Event Application Management Plan –

SAC Designate Land

Cannock Chase Country Park

Cannock Chase Country Park is a fantastic site for people, wildlife and heritage and a great location for events. The Country Park contains the largest surviving area of open heathland in the West Midlands and home to fragile plants and animals of very high nature importance. Much of the Country Park is designated as a Special Area of Conservation (SAC). Because the site has so many interesting features – internationally and nationally important wildlife and heritage – and is used by so many people for different activities, we need to put special measures in place to make sure the Country Park is well managed and preserved for future generations.

This Event Management Plan must be completed for any organised walking, running, cycling, horse riding or foot orienteering events on the SAC with more than 50 participants and for all foot orienteering training events. It has been designed to make it easier for you to run and manage your event in a way that is sensitive to the special features on the Chase and to other site users. It should be completed in conjunction with the Recreational Events Management Protocol for Cannock Chase Country Park.

The event management plan is to be written after consulting the Events Protocol for further guidance.

It is your sole responsibility, as the event organiser(s), to ensure that the event is planned and run safely, with the necessary permission(s) obtained, to police the behaviour of the participants and spectators as far as practicable and to reinstate the site to the satisfaction of the County Council.

A10 km route has been developed for running, cycling and walking events as shown on Map B. The 10 km route is located on the Special Area of Conservation (SAC) and events on this route will be rigorously controlled to protect its special features.

A 5km route has also been developed for running, cycling and walking events. This route is located outside of the SAC near to the Visitor Centre at Marquis Drive, Hednesford. Restrictions may be imposed on the number of events and participants on this route at certain times of the year to protect habitats and according to available staffing resources. Event organisers wishing to use this route should complete the online application form at.

Defined routes have also been developed for horse riding events.

From 2024, there will be one main application window for events of 1st September – 31st October for events in the following calendar year, with any remaining slots allocated on an ad hoc basis. No more than two events will be permitted in any month to reduce impacts on other site users and on infrastructure.

**Please complete all the relevant sections of the Event Management Plan. The completed Plan together with a map, full risk assessment and proof of public liability insurance must be submitted at least three months before the proposed event date. Failure to follow these requirements may result in your application being refused or your use of the site in future being restricted or refused.**

**Please note that**

* Following submission of your Plan, you may be required to undertake additional measures specific to your event. You will be advised of any additional measures by County Council staff prior to the event.
* You are expected to make yourself available, either at a meeting or via the telephone, to discuss any issues arising from your event after it has taken place.
* Events are not permitted between dusk and dawn. Also, the number of events on the SAC is restricted to a maximum of 14 each year and the maximum number of participants for each event is also restricted (see 2 below).

**Section 1 - Event Organisation**

1. **Organiser and Event Details**

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| **Event Organiser Details**  Event organiser name:  Email:  Telephone:  **Event Details**  Proposed date:  Start time:  Finish time:  Please specify type of Event i.e. Walking, running, foot orienteering, cycling, and horse riding:  Maximum number of participants:  Participant fee:  **Event manger i.e. the person responsible on the day**  Name:  Telephone:  Email:  **Financial invoicing**  Name/Company name:  Address for invoice:  Email address: |

**Please note:** The number of participants for each event is restricted to the following: Cycling events up to 300, running events up to 500, walking events up to 1000, endurance horse riding events up to 150 and small horse riding events up to 60.

All participants are required to wear easily readable numbers front and back.

Event organisers should explain the penalties that will be imposed on participants who go off the marked route or ignore the event management instructions in the Event Information Pack

1. **Location**

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| **Please supply a map, indicating clearly the route to be used.**  Map provided? Y/N |

**For walking, running or cycling events on 10 km route.**

Please see map of permitted route.

**For all foot orienteering events**:

Please follow guidance notes for orienteering on the S.A.C. Please supply a map, indicating clearly the area proposed for use and the location of each destination point together with GPS co-ordinates.

**For all horse riding events**

Please refer to Map C showing the defined horse riding routes.

1. **Vehicle Routes**

Routes to be used for vehicular access both for event vehicles (for example setting up drinks stations, positioning marshalls and taking down course signs, tapes etc) and for emergency vehicles must be identified on the map. Routes should avoid steep slopes and wet ground.

Emergency access routes must be kept clear at all times. Event and emergency vehicles must only use the agreed routes.

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| **Please provide a map.**  Map provided? Y/N |

1. **Directional Signage and Traffic Management**

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| **Please indicate how you intend to manage the traffic and marshal the approach to the event:** |

Event organisers are required to provide adequate event signage and marshalling to the car park(s), including any overflow car parks, proposed to be used for the event in order that both participants and spectators can orientate themselves to the relevant car park(s).

Signage and marshalling may also need to be provided if necessary to direct those parking in overflow car parks to the start/finish of the event and to spectator locations.

Signage should also be erected in advance of the event to warn regular users of the timing and location of the event and areas to avoid or areas to go to if they wish to watch the event.

Event organisers should also inform the police if they expect congestion or if the event might adversely affect traffic flow.

1. **Car Parking**

Event organisers need to satisfy themselves that there is adequate car parking for both participants and spectators, with arrangements for overflow car parking where necessary.

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| **Please specify the number of car park spaces required:**  Please indicate the parking area(s) you would like to request to use:   * Marquis Drive Field up to 200 * Milford Common up to 200 |

For large events the above two car parks can be made available exclusively for your event. It is your responsibility to ensure that the car park is secured after the event and that all cars have exited the car park. Any site staff time required to secure car parks once the event has finished will be charged back to the event organiser.

