

# Event Toolkit & Guidance Notes



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## 1. Introduction

With events in the South Ayrshire area being organised primarily by voluntary groups and local community organisations, this Event Toolkit has been developed as a guide to delivering a successful event.

The guide gives general advice that should be used when arranging any type of event. However, it must be remembered that the term 'Event' is extremely diverse, ranging from a small car boot sale to a large outdoor carnival and therefore this guidance cannot be considered exhaustive. It is likely that additional guidance will be required for specialist events and larger scale activities.

It should be noted that almost all events will lead to some kind of financial commitment on the part of the event organisers, whether it be for payment of performers, specialist equipment or payment for appropriate licenses.

You may need as much as 9 to 12 months to plan larger events. Some specialist advice may be required (including multi-agency meetings), and special permission could take time. Do not forget the summer can be a busy time with many events taking place within your area. The Safety and Resilience Officer maintains a calendar of events and can provide advice on date clashes.

If you have any questions about the Toolkit or you require further information, please contact our Safety and Resilience Officer at [eventsafety@south-ayrshire.gov.uk](mailto:eventsafety@south-ayrshire.gov.uk) or 01292 612783.

Comprehensive information and advice on running safe events can be accessed at [The Purple Guide](#)<sup>1</sup>. It is recommended that all event organisers consult this resource.

## 2. Application Process

### Step 1 – Complete Event Application Form

You should submit an event application to the Council if your event takes place outdoors on Council or public land. Additionally, applications should be submitted for private events which will have a large impact on the surrounding area (e.g. the roads network). This new process has been introduced to streamline event applications for event organisers and to standardise the approach across Ayrshire.

Once you have read this document and started to plan your event, please complete the straight forward event application form, which is available on the Council website. This should be submitted at least 8 weeks before your event is due to take place. The form can be submitted along with any supporting documentation you already have i.e. site plan, insurance, risk assessments.

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<sup>1</sup> \*A subscription to the Purple Guide is available for £25 + VAT for 12 months.

Alternatively, a paper copy of the events form can be obtained on request. Call the Safety and Resilience Officer on 01292 612783 or email [eventsafety@south-ayrshire.gov.uk](mailto:eventsafety@south-ayrshire.gov.uk). This form should be returned to Safety and Resilience Officer, 5-7 River Terrace, Ayr, KA8 0BJ.

Please note that if your event is taking place on Council property, you will be directed to contact Grounds Maintenance to ensure that your requested date is available **before** completing the event application form.

Once your event application form has been received, the information will be scored in accordance with an Ayrshire agreed Event Risk Scoring Matrix. Depending on the risk score, your event may be required to participate in a Safety Advisory Group (SAG) meeting. Most small events will not require this, however, any agency can request a SAG meeting for any event, if they feel this is required. Further information on SAGs can be seen at **section 3**.

To ensure that your event can be appropriately resourced by the Council and Emergency Services, please ensure you provide adequate notice. The event application form should be completed **at least 8 weeks** before any event.

### **Step 2 – Create your supporting documents**

The Safety and Resilience Officer will contact you to advise of the next steps. You will be advised on any additional paperwork that you may need to submit. All event organisers will be required to submit the following:

- A Site Plan clearly showing the location of the activities and facilities at the event
- Public Liability Insurance (£5 million)
- Risk Assessment / Health and Safety Plan

Depending on the type and size of event you may also be required to submit:

- An event management plan
- Traffic Management plan
- Medical Plan
- Stewarding Plan
- Waste Management Plan

### **Step 3 – Apply for Licenses**

You will be directed towards relevant Council departments to apply for any additional documentation (e.g. Public Entertainment License, Occasional License, Road Closures etc.)

Applying for any licenses which may be required for your event, such as a Public Entertainment License (PEL) is required by law. You will be required to give a minimum of 28 days notice for license applications.

More information on applying for licenses can be seen at **section 8** of this document and at [Licensing - South Ayrshire Council](#).

**Please note that the Event Application Form should be completed prior to application to other Council departments, e.g. Licensing, waste management, ARA etc.**

## **Step 4 – SAG Meetings**

For larger events (or when requested by the Council or other agency) you may be invited to attend a Safety Advisory Group meeting. The SAG will review your event proposal and will provide advice on public safety. More information on SAGs can be seen at section 3, below.

