management and delivery
- Evidence of partnership working to support individual and community health and wellbeing
- Evidence of effective marketing to local residents and visitors
- Evidence of Council funding contributing to community leadership and events skills

These five primary areas for monitoring and evaluating the funded projects of the regional Events Strategy – the Major Festivals and Events Strategy 2018 - 2021 (MFES 18-21), will be incorporated into all our project work and pre and post event project reports. Throughout 2021/22 all projects will be asked to work towards generating some or all of the following social outcomes;

1. The social impacts of events in combatting loneliness and contributing to wellbeing and happiness
2. Events and volunteers skills – pre and post event evaluation
3. The inter-generational value of events
4. Festivals and events and do they contribute to affinity with local communities
5. Attendance at events and whether it inspires behaviour change e.g., deciding to volunteer for a particular project or cause, or take more exercise, or take up a creative or sporting activity
6. The common sense proposal to ask events organisers, which social impacts do they feel their event has generated.

The means of recording these outcomes will be considered on a project by project basis. We aim to share and promote good practice throughout 2021 and 2022 to encourage a focus on working to generate as many possible social and wellbeing benefits from the Major Festivals and Events Strategy 2018-2021 Interim Action Plan.



10. Day of the Region Case Study

Day of the Region – A Great Case Study for Dumfries and Galloway Events Organisers

Day of the Region is a successful community capacity-building model which strengthens and celebrates rural communities. It stems from an original transnational cooperation project with partners in Germany and the Netherlands. The model has evolved over the past 10 years and it has been recognised as a vital community development tool to bring communities together.

Cooperation with partner regions in Europe presents opportunities for local communities to meet, learn from and share experiences of living and working in rural communities. This approach encourages innovation and collaboration – adding scale to a project and building social cohesion between people in different. Day of the Region has played an important role in providing capacity, tools and confidence for rural communities across Dumfries and Galloway to take advantage of their assets and to become more active participants in their own destinies, management and quality of life.

Building the capacity of the volunteers to go on and do bigger and better things has been a key part of the project and the Social Return on Investment analysis we have been able to undertake confirms the massive contribution volunteering makes to the sustainability of our rural communities.

The Day of the Region project has been crafted year on year to enable communities to deliver quality community-led activity with less dependency on external funding - meaning potential exists for communities themselves to take forward the Day of the Region initiative at the end of the LEADER programme.



Tips

- Local Groups do not need a lot of money to deliver projects
- A common theme, an over-arching umbrella under which they can deliver projects, such as Day of the Region is useful to galvanise people and bring organisations together
- Projects can draw in additional funding to support their activity.
- It is important to get people involved at an early stage
- Have as large a group as possible to share the workload
- A common purpose takes time to communicate
- People should let the community decide what is needed (principles of Community Led Local Development)
- There is no one size fits all scenario
- Flexible date for events

Evaluation Report is available: www.dgleader.co.uk/projects/day-of-the-region/

11. Licensing

Licensing Overview

You must check whether your event needs a licence or not. Regardless of the position regarding licences, all events are required to notify the emergency services with information detailing what your festival or event will entail.

Licensing requirements most likely to apply to your event, if any, include those associated with the sale of alcohol, public entertainment and public performance.

Dumfries and Galloway Council's Licensing Team are very approachable and are a highly useful source of information and advice. Licensing can be very complex, it is constantly changing, renewing and updating policies which affect the public. The Licensing Team welcome and recommend that you contact them directly for guidance and assistance on any licensing aspects of your event. Our contact details are at the end of this section on page 19.

Any application process takes time. The Licensing Team have recommended that organisers should contact the Licensing Team at least six months prior to the event, and that completed applications be submitted at least 2 months prior to the event. The team are happy to meet and discuss any aspect of your proposed event and offer guidance on the application process. The preparation and submission of your application is key. Earlier submissions allow for any alterations which may be required and will also allow for better planning of your budget.

