
Subject:	DOVER DISTRICT EVENTS POLICY
Meeting and Date:	Cabinet – 4 September 2017
Report of:	Mike Davis, Director of Finance, Housing and Community
Portfolio Holders:	Councillor Keith Morris, Portfolio Holder for Skills, Training, Tourism, Voluntary Services and Community Safety Councillor Nigel Collor, Portfolio Holder for Access and Licensing Councillor Trevor Bartlett, Portfolio Holder for Property Management and Public Protection
Decision Type:	Key
Classification:	Unrestricted

Purpose of the report: To approve the updated Dover District Events Policy, the Hire Agreement and Permission to Use documents which replace pre-existing documents for the hiring of Dover District Council Land for the use of events.

Recommendation: 1) To approve the updated Dover District Events Policy, Hire Agreement and Permission to Use documents.

2) To authorise the Director of Environment and Corporate Assets, in consultation with the Portfolio Holder for Property Management and Public Protection, to approve minor alterations to the Dover District Events Policy, the Hire Agreement and Permission to Use documents.

1. Summary

- 1.1 The Dover District Events Policy was approved by Cabinet in September 2015; minor changes are presented for approval. The changes are shown in italics of the Dover Districts Events Policy attached as Appendix 1.
- 1.2 The Hire Agreement and Permission to Use documents have been re-written to simplify the process for event organisers in line with the Events Policy. The documents apply to all events that take place on DDC land and are attached at Appendix 2 and Appendix 3 respectively.

2. Introduction and Background

2.1 There have been minor changes to the wording of the Events Policy Document in the following sections:

- 1.2.1
- 2.1.2
- 3.2
- 3.3
- 3.4
- 3.5.3

- 4.1.6
- 4.1.7
- 7.3
- 10.6
- 10.8
- 10.11
- 12.3
- 12.6
- 13.1

2.2 At the request of Councillors Collor and Bartlett, a review was undertaken of the documents used for the hire of Council land with the purpose of making the document easier to understand by event organisers applying to hold events on DDC land. Plain English principles have been adopted and the document has been renamed the Hire Agreement. Previously it was called a Memorandum of Agreement.

2.3 Condition 33, which related to the Rights of the Showmen's Guild, has been removed pending the outcome of an investigation by the Competition and Markets Authority.

2.4 The Permission to Use document has been renamed (previously Permission to Occupy).

2.5 There are changes to the Permission to Use document which will make it easier for the event organiser to understand what is expected of them on the signing of the document in relation to hiring DDC land for the use of an event.

3. **Identification of Options**

3.1 Cabinet to approve all the recommendations set out in this report and to approve the updated Dover District Events Policy, the Hire Agreement and Permission to Use documents to ensure a coordinated approach to event management in the district and the on-going delivery of the service provided to event organisers.

3.2 Cabinet to refuse to approve the recommendations above.

4. **Evaluation of Options**

4.1 The preferred option is for Cabinet to approve all the recommendations set out in this report and to the updated Dover District Events Policy, the Hire Agreement and Permission to Use documents to ensure a coordinated approach to event management in the district and the on-going delivery of the service provided to event organisers. This will demonstrate the Council's continued commitment to community engagement, joined-up partnership working and the offer of support and a consistent service which empowers organisers to hold events in the district. Members of the Kent Safety Advisory Group recognised the benefits for both the ESAG and the Events' Organisers in producing comparable policies with broadly similar processes and documentation.

4.2 The only other alternative available to Cabinet is to refuse to approve the recommendations above. This is not advisable as DDC is committed to the on-going delivery of an events service for the Dover district and also looking at ways to improve the service. This option could have a negative impact on the event organiser in terms of their lack of understanding for the responsibility they have for health, safety and welfare of participants as well as any licensing requirements.

5. **Resource Implications**

- 5.1 The intention of the updated documents is to reduce the impact upon Officer resources required to process and coordinate event applications in the District.
- 5.2 The revenue implications relating to the hire of land fall outside the remit of this report, and are considered by Members in relation to the setting of budgets for Property Services.

6. **Corporate Implications**

- 6.1 Comment from the Section 151 Officer:

The Section 151 Officer and the Accountancy Section have been consulted on the report and have no further comments to add. (LS)

- 6.2 Comment from the Solicitor to the Council:

The Solicitor to the Council has been consulted in the preparation of this report and has no further comments to make.

- 6.3 Comment from the Equalities Officer:

This report does not specifically highlight any equalities implications however, in discharging their responsibilities members are required to comply with the public sector equality duty as set out in section 149 of the Equality Act 2010 <http://www.legislation.gov.uk/ukpga/2010/15>

- 6.4 Other Officers (as appropriate):

7. **Appendices**

Appendix 1 – Dover DC Events Policy

Appendix 2 – Hire Agreement

Appendix 3 – Permission to Use

8. **Background Papers**

Permission to Occupy – Land Hire

Memorandum of Agreement – Land Hire

Events Policy – Approved October 2015

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