### **3. Safety Advisory Group (SAG)**

The SAG is made up of representatives from the Council, Emergency Services and other relevant organisations. They meet to review event proposals and advise on public safety (including the safety of participants).

The types of events which may benefit from the SAG process include outdoor festivals, county shows, larger community events and sports events such as cycling and car rallies.

One of the important roles of the SAG is to bring all relevant parties together to ensure that the safety of an event is conducted in a methodical and co-ordinated way. This in no way detracts from the legal responsibilities of the event organiser.

The SAG process has been standardised across the three Ayrshire Councils, so event organisers can expect a similar experience when holding events in each council area. A standardised SAG agenda has been developed and is available on request.

Please note that the SAG process should not be confused with multi-agency event planning meetings which are sometimes referred to as “silver” or “gold” meetings.

### **4. Site Plan**

Draw out a site plan identifying the position of all the intended attractions and facilities. It is useful to include icons to represent each item of infrastructure. Plan out and designate:

- Entrance and exit points
- Circulation routes & walkways
- Vehicle access
- Emergency evacuation paths
- Car parking
- Staging
- PA Systems
- Toilets
- Bins & Recycling points
- Catering
- Stalls
- Muster points
- Marquees
- First Aid
- Information Point (including lost children, lost property etc)

An example site plan can be seen at **Appendix 1**.

## 5. Health and Safety and Risk Assessments

Please remember that organisers of events have a legal responsibility to ensure the Health, Safety and Welfare of any employees, volunteer helpers or contractors involved in arranging the event and to the public and participants attending. This should be ensured by carrying out a detailed risk assessment. All hazards associated with the event should be identified, the level of risk assessed and appropriate action taken to ensure these risks are minimised and controlled. All events must comply with recognised safety standards and you must take all reasonable precautions to ensure the event takes place safely.

A formal record should be kept of the risk assessments. Completed forms should be retained for future reference. Although risk assessments should be completed at the planning stage, as things evolve and event plans develop, these should be reviewed and updated accordingly. Signing and dating risk assessments isn't a strict legal requirement, but it's a strong best practice and highly recommended as it proves the assessment was done, reviewed, and understood, providing crucial evidence of legal compliance and demonstrating effective risk management, if something goes wrong. The signing / dating adds accountability and clarity, providing evidence that someone specific completed and acknowledged the assessment.

Where the event consists of more than one attraction e.g. a summer fete with various elements; a written risk assessment will be required for each activity. You will be required to identify and detail the risks and hazards potentially associated with each element of your event. A hazard can be identified as something with the potential to cause harm, such as:

- Any slip, trip or fall hazard
- Hazards relating to fire risks or fire evacuation procedures
- Any equipment or substances which would cause injury or damage to health

Any contractors involved in the event should also carry out their own risk assessments and you should obtain copies of these to retain for inspection.

Please note that South Ayrshire Council and our statutory partners may also carry out a risk assessment of your entire event based on the information you have been asked to provide.

If any agency raises concerns relating to your event, then you may be invited to attend a SAG to clarify control measures being put in place to ensure your event is run safely.

More information regarding risk assessments can be seen at [Event safety - HSE](#).

An example risk assessment template can be seen [here](#).

Originally published by the Health & Safety Executive, the Purple Guide is designed to provide guidance for event organisers, suppliers, local authorities and others involved in the outdoor events industry. Publication of the Guide was taken over by the Events Industry Forum in

2012 when the original guidance was updated. Since then, the guidance has been substantially expanded and continues to be developed. The Guide has been written by UK event professionals primarily for the UK. [The Purple Guide](#).

## 6. Insurance

All events will require Public Liability Insurance. All contractors and performers will also need their own public liability cover with a minimum cover of £5 million for each claim. Depending upon the nature of your organisation and the proposed event, other insurances may also be required. Quotations should be obtained from your insurance provider to ensure you are adequately covered. Please note, increased level of cover may be required dependent on the size and scale of your event. Contractors employed by the event organiser are required to carry similar insurance cover and you should check that this is in place before awarding any contracts.