Licensing of Public Entertainment

Dumfries and Galloway Council licence many forms of public entertainment, the nature and requirements of events can vary greatly and as such Licences may fall into a number of categories, e.g. an outdoor music festival may also contain a firework display, thus an overlap may occur.

An important condition of a public entertainment licence to be aware of, is that of the Licence holder appointing a 'suitably qualified and experienced person to act as the Event Safety Co-ordinator'. This individual will be responsible for:

- Liaising with lead sub-contractors and any self-employed persons to be employed at the venue
- Assisting the Licensing Authority in the inspection of the venue aspects before, during and after the event
- Obtaining and checking all relevant risk assessments and safety policies
- Ensuring safe systems of work are being carried out and halted if not
- The Licence holder's own risk assessment





The responsibility of ensuring the venue is licensed for your event lies with both the organiser and the venue owner. In particular these include events where:

- The sale of alcohol occurs
- Any event open to the general public, whether free of charge or not
- Functions where ticket admission is used and alcohol is included in the price
- A late night event

Licensing under the Licensing (Scotland) Act 2005 - Occasional Licences

If you plan to serve alcohol at your event, you can apply for an Occasional Licence. An application for an Occasional Licence should be made by a nominated representative from your group's committee or from within the event group.

The Occasional Licence application will take time to process, an application in respect of an Occasional Licence requires to be lodged at least 28 days prior to the event. A voluntary organisation cannot apply for a licence for a birthday party, wedding or similar occasions. Please contact us for details. Information on a number of Licences and the application forms can be found at:

www.dumgal.gov.uk/licensing

Remember: Failure to apply for and be granted a Public Entertainment Licence (PEL) is a serious offence.

Holding Raffles, Lotteries and Prize Draws

Fundraising activities that can be defined as lotteries - put quite simply, anything which is chance and not skill - come under the Gambling Act 2005 and are regulated both by local authorities and the Gambling Commission. Here is a link to their webpage where information can be found on 'lotteries and fundraising', such as prize competitions and race nights etc:

www.gamblingcommission.gov.uk/home.aspx

All events of this nature require a licence.

Hypnotism Licences

Any hypnotism performance requires a licence from Dumfries and Galloway Council.

The Hypnotism Act 1952 states that no person shall give an exhibition, demonstration or performance of hypnotism on any living person, at or in connection with entertainment to which the public are admitted, whether on payment or otherwise, at any place unless the controlling authority that exhibition, demonstration or performance. Application forms are available on the Council website www.dumgal.gov.uk/article/15854/Public-entertainment-licences



Public Charitable Collection Licence

The most commonly used form of Public Charitable collection is that of bucket collections.

If you wish to bucket collect at your event you should ensure you have applied for a licence to do so. The application form and guidance notes are available in the accompanying document (found in the toolkit appendices). Please contact the Licensing Team if you have and queries on this.

Cinema Licences

The occupier of the premises where the screening is to take place should ensure that you have a cinema licence or an exemption in place. It is also important to note that whilst the Cinemas Act 1985 does not require venues to have a cinema licence in place for "occasional and exceptional" screenings, there is still a requirement for the occupier of the premises to give the licensing authority, the fire authority and the chief officer of police no less than seven days' notice in writing of your intention to use the premises for this purpose. You can access the application form and conditions here:

www.dumgal.gov.uk/article/15854/Public-entertainment-licences

Please feel free to contact Dumfries and Galloway Council's Licensing Team for further help or information.

Telephone: 01387 245922 or 01387 245903 or 01776 888428

Email: Licensing@dumgal.gov.uk

12. Use of Roads, Car Parks and Public Processions

Where an event will use/occupy part of a road or car park and/or have an effect on traffic and/or parking then the organiser must contact Dumfries and Galloway Council's Road Network Team (Our contact details are at the end of this section). Whilst this guidance is principally concerned with public roads it may also be applicable to other roads (private or Trunk).

