

Planning an Event

Planning an event should include seeking advice from relevant authorities or agencies, permission from the landowner, risk assessments and the identification of measures to maintain the duty of care for those attending the event and those being employed or volunteering to set up and run the event.

It is very important to plan early, especially if you anticipate that there may be issues around licensing, closing a road, insurance, food safety etc. Some of these issues, in particular road closures and licensing are subject to time constraints.

Licensing Information

If your event involves alcohol, entertainment and late night refreshments and the event is under 499 persons (which includes staff) you need to apply for a [Temporary Event Notice](#). If the event is over 500 people you need to apply for a [Premises Licence](#).

Further information on all aspects of licensing is available in the [Licensing](#) area of the website.

Food Safety

Further Information is available in the [food hygiene and safety](#) area of the website or from the [Food Standards Agency](#) website.

Traffic Management & Road Closures

Highways/Traffic Management officers from the Council and Heddlu Gwent Police can offer advice to event organisers on planning their event to minimise any impact on the public highway.

Should you require any further information about traffic management, road closures, or wish to enquire about the current status of any existing road closure applications, please contact the Highways Traffic & Engineering Group on 01495 762200.

Torfaen Event Safety Advisory Group (ESAG)

If you are planning to organise a large outdoor event in Torfaen, the Event Safety Advisory Group (ESAG) can provide you with advice on the safety aspects and arrangements for organising the event.

ESAG meetings are arranged when required to discuss large events taking place in the Borough of Torfaen.

The aim of the ESAG is to welcome and encourage events in Torfaen, whilst ensuring that they take place safely and successfully through consultation and joint working between the Council and its partners including Heddlu Gwent Police, Welsh Ambulance Service and South Wales Fire and Rescue.

How do I notify the ESAG of my event?

You can [submit your event to the Safety Advisory Group](#) here. The information required will be dependent on the options selected on the form and once submitted will inform the appropriate Officers.

For further advice or to discuss an event with the Event Safety Advisory Group, please contact 01495 762200 or email: SAG@torfaen.gov.uk.

What happens after the Council received my event notification?

The relevant ESAG members will assess the information received and if necessary will advise you of the steps you should take for planning your event, and may invite you to attend the next meeting of the ESAG.

Useful Links for Event Organisers

- [Health and Safety Executive - Running an event safely](#)
- [Health and Safety Executive - The Event Safety Guide \(Second Edition\)](#)
- [Department of Culture, Media and Sports - Safety at sports grounds](#)
- [Gov.uk -Organising a Street Party](#)