## 7. Event Plan

The Event Plan is the overarching document for larger events. It will encompass the following:

- Risk Assessments
- Health and Safety
- Event Management Team and Key Contacts
- Emergency Plan
- Contingency Arrangements
- Site Plan
- Venue specifics
- Stewarding / Security
- Traffic Management
- Waste Management
- Event specifics including timetable
- Contacts
- Communications arrangements
- Audience type and capacity
- Medical Plan
- Details of licenses, contractors, performers etc
- Noise Levels
- Lost Children
- Accessibility
- Sustainability
- Structures, Electrical equipment, lighting, special effects / pyrotechnics
- Terrorism

This list is not exhaustive.

## 8. Licensing

Your event may require one or more licences, it is very important you make early contact with the Licensing team to establish if your event requires any licences. The list below includes some of the most common licences that may be applicable but as each event is unique, please get in contact with the Licensing team to discuss your event. Further information can be found at <https://www.south-ayrshire.gov.uk/licensing> including application forms and details of any fees payable.

<b>Event includes:</b>	<b>Type of licence</b>
Alcohol	Occasional licence
Market stalls	Market operators licence
Entertainment (including music, dancing, singing, exhibitions, fairground rides and inflatables)	Public Entertainment licence

Contact 01292 617682 or email [licensing@south-ayrshire.gov.uk](mailto:licensing@south-ayrshire.gov.uk) for more information.

## 9. Raised Structures (s89) and Temporary Structures

If your event involves the use of a raised structure such as a podium, stage, grandstand or any similar structure which is 600mm or higher above ground level, then an application under *Section 89 of the Civic Government (Scotland) Act 1982* will be required. Application forms for *section 89* consent are available on the council's website here: [Permission to use a raised structure - South Ayrshire Council](#). The fee applicable for a raised structure application will be dependent on the capacity of the proposed structure, a minimum fee of £275 is applicable for structures up to capacity of 500 persons. For larger capacity structures the fee will increase incrementally, for further details please contact Building Standards.

Applicants should refer to *The Institution of Structural Engineers publication Temporary Demountable Structures: Guidance on Procurement, Design and Use (Forth Edition)* prior to application. The definition of a raised structure for the purposes of a *section 89* application would generally apply to any raised seating or standing accommodation including but not limited to stages, temporary grandstands, platforms, viewing facilities, media towers including commentary booths and scoreboards, video screens, climbing walls, boxing/fighting rings, lightening rigs & sound system structures and multistorey temporary structures such as marquees and temporary hospitality buildings. For the avoidance of doubt foldable mobile structures such as lorry mounted stages with fold out stage/canopy elements do require *section 89* consent.

There are four parts to the *Section 89* consent process;

- Part one is the application, and payment of the relevant fee. An application for *section 89* should be made as early as possible, ideally a minimum of 4 weeks prior to the event.
- Part two requires provision of design information including drawings, calculations for all principal structural elements, a site-specific wind load and foundation assessment, and a detailed specification for the proposed raised structure. This should be

accompanied by a *Design Certificate for the Erection of a Raised Structure*, which must be completed and signed by a competent person. In addition to structural information the applicant should provide information related to electrical installation, lightning protection and fire safety elements.

- Part three of the application involves an inspection of the completed structure and should be accompanied by a *Certificate of Completion of Erection and Inspection of a Raised Structure*. The inspection and signed certificate should be provided by a competent person. A competent person is defined as a suitably qualified Engineer, this should be a chartered member of the Institution of Civil Engineers or Institution of Structural Engineers.
- Part four can only be progressed once the applicant has provided both the *Design Certificate for the Erection of a Raised Structure and Certificate of Completion of Erection and Inspection of a Raised Structure*. The final part of the process involves an inspection by Building Standards. Sufficient notice must be given for an inspection by Building Standards staff. Once inspected and deemed satisfactory *Consent to Use a Raised Structure* will be issued by Building Standards.

*Section 89* consent will be applicable for a raised structure intended to be in place for no longer than 28 days. If the proposed raised structure is intended for use for a longer duration you should apply for a Building Warrant in accordance with the guidance set out in Section 8 of the *Building (Scotland) Act 2003*. Further advice can be obtained from the Council's Building Standards department.

Any person who uses or permits usage of a temporary raised structure without local authority approval under *Section 89 of the Civic Government (Scotland) Act 1982* shall be guilty of an offence and liable, on summary conviction, to a fine.