At an early stage in the event planning process the organiser should liaise with the Road Network Team to consider the following factors, as appropriate:

- Road safety
- Requirement for a Temporary Road closure or Car Park closure
- Occupation permit for the road and / or car park
- Preparation of a Traffic Management Plan
- Diversion routes for all modes of travel/traffic
- Signing requirements for diversion routes
- Parking / Suspension of parking bays
- Planned road works that may affect the event
- Public Transport
- Timing of the event, which is critical to safety; i.e. times which clash with peak traffic periods should be avoided.
- Direction signage to event.

The Road Network Team can give further advice on these matters. Full consultation with the Emergency Services needs to take place and this can be co-ordinated by the Road Network Team.

Any requirement for an occupation permit or a Temporary Traffic Management Order can be requested using the application forms on the Council's website <http://www.dumgal.gov.uk> or by application in writing using the form available from your local Customer Services Office. The cost of the permit and/or Order, any signing etc will be met by the event organiser.



Use of Roads for Events Planning Timeline

6 - 12 months in advance
Initial discussions, and site meeting, to take place to ascertain the likelihood of road closures
3 - 6 months in advance
Application for occupation permit / Temporary Traffic Management Order to be made. Book any barriers that are required.
1 month in advance
Agreement to be made on temporary signing arrangements.
2 - 4 weeks in advance
Event organiser to inform affected businesses / residences etc. of proposal and any access arrangements that may be required.
Day of event
In advance - all road / diversion signs and barriers erected. Following event - all signage and barriers should be removed immediately / as soon as practicable

It should be noted that the timescale for the promotion of a Temporary Traffic Regulation Order can take a minimum of 4-6 weeks. Should the closure involve a Trunk Road this period may extend to 6-8 weeks. Early contact with the Road Network Team is recommended, ideally 3-6 months in advance

Public Processions

From 1st April 2007 the organisers of all public processions require to give at least 28 days written notice of their event to both the Council and Police. Public processions include the full range of moving events that occur in any public place in Scotland. The legal requirements will therefore apply to all cavalcades, demonstrations, festivals, kirkins, marches, parades, protests, rallies, remembrance parades, ridings and walks. Funeral processions are the only exemption from this process. Application and risk assessment forms can be found at: <http://www.dumgal.gov.uk/licensing>. The Councils Road Network Team will be able to offer further advice and guidance on this process with you, should you need it.

A risk assessment is only required where animals or vehicles are involved in your planned procession. There is no fee payable for this.

Public Procession applications should be submitted at the earliest opportunity to the Council, as should consultation with partners on the application resulting in the requirement for a Temporary Traffic Regulation Order (TTRO). Should a TTRO be required, this will take 4-6 weeks to process.

**For any further enquiries please contact:
Dumfries and Galloway's Road Network Team.**

Telephone: 01387 271100 Email: RoadNetworkTeam@dumgal.gov.uk

Appendices

Appendix 1: Community Benefit Funding in Dumfries and Galloway

Community Benefit funds linked to windfarms have become a valuable source of local funding in recent years, and could make a significant contribution to making your event happen – and its longer term sustainability. See below for comprehensive information and links to Community Benefit funding sources across Dumfries and Galloway you may be able to bid into, depending upon your location;

- **The Region Wide Community Fund**
Annual fund around £90k initially, administered by D&G Council. Opens January each year <https://www.dumgal.gov.uk/article/20249/Dumfries-and-Galloway-Regionwide-Community-Fund>
- **Dumfries and Galloway Regionwide Coastal Benefit Fund (Not Windfarm related funding)**
Over £400k available for 2021/22. Administered by D&G Council. <https://dumgal.gov.uk/article/20354/>
- **Sustainable Development Fund, region wide**
Around £385k fund that opens in alternate years. Administered by SSE (the power company) themselves, next opening 2021. <https://www.sserenewables.com/communities/sustainable-development-fund/>
- **Harestanes windfarm (Annandale and Eskdale and Nithsdale)**
Annual fund approximately £300k administered through the ANCBC (Annandale & Nithsdale Community Benefit Company) www.ancbc.co.uk
- **Beck Burn (Annandale and Eskdale – benefits within 10k of windfarm)**
Annual fund approximately £85k administered by CCF (Cumbria Community Foundation), with benefits to be demonstrable within a 10 km radius of the windfarm. <https://www.cumbriafoundation.org/fund/beck-burn-wind-farm-community-fund/>
- **Blackcraig (Area surrounding Corsock)**
Over £200k for distribution annually <https://wwwFOUNDATIONSscotland.org.uk/programmes/blackcraig/>
- **Ewe Hill (Dumfriesshire East Community Benefit Group)**
Annual fund approximately £184k administered by Southern Uplands Partnership <http://www.sup.org.uk/windfarm-news.asp>
- **Kilgallioch Community Fund (West of Creetown & parts of South Ayrshire)**
£475k annually administered by Foundation Scotland. This fund is to distribute part of the community benefits from Kilgallioch Windfarm. <https://www.kilgallioch.co.uk/>



