

# Application process for existing events

The process outlined below is for events that have previously taken place on Chesterfield Borough Council owned land or the organisers have delivered similar events on land owned by the council.

1. Complete the event enquiry form. Please give a minimum of 8 weeks' notice for small events (up to 499 attendees), a minimum of 12 weeks' notice for medium events (500-4,999 attendees) and a minimum of 26 weeks' notice for large events (5,000-9,999 attendees) or major events (over 10,000 attendees). Failure to meet these timescales may mean your event is refused.
2. The event organiser will need to visit the [Derbyshire Prepared website](#) and register their event. This will enable them to get appropriate help and guidance from the Derbyshire Event Safety Advisory Group (DESAG). No further engagement with the event organiser will happen until they formally confirm that this process has been completed.
3. Upon receipt of the complete event enquiry form and confirmation that the Derbyshire Prepared event notification form has been completed, Chesterfield Borough Council will review and advise the organiser of the outcome within a maximum of 10 working days from the date received.
4. If outline approval is given, then the event can continue to be developed and promoted but is subject to compliance with government guidance and legislation at the time of the event.
5. If approval is not given, Chesterfield Borough Council will make it clear why the event has been declined and whether there are options for the event organiser to reconsider the event and resubmit.
6. The event will be assigned to a Chesterfield Borough Council representative with whom the event organiser can liaise in the run up to the event.
7. Chesterfield Borough Council will request the following information from the event organiser and this should be received no later than 8 weeks prior to the event. Failure to provide this documentation may mean that the event cannot take place on Chesterfield Borough Council land.
  - Full event plan.
  - Risk assessment (including Covid mitigation).
  - Site plan.
  - Safe systems of work.
  - Appropriate public liability insurance.
  - Full Covid-19 secure details based upon the current government guidance.
  - Cancellation of event protocols.

[Examples of a full event plan and a risk assessment \(including Covid mitigation\)](#) can be found on the Derbyshire Prepared website under the guidance documents heading.

Up to date guidance for event organisers in relation to Covid-19 can be found online at [The Purple Guide](#), [Events Industry Forum](#) and the [UK Government](#).

In relation to Covid-19, Chesterfield Borough Council will expect the following areas to have been considered:

- Large public gatherings and publicly advertised events will need to be considered by DESAG and be accepted by all relevant parties which is why the Derbyshire Prepared registration is essential.
- Public Health requirements and associated Coronavirus legislation.
- Appropriate public liability insurance in relation to Covid-19.
- Public safety.
- Reputational risks to the organisers and landowner.
- Impact of a spike in Covid-19 cases on the event with suitable mitigation in place.
- Any requirements for test and trace purposes.
- Social distancing protocols.
- Appropriate first aid cover.
- How to control numbers at the event this will include marketing methods, ticketing etc.
- The impact of alcohol on the behaviour of attendees and ways to make sure attendees follow 'safe social distance' as required.
- The safe delivery of an orderly and, wherever possible, socially distanced emergency site evacuation.
- Ingress and Egress areas to ensure they can accommodate expected numbers in a safe and potentially socially distanced manner.

[Further guidance on things event organisers should be considering.](#)

8. Even upon receipt of all documentation the event is subject to compliance with government guidance and legislation at the time of the event. Plans may need to be changed or even the event cancelled in order to comply with the latest Government Covid-19 guidance.