## 10. Contingency Arrangements

Consider the implications of extreme weather or other conditions which may have a significant impact on the event. Will the event be cancelled or abandoned? Could specialist matting be hired in at short notice? Or could the event be moved to an alternative inside venue. There could also be other scenarios, which should be planned for, such as dealing with a disappointed crowd if the main attraction has not turned up. Some facilities, eg a marquee or catering stall could potentially pose a safety issue especially in high winds so their location must be planned carefully ensuring regular safety checks are carried out and also consider an alternative option, should the weather dictate that a marquee cannot be erected.

## 11. Emergency Plan

A formal plan should be established to deal with any emergency situations, which may arise during the event. The complexity of this will depend upon the size and nature of the event itself. A simple easy to follow plan will be acceptable for a small event. You may have to liaise with the emergency services, local NHS Health Board and the council's emergency planning officer and create a planning team to consider all potential major incidents and how you would

deal with them. Organisers of larger events may require setting up a Multi-Agency Co-ordination Centre (MACC) on-site. Contact the [eventsafety@south-ayrshire.gov.uk](mailto:eventsafety@south-ayrshire.gov.uk) for further information.

## 12. Roads and Traffic Management

Most events will need some sort of Traffic Management including clearly labelled entrances and exits and stewards to guide traffic and assist with parking and access arrangements for emergency vehicles. Ayrshire Roads Alliance (ARA) may also provide further specific event instruction, e.g. parking or route recommendations.

### On-site traffic

Contractors and/or performers' vehicles and other traffic should be carefully managed to ensure segregation from pedestrians. It may be necessary to only permit vehicular access at specific times and not during the event itself. Separate entrances should be provided for vehicles and pedestrians with specific arrangements for emergency vehicle access. Car parking facilities will be required at most events and these will have to be stewarded. Consider where such facilities should be situated. A 5mph speed limit must be established on site.

### Off-site traffic

Unplanned and uncontrolled access and egress to a site can result in a serious accident. Traffic control both inside and outside the site should be discussed with the Police Scotland and Ayrshire Roads Alliance (ARA). Adequate signs and directions should be provided in prominent positions on the approaches to the entrances along with stewards to guide traffic entering and exiting the site during the allocated times. If road closures, signs on the highway, traffic diversions and/or the placement of cones are required, then an application must be made for a Temporary Traffic Regulation Order (TTRO) and/or approval from the highway authority.

TTRO application forms are available from the Ayrshire Roads Alliance [Temporary Traffic Regulation Orders - Ayrshire Roads Alliance](#). **The ARA require that any TTROs needed in support of an event are submitted a minimum of 6 weeks before the date of the event.**

## 13. Public Transport

Local rail and bus companies should be advised of larger events to establish if existing services will be adequate.

## 14. Using Council Land

If you wish to hold your event on Council owned land, you will be able to check that this is available on your chosen date with Estates and/or Grounds Maintenance, prior to submitting the event application form. You will also be advised if any permissions are required and if any fees will be charged. Once permission has been received, you will be directed to complete the events application form.

Prior to the event being held on Council owned property, a joint site inspection may be held between the event organiser and Neighbourhood Services department (details in useful contact lists below at **section 30**).

For events being held on Common Good or Council owned land, during this inspection, the condition of the ground will be recorded, and the event organiser will be required to return the ground to this condition following the event. Certain events being held on Common Good or Council owned land may require the event organiser to pay the Council a bond covering the cost of reinstating the ground. The bond will be returned in full to the event organiser if the ground is reinstated to the reasonable satisfaction of the Council. If for any reason the ground is not reinstated by the event organiser to the condition noted prior to the event, then the work will be carried out by the Council with the cost deducted from the bond.

## 15. Event Attendance

The maximum number of people the event can safely hold must be established. This may be increased or reduced dependent upon the activities being planned. The numbers of people attending the event may have to be counted to prevent overcrowding. Remember that one particular attraction may draw large numbers of visitors. If your event is ticketed, the number of ticket sales may need to be controlled.

Further information on calculating safe capacities can be found in [The Purple Guide](#).

### 15.1 Crowd Control

The type of event and the numbers attending will determine the measures needed. Consideration will need to be given to the number and positioning of barriers, and the provision of a public address system.