- **SSE Clyde (Upper Nithsdale)**
£170k annually <https://wwwFOUNDATIONSscotland.org.uk/programmes/clyde-dumfries-and-galloway/>
- **Robin Rigg (Stewartry Coast)**
Around £65k annually for Communities along the surrounding coast
<https://www.solwayfirthpartnership.co.uk/robin-rigg-community-fund/>

Festivals and Events are a great way to showcase Fairtrade

The Fairtrade Foundation have produced a **National Fairtrade Purchasing Guide 2021** that supports the purchase of Fairtrade products for events. It explains the benefits of purchasing Fairtrade products and where to find them. You may wish to consider using some of the text from page three in the advert and including the [link](#).

Our **Council's Fairtrade webpage** is a good source of information about Fairtrade in the region and includes links to our 'Fairtrade in Dumfries and Galloway' newsletters. Local and national contacts are listed on the final page of each newsletter, including a **Fairtrade Dumfries and Galloway Facebook page**.

Additionally, the **Scottish Fair Trade Forum has a webpage** which lists suppliers of the Fairtrade Mark, WFTO guaranteed and fairly traded products across Scotland. They're also working on a **directory of shops, cafes and restaurants** which sell Fair Trade goods in Scotland.



Appendix 2: Monitoring and Evaluation – How to Develop Best Practice

Have you considered collating, as much as is possible, the benefits your event has delivered?

Properly collating how your event has been delivered and the outcomes it generates allows you to build a good foundation for the future planning and development of your events. As well as this, effective monitoring and evaluation of your project will undoubtedly help if you decide to apply for funding and sponsorships. Determine in advance what monitoring and evaluation of your event you want to undertake.

Guidance on monitoring and evaluation are detailed within this section. All of these may not be relevant or necessary depending on the scale of your event, but the boxes below should provide food for thought! At all times ask yourself the question, “have we made a difference”?

Organisational Impacts and Outcomes

Some monitoring aspects in this area to consider are:

- Has the final event budget been produced?
- Was the event’s full programme delivered?
- Did the contractors effectively carry out work?

Then evaluate areas such as:

- Did the event meet its purpose?
- Was the event delivered within budget?
- What management lessons were learned?
- Think about what could be improved for future events to help planning stages run more smoothly.

Environmental Impacts and Outcomes

Consider monitoring:

- Your advertising methods. Have you used a large amount of paper/printing resources?
- Are the resources you are using sustainable? Are you using recycled/reusable materials in planning and delivery?
- What impact have you had on the physical environment?

To evaluate this area look at:

- How attendees are travelling to your event?
- Can you minimise car usage for future years by adding shuttle services?
- Are sustainability and environmental impacts considered by you and other event stakeholders?

Audience/Visitor Impacts and Outcomes

Think of monitoring things like:

- Do you know how many attended the event?
- Do you know where your visitors travelled from?
- Did you earn what you forecast from ticket sales?

To evaluate this category look at:

- Did you/will you be asking your audience to complete surveys?
- This could include thoughts such as ticket cost, location, entertainment, food and drink etc.
- Does feedback have influence over future events?
- Did your event deliver in line with your marketing and advertising?