## 16. Stewards

Stewards should be recruited through a recognised security agency. Some events may require stewards to assist with crowd control, keeping emergency exits clear, looking out for hazards and sorting out any problems with bad behaviour. Stewards must be briefed on all aspects of the event and emergency arrangements, be aware of site plan and be easily visible and identifiable. Stewards should be provided with a means to communicate.

It is important to recognise the difference between qualified stewards and “event attendants”. Qualified stewards will be in possession of a Level 2 Certificate in Spectator Safety and will be able to carry out safety critical roles, such as, emergency evacuation procedures, monitoring crowds for safety issues and managing high risk areas. By comparison, “event attendants” can carry out non safety specific roles focused on customer service, such as, directing people to facilities, checking tickets and wristbands and general assistance.

Further information on stewarding requirements can be found in [The Purple Guide](#).

## 17. Contractors

All contractors should be vetted to ensure they are competent to undertake the tasks required of them. Wherever possible, personal references should be obtained and followed up. Ask contractors for a copy of their safety policy, risk assessments and insurances and satisfy yourself that they will perform the task safely. Always ask to see their public liability insurance certificate, which should provide cover of at least £5 million for each claim. Provide contractors with a copy of the event plan and arrange liaison meetings to ensure they will work within your specified parameters.

All performers should have their own insurances and risk assessments and the same considerations will apply as for contractors. Where amateur performers are being used, discuss your detailed requirements with them and ensure they will comply with your health and safety rules and event plan.

## 18. Communication

Effective communication is a critical part of any event and you must always ensure that:

1. Residents and businesses in the surrounding area have been informed about the event at the earliest opportunity
2. Methods of communication between staff/volunteers on the day of the event have been put in place. This may include radios, mobile phones or delegating staff/volunteers to run errands and pass on messages.
3. Systems of communication with your audience on the day have been put in place. This could include a public address system, stage schedules, signage, MC’s and designated information points.

It is important that residents or businesses are aware of your event plans, especially where it has the potential to create noise or increase traffic in the area. This could include sending letters or distributing flyers, speaking to them directly or advertising prior to the event.

## **19. Electrical Equipment**

If electrical equipment is required for your event, eg generators etc. You must consider who is supplying the equipment and where and how it can be safely set-up. Electrical certification will be required to demonstrate that any installation and supply is safe for use. Where portable electrical equipment is used, Portable Appliance Testing (PAT) certification will be required.

## **20. Noise**

It is the responsibility of the event organiser to limit the effect of noise from your event on nearby residents and businesses. Potential noise can be reduced by careful location of staging, speakers and generators. It may be advisable to notify nearby residents and businesses of the date and time of your event and supply a contact name and number. [Environmental health - South Ayrshire Council](#) would be able to provide further assistance with noise queries.

## **21. Catering**

Ensure any caterers have been licensed by the local Council and that they will be sensibly positioned, such as away from children's activity areas and near to water supplies etc. as well as ensuring health and safety controls are in place. Adequate space should be left between catering facilities to prevent any risk of fire spread.

Obtain a copy of each caterers' food hygiene certification. Catering units should be clearly identified on your site plan. Licenced caterers should always be used and ensure that all catering requirements are planned in sufficient time to ensure food safety remains a priority. There are some key areas of food safety management which must always be in place:

1. Cross contamination controls
2. Good personal hygiene
3. Keeping food preparation surfaces and food equipment clean
4. Thorough cooking of food and temperature control
5. Monitoring of food delivery, storage and cooking

For further advice contact [Environmental health - South Ayrshire Council](#).

## 22. First Aid / Medical Plan

Specific arrangements should be made for the provision of first aid or appropriate medical cover and will vary dependant on the size, nature and location of your event.

Sufficient first aid provision should be available to everyone working, performing or attending your event.

Large events with high numbers of attendees may require that event organisers produce a medical plan.

Further information and guidance can be seen at [The Purple Guide](#) and [Event safety - HSE](#).

## 23. Welfare Facilities

Make sure that adequate toilets are available for the number of people expected to attend the event, and that consideration is given to location, access, construction, lighting and signage, especially for outdoor events.

It is best to locate toilets at different points around the venue rather than concentrating in one small area, to minimise crowding and queueing problems.

Where possible, provide handwashing facilities to the ratio of one per five toilets but with no less than one handwashing facility per ten toilets. Suitable hand-drying facilities should also be provided and if paper towels are supplied, arrangements made for regular disposal and restocking.