Social Impacts and Outcomes

Monitor:

- How many volunteers were part of your team?
- Did you involve any community groups?
- Did the event promote new opportunities in your community?

Then Evaluate if your event:

- Developed community working and involvement
- Received positive feedback from voluntary workers - do they feel their involvement was worthwhile? Have they learned any new skills?

Appendix 3: Preparing Your Event's Risk Assessment – Two Examples for Adaptation

Organising a community event should be an enjoyable experience for all concerned. Due to Covid-19 however, our communities have had to deal with the immediate challenges presented by the pandemic. For events to be successfully re-established, event organisers need to ensure that the management of public health is an integral part of their project planning.

The two risk assessments demonstrated here are models for reference only and the Council is not liable for the risk assessments that need to be prepared for each individual event your organisation plans and delivers. We do hope they may prove to be a useful starting point for your work.



Dumfries and Galloway Council Risk Assessment Template

For the Example of an Outdoor Community Concert



RISK ASSESSMENT REF NO:		RA02	ACTIVITY BEING ASSESSED:	Community Outdoor Concert	RISK CATEGORY	High <input type="checkbox"/>	Medium <input checked="" type="checkbox"/>	Low <input type="checkbox"/>
ORGANISER			CONTACT	GROUPS AFFECTED		Staff/public/performers		
WHO IS AT RISK		SPECIFIC INFORMATION						
Staff	<input checked="" type="checkbox"/>	<p>This risk assessment is intended to cover the risks from running a community outdoor concert for an attendance of approximately 200 people, with emphasis on the safety of the audience, staff and participants when the current restrictions are lifted.</p>						
Volunteers	<input checked="" type="checkbox"/>							
Members of Public	<input checked="" type="checkbox"/>							
Competitors	<input checked="" type="checkbox"/>							
Young Persons	<input checked="" type="checkbox"/>							
Other Road Users	<input checked="" type="checkbox"/>							
HAZARDS (ie what has the potential to do harm in terms of Location, Equipment, Activity, Person, Substance)		<p>EXISTING CONTROL MEASURES (What have you in place to avoid, reduce and manage risks) (Consider control hierarchy – Eliminate, Reduce, Isolate, Control then PPE. Always consider need for Provision of Information, Training, Instruction & Supervision) You can also refer out to any existing Safe Working Procedures</p>						
Covid-19	<p>Refer to the latest Scottish government regulations and recommendations. These can change very quickly and may result in the event being limited, postponed or cancelled. https://www.gov.scot/coronavirus-covid-19/</p> <p>All staff / volunteers involved with the event will be questioned using standard Covid symptom questions prior to assisting the event and advised to self isolate if displaying Covid symptoms.. The public will be advised not to attend the event if they are displaying Covid symptoms or have been in contact with a confirmed Covid case. Signage will be displayed at the entrance/check in location indicating good hand hygiene practice, and physical distancing requirements. Hand sanitising stations provided at entrances and other contact places Face coverings to be worn until the concert starts and in all indoor areas i.e. toilets Performers to change off-site and come in via a different entrance to the public All ticket sales to be managed online – no physical tickets will be issued or collected Stewards posted at gates/entrances to prevent unauthorised entry There will be no food or drink available to buy but the public may bring their own Volunteers and stewards will be wearing hi-visibility jackets and their will be stewards on the gates to prevent unauthorised entry</p>							
		Likelihood	1 - 5	Consequence	1 - 5	Risk Rating	1 - 25	If further actions required - provide Action Reference No.
		2	5	5	5	AP1		