Further info available in [The Purple Guide](#).

## 24. Refuse Collection and Site Clear Up

Arrangements will be required for waste disposal and rubbish clearance both during and after the event. Individuals should be designated specific responsibilities for emptying rubbish bins and clearing the site. Consider the provision of separate bins for recycling. Further advice on the provision of bins can be obtained from SAC Waste Management department. Contact details at **section 30**. Litter picking throughout the event should also be considered where appropriate.

## 25. Security

Depending upon the nature of the event, specific security arrangements may be necessary, including arrangements for securing property overnight. Cash collection should be planned to

ensure this is kept to a minimum at collection points and that regular collections are made to a secure area. Following your risk assessment, stewards or helpers collecting cash may require money belts or other carrying facilities. Counting and banking arrangements should be given careful consideration.

## **26. Accessibility**

Specific arrangements should be made to ensure wheelchair access and sufficient designated vehicle parking for disabled visitors is provided, and that all facilities comply with the social inclusion policies of the Council.

## **27. Sustainable Events**

South Ayrshire Council are committed to sound environmental management practices and we would therefore like to encourage events to adopt the same approach by – donating unused materials; make recycling easy and prohibiting single-use plastics by using paper straws, cups and plates. Further information is available on Sustainability upon request.

## **28. Martyn's Law / Terrorism**

*The Terrorism (Protection of Premises) Act 2025*, also known as Martyn's Law, will ensure the public are better protected from terrorism, by requiring certain public premises and events to be prepared and ready to keep people safe in the event of an attack.

*The Terrorism (Protection of Premises) Act 2025* received Royal Assent on Thursday 3 April 2025. The Government intends for there to be an implementation period of at least 24 months before the Act comes into force. This period will enable those responsible for premises and events to have sufficient time to understand their new obligations, and to plan and prepare accordingly.

Currently the most up to date information is available on -

<https://www.protectuk.police.uk/martyns-law>

<https://www.gov.uk/crime-justice-and-law/counter-terrorism>

Ideally everyone involved in the organisation / or stewarding of an event should complete the ACT e-learning on the [Protect UK](#) website.

## 29. Final Preparations Checklist

- Routes** - Ensure clear access and exit routes and adequate circulation within the site paying particular attention to emergency routes.
- Inspections** - A walk-through inspection of the site should be carried out immediately prior to, during and after the event to identify any potential hazards and to check out communications are working. You will carry out more than one inspection during the event. All defects should be noted and the remedial action taken. Checklists should be retained for future reference. Adequate notice must be given to Building Standards and Environmental Health departments to allow for PEL and Section 89 inspections.
- Siting** - Make sure that all facilities and attractions are correctly sited as per your agreed site plan. Be certain that the first aid facilities and fire extinguishers are in place. Check waste bins are in their correct locations and are easily identified.
- Signage** - Ensure adequate signage is displayed where necessary. This should include emergency exits, first aid points, information and lost children points and other welfare facilities such as toilets.
- Vehicles** - Check that all contractors, performers and exhibitors' vehicles have been removed from the site or parked in the designated area before the public are permitted to enter.
- Structures** - Ensure all staging, seating, marquees and lighting structures have been erected safely and that certification has been obtained from the relevant contractors and South Ayrshire Council has a record of this.
- Barriers** - Check that all barriers and other protection against hazards are securely in place and there is no risk of falling from staging or other facilities.
- Stewards** - Make sure that all staff have arrived and are in their correct location. Ensure all stewards are wearing the correct clothing for easy identification.
- Lighting** - Check all lighting is working, including any emergency lighting.
- Public information** - Make sure the public address system is working and can be heard in all areas.
- Briefing** - Check that all stewards and staff have been fully briefed and understand their responsibilities.