RISK ASSESSMENT REF NO:	TITLE OF TASK ASSESSED:	Likelihood	Consequence	Risk Rating	If further actions required - provide Action Reference No.
HAZARDS (ie what has the potential to do harm in terms of Location, Equipment Activity, Person, Substance)	EXISTING CONTROL MEASURES (What have you in place to avoid, reduce and manage risks) (Consider control hierarchy – Eliminate, Reduce, Isolate, Control then PPE. Always consider need for Provision of Information, Training, Instruction & Supervision) You can also refer out to any existing Safe Working Procedures				
Slips, trips and falls	Floors in marquees and other structures to be laid by a competent person. Steps, changes in level and other tripping hazards fenced if not in use Temporary lighting provided to walkways, toilets and general areas in use by the public after dark Marquee pegs protected by foam and guy ropes etc highlighted in public areas Good housekeeping One way barriered route entrance with non-slip mats to cover any rough ground. Route in has good lighting and wide enough to prevent congestion. First aid station available and stewards in radio contact	1	5	5	AP2
Vehicle Management – staff and / or the public risk serious, possibly fatal injuries if struck by a vehicle in a car park or on the surrounding roads	Car parking stewarded and stewards wear high visibility vests. Car park well lit. Taxi/Bus drop off point provided and pedestrians discouraged from walking on any adjacent roads Signage and lighting provided to warn other road users of event One way system in place for event traffic i.e. in and out routes to the car park and any other event locations in use	1	5	5	AP3
Variations in weather	Audience advised on suitable clothing depending on weather conditions, hats, sunscreen etc. Audience advised to hydrate in warm weather In adverse weather the event may be cancelled	2	4	4	AP4
Electrical Danger Staff and public may suffer serious and possibly fatal electric shock/burns injuries from faulty electrical equipment or installation.	All electrical systems should be constructed and maintained in a condition suitable for use in the open air and will be protected by residual current circuit breakers. All generators, distribution boxes etc to be fenced and away from public. A competent person will certify all electrical installation as to their safety on completion. Certificate to be kept at the event. All electrical equipment to be PAT tested	1	6	5	AP5
Fire Safety If trapped, staff and others risk serious, possibly fatal injuries from smoke inhalation or burns	Fire risk assessment carried out or previous assessments checked to make sure they are up to date Stewards are given fire action plans and evacuation drills Accesses kept clear at all times for fire service	2	6	5	AP6
Manual Handling staff can get serious back pain	All work involving manual handling assessed on an individual task basis. Risk assessments/method statements of contractors checked for safe systems of work before the event. Only trained staff involved in manual handling. Aids to manual handling including trolleys made available	1	6	4	AP7
Medical emergency	First aid to be provided in accordance with Regulations. First Aid point provided for the public with a minimum of two first aiders for events of up to 500 attendees	2	6	3	

RISK ASSESSMENT REF NO:	TITLE OF TASK ASSESSED:	
HAZARDS (ie what has the potential to do harm in terms of Location, Equipment Activity, Person, Substance)	EXISTING CONTROL MEASURES (What have you in place to avoid, reduce and manage risks) (Consider control hierarchy – Eliminate, Reduce, Isolate, Control then PPE. Always consider need for Provision of Information, Training, Instruction & Supervision) You can also refer out to any existing Safe Working Procedures	Likelihood
		Consequence
		Risk Rating
		Action Reference No.

Name of Assessor: _____ **Role in Event:** _____ **Signature:** _____ **Date:** _____

Reviewed By: _____ **Role in Event:** _____ **Signature:** _____ **Date:** _____

Action Ref. Number	Action Required	Risk Rating before Action	Risk Rating after Action	Target Date	Person Responsible for Action	Date Completed
AP1 – Covid Public Health Management		2				
AP2 – Slips, trips and falls		1				
AP3 – Vehicle Management		1				
AP4 – Variations in Weather		1				

RISK ASSESSMENT REF NO: HAZARDS (ie what has the potential to do harm in terms of Location, Equipment Activity, Person, Substance)	TITLE OF TASK ASSESSED:	EXISTING CONTROL MEASURES (What have you in place to avoid, reduce and manage risks) (Consider control hierarchy – Eliminate, Reduce, Isolate, Control then PPE. Always consider need for Provision of Information, Training, Instruction & Supervision) You can also refer out to any existing Safe Working Procedures					Likelihood	Consequence	Risk Rating	If further actions required - provide Action Reference No.
AP5 – Electrical Equipment Management								1		
AP6 – Fire Safety Good Practice			1							
AP7 – Manual handling			1							
AP8 – Medical Emergency			1							