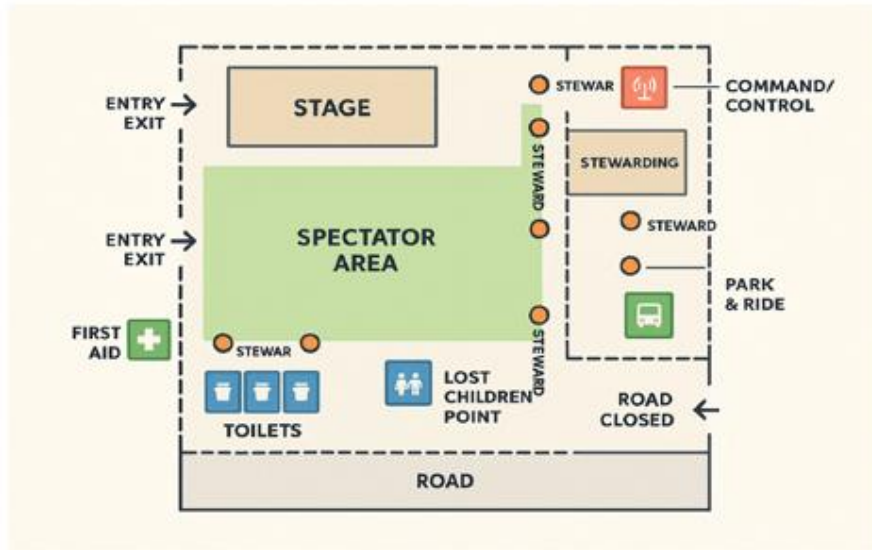
### 30. Useful Contacts

Department	Contact Number	Email	Website
Licensing	01292 617682	<a href="mailto:licensing@south-ayrshire.gov.uk">licensing@south-ayrshire.gov.uk</a>	<a href="https://www.south-ayrshire.gov.uk/licensing">https://www.south-ayrshire.gov.uk/licensing</a>
Ayrshire Roads Alliance	01563 503160	<a href="mailto:enquiries@ayrshireroadsalliance.org">enquiries@ayrshireroadsalliance.org</a>	<a href="#">Home - Ayrshire Roads Alliance</a>
Building Standards	01292 616253	<a href="mailto:Building_standards@south-ayrshire.gov.uk">Building_standards@south-ayrshire.gov.uk</a>	<a href="#">Building standards - South Ayrshire Council</a>
Environmental Health	0300 123 0900	<a href="mailto:environmental.health@south-ayrshire.gov.uk">environmental.health@south-ayrshire.gov.uk</a>	<a href="#">Environmental health - South Ayrshire Council</a>
Waste Management	0300 123 0900	<a href="mailto:Neighbourhood_services@south-ayrshire.gov.uk">Neighbourhood_services@south-ayrshire.gov.uk</a>	<a href="#">Bins, recycling, beach and street cleaning - South Ayrshire Council</a>
Event Safety	01292 612 783	<a href="mailto:eventsafety@south-ayrshire.gov.uk">eventsafety@south-ayrshire.gov.uk</a>	
Estates	0300 123 0900	<a href="mailto:Estates@south-ayrshire.gov.uk">Estates@south-ayrshire.gov.uk</a>	
Destination South Ayrshire	0300 123 0900	<a href="mailto:info@destinationsouthayrshire.co.uk">info@destinationsouthayrshire.co.uk</a>	<a href="http://www.destinationsouthayrshire.co.uk">www.destinationsouthayrshire.co.uk</a>

## Appendix 1 – Site Plan Example

An effective site plan for an event typically includes:

- **Perimeter layout**
  - Access/egress points
  - Emergency routes & vehicle access
  - Ticketing or security checkpoints
- **Zoning & infrastructure**
  - Stages, performance areas, crew zones
  - Audience seating or standing areas
  - Stewards/security posts, crowd control barriers
  - First aid / medical tents
  - Lost child / welfare areas
  - Vendor zones, food & drink
  - Toilets (inc. accessible & baby-change)
- **Traffic & transport**
  - Car parks with marked spaces
  - Park-&-ride or shuttle bus pickups/drop-offs
  - Road closures and diversions
- **Utilities & support**
  - Power generator/fuel points
  - Lighting positions
  - Waste management (bins, recycling, glass/can disposal)
  - Staff offices/command & control
  - Emergency services access & staging
- **Safety & compliance**
  - Fire assembly points
  - Flood-lit areas for visibility
  - Steward pathways & emergency evacuation routes
  - Accessibility pathways (e.g., 4 m clearance for vehicles, 1.8 m footpaths)



**Accessibility Features:**

- Wheelchair-accessible toilets clearly marked.
- Wide pathways (minimum 1.8m) for easy movement.
- Emergency evacuation routes indicated for all zones.
- Dedicated accessible viewing area near the stage.