Dumfries and Galloway Council Risk Assessment Template for A Community Fun Run



This is available as a pdf template by clicking [here](#)

RISK ASSESSMENT REF NO:	RA01	ACTIVITY BEING ASSESSED:	Community 5k Fun Run	RISK CATEGORY	High <input type="checkbox"/> Medium <input checked="" type="checkbox"/> Low <input type="checkbox"/>
ORGANISER		CONTACT		GROUPS AFFECTED	Public, staff/volunteers, participants
WHO IS AT RISK	SPECIFIC INFORMATION This risk assessment is intended to identify potential risks associated with running a community fun run event limited to approximately 200 people. Safe systems will be employed with an emphasis on the safety of staff, volunteers and participants when the current restrictions are lifted.				
<input checked="" type="checkbox"/> Staff	EXISTING CONTROL MEASURES (What have you in place to avoid, reduce and manage risks) (Consider control hierarchy – Eliminate, Reduce, Isolate, Control then PPE. Always consider need for Provision of Information, Training, Instruction & Supervision) You can also refer to any existing Safe Working Procedures				
<input checked="" type="checkbox"/> Volunteers					
<input checked="" type="checkbox"/> Members of Public					
<input checked="" type="checkbox"/> Competitors					
<input checked="" type="checkbox"/> Young Persons					
<input checked="" type="checkbox"/> Other Park and Road Users	HAZARDS (ie what has the potential to do harm in terms of Location, Equipment, Activity, Person, Substance)				
Covid-19	Do monitor the latest Scottish government regulations and recommendations for this type of event. These can change very quickly and may result in the event being limited, postponed or cancelled. https://www.gov.scot/coronavirus-covid-19/ All staff / volunteers involved with the event will be questioned using standard Covid symptom questions prior to attending the event and advised to self isolate if displaying Covid symptoms. Entrants will be advised not to attend the event if they are displaying Covid symptoms or have been in contact with a confirmed Covid case. Signage will be displayed at the entrance/check in location indicating good hand hygiene practice, and physical distancing requirements. Hand sanitising stations provided at entrances and other contact places Face coverings to be worn until the run starts and in all indoor areas i.e. toilets Physical distancing signage will be displayed and is to be observed at all times Only competitors will be allowed in starting area. There will be no drinks stations during the fun run, competitors encouraged to provide an appropriate container to carry Volunteers and stewards to be kept to a minimum Stewards posted at gates/entrances to prevent unauthorised entry All competitors to register and pay fees to participate online - no entries or payments accepted on the day All competitors informed of limited safe parking areas and routes to entrance/start area				
	Likelihood 1-5	Consequence 1-5	Risk Rating 1-25	If further actions required - provide	
	2	5	5		AP1

RISK ASSESSMENT REF NO:	TITLE OF TASK ASSESSED:	Likelihood	Consequence	Risk Rating	If further actions required - provide Action Reference No.
<p>HAZARDS (ie what has the potential to do harm in terms of Location, Equipment Activity, Person, Substance)</p>	<p style="text-align: center;">EXISTING CONTROL MEASURES (What have you in place to avoid, reduce and manage risks) (Consider control hierarchy – Eliminate, Reduce, Isolate, Control then PPE. Always consider need for Provision of Information, Training, Instruction & Supervision) You can also refer out to any existing Safe Working Procedures</p>				
<p>Slips, trips and falls Uneven ground and obstacles on the route</p>	<p>Event entries limited to prevent congestion</p> <p>Route has been planned to reduce risk Route will be checked prior to the start of the run and any obstacles removed or signposted Route surface checked for spillages or leaves and cleared prior to start. All competitors advised to use correct/suitable footwear Competitors informed of the risk of rain/snow/ice on route Salting of the route pre-arranged if icy conditions forecast Route has good lighting Stewards in high visibility jackets posted at areas of higher risk First aid stations with trained First Aiders available and stewards have radio contact with central control who can request emergency services if required Sweeper car behind the last competitor to provide assistance to anyone who requires assistance or cannot finish</p>	1	5	5	AP2
<p>Traffic, including pedestrians, runners, cyclists, crossing traffic</p>	<p>Warning signs for other road users in place one week before the event and during it Route planned to reduce contact with other road users Stewards located at any junctions and busier roads with radio contact Barriers in place to separate competitors from other road users Competitors to take responsibility for their personal safety and cooperate with guidance/signage displayed Competitors encouraged to respect other road users First aid stations with trained First Aiders positioned at intervals along the route and stewards have radio contact with central who can request emergency services if required control</p>	1	5	5	AP3
<p>Variations in weather making it too cold, wet, hot or slippery</p>	<p>Competitors encouraged to wear suitable clothing depending on weather conditions, hats, sunscreen etc. Competitors encouraged to hydrate in warm weather Competitors informed to take extra care when wet or icy conditions prevail Salt applied to the route prior to the event if required In adverse weather the event may be cancelled</p>	1	2	4	AP4
<p>Start/finish area safety of competitors</p>	<p>All staff/volunteers on duty must wear face coverings and appropriate PPE identified. Safety barriers erected and in place to maintain physical distancing Clear guidance signage displayed at entrances to the area. Hand sanitising stations set up with hand hygiene signage displayed Competitors to register on arrival All competitors given numbers to aid identification Competitors to state any medical conditions so information can be relayed to First Aiders Area barriered off to exclude public/unauthorised access</p>	1	3	3	AP6

RISK ASSESSMENT REF NO:	TITLE OF TASK ASSESSED:				Likelihood	Consequence	Risk Rating	Action Reference No.
HAZARDS (ie what has the potential to do harm in terms of Location, Equipment Activity, Person, Substance)	EXISTING CONTROL MEASURES (What have you in place to avoid, reduce and manage risks) (Consider control hierarchy – Eliminate, Reduce, Isolate, Control then PPE. Always consider need for Provision of Information, Training, Instruction & Supervision) You can also refer out to any existing Safe Working Procedures							
	Display up to date Covid-19 rules/guidance at start/finish area Only one person to accompany the competitor to take any belongings away No changing facilities/showers available Face masks must be worn until the race start Entrants encouraged to physical distance where possible during the race							
Electrical	Electrical supply inspected under our council's (Property, Estates and Programmes) Building Safety FESI programme by qualified and competent engineers All PA systems PAT tested and installed by qualified engineers All electricals RCD protected and sheltered from adverse weather conditions				1	6	3	

Name of Assessor: _____

Role in Event: _____

Signature: _____

Date: _____

Reviewed By: _____

Role in Event: _____

Signature: _____

Date: _____

Title of Activity being Assessed		Risk Assessment Ref. Number				
Action Ref. Number	Action Required	Risk Rating before Action	Risk Rating after Action	Target Date	Person Responsible for Action	Date Completed
AP1 – Covid Public Health Safety		2				
AP2 – Slips, Trips and		1				

RISK ASSESSMENT REF NO: HAZARDS (ie what has the potential to do harm in terms of Location, Equipment Activity, Person, Substance)	TITLE OF TASK ASSESSED:	EXISTING CONTROL MEASURES (What have you in place to avoid, reduce and manage risks) (Consider control hierarchy – Eliminate, Reduce, Isolate, Control then PPE. Always consider need for Provision of Information, Training, Instruction & Supervision) You can also refer out to any existing Safe Working Procedures	Likelihood	Consequence	Risk Rating	If further actions required - provide Action Reference No.
Falls Management						
AP3 – Effective Traffic Management		1				
AP4 – Competitor Welfare in Adverse Weather Conditions		1				
AP5 – Ensuring safe conditions at the start / finish		1				
AP6 – Best Practice Electrical Equipment Management		1				