Other smaller car parks may be available on Cannock Chase but these cannot be allocated exclusively for events. Availability of these should be discussed with the site staff.

**Please note:** Participants should be informed of the car parking arrangements for the event in the Event Information Pack.

1. **Car Park Management/ Marshalling**

Event organisers must ensure that cars are parked appropriately, that there is no parking along roadside verges and that access routes are kept clear.

This may be possible with appropriate signage but we would advise that for larger events, car parking is managed by suitably trained individuals to maximise use of space and ensure that participants do not park in unsuitable areas. Marshalls may be required to turn away participants who cannot be accommodated and must be aware of number limits. Marshalls must have high visibility clothing and this must be reflected in your risk assessment. It may be worth considering employing a traffic management company to take care of the car parking and the car parking approaches.

All barrier and gate keys must be returned to the Ranger Service within 2 days of your event.

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| **Please specify below your arrangements for managing car parking on the day:** |

1. **Course Marshalls**

**Plans to marshal the course including what information is to be given to the marshals and what their functions will be:**

This could include:

* Organising car parking, marshalling routes taken from car parks by participants and spectators and ensuring biosecurity measures are being observed.
* Guiding participants to keep to the set routes and prevent behaviour which might cause damage to the SAC features including checking on locations and behaviour of spectators and policing unacceptable behaviour by participants (e.g. leaving set routes, riding more than two abreast etc) and recording where this occurs and by whom.
* Checking the adequacy and availability of facilities such as toilets, first aid stations etc.

**Please note:** The route maps attached indicate the minimum level of course marshalling expected and where these marshals should be situated. This is shown as an **M** on the course map.

The event may require more marshals to be present than indicated or additional signage. Marshalls need to be sited in locations where participants may need guidance on the correct route and where they can see across the route and record infringements, or note problems to be avoided in future events.

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| **Please detail your marshalling plans;** |

1. **Drinking Points**

**Please note:** The 10km route map has a series of points where drink stations are permitted.

These are marked on the map with the initials **DS**. The drink stations must be set up so as not to obstruct other park users and all arisings from the drink stations must be removed by the event organiser immediately after the event.

1. **Toilets**

Additional mobile toilet facilities should be provided for the event if necessary. Mobile toilets are only permitted on the car parks and the event organiser is responsible for their delivery, collection and safe operation.

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| **Please specify below your arrangements for the event:** |

**10. Viewing Areas for Spectators**

Viewing areas for spectators are limited on the 10km route. Spectators are only allowed at the start/ finish point on the route or at the two drinking stations marked DS on the maps. Access to the two drinking stations should only be gained via the set route and spectators will need to be in position before the start of the event.

The drink station on the Katyn track nearest The Whitehouse Car Park must be cordoned off.

Spectators should be provided with instructions and maps to guide them to the designated viewing areas. Marshalling may also be required.

1. **Starting Procedures**

Any event with more than 25 participants must have a staggered start to prevent bunching that will cause damage to the site and displace other site users.

Horse riders and cyclists must ride no more than two abreast.

1. **Use of Loudspeakers and Music**

Piped music is not permitted on the SAC but is permitted on Marquis Drive and Milford Common parking areas. This may need the appropriate license from the relevant District Council and the Performing Rights Society. Loud speakers are only permitted at the start and finish of the event and event organisers are requested to respect other car park users and visitors in relation to the level of noise.

1. **First Aid/Emergency Procedures**

Event organisers must ensure that adequate first aid provision is available for their event and provide details of their emergency first aid procedure to any participant or spectator who gets into difficultly on the course.

For large events it may advisable to use the services of St Johns Ambulance or a similar first aid provider.

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| **Please specify below the arrangements for your first aid provision:** |

Raynet, a short wave radio organisation, may be able to help with your emergency procedure.

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| **Please outline below your emergency procedure:** |

Arrangements for first aid provision and emergency procedures must be reflected in the risk assessment.

1. **Biosecurity**

All events on the SAC must follow strict biosecurity measures. For walking and running events for example participants must arrive with clean gear e.g. mud free running shoes. Runners must pass through disinfectant foot baths and all mud must be removed before leaving the site.

For cycle events bike washing facilities must also be provided along with footbaths.

It is the event organiser’s responsibility to relay the biosecurity measures to the participants in the Event Information pack prior to them arriving on site.

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| **Please specify below your biosecurity measures:** |

**15. Litter and Clearance of Site After Event**

Adequate litter bins and dog bins must be provided on the day of the event and removed immediately after the event.

Following the event, all litter, signage and other event paraphernalia must be taken down and removed from the site. Participants must be advised in the Event Information Pack not to drop litter along the course particularly when picking up drinks from the drink stations.

Following the event a member of the Ranger Service will inspect the course, parking area and tracks for any signs of misuse or damage. They will also check that all traces of the event have been removed from site. Failure to adhere to the conditions laid out in this Management Plan may result in the organiser obtaining permission for an event in the future. Any significant costs incurred by the County Council in removing debris or reinstating the site following the event will be recharged to the organiser.

**16. Potential Impacts on Other Site Users and Mitigation Measures**

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| **Please outline below any possible impacts you foresee for other park users and explain how you will mitigate against these impacts:** |

The information provided above must also be reflected in your risk assessment.

**17. Monitoring and Recharging Costs**

Unless an event is small, both pre- and post-monitoring measures will need to be carried out in order to manage the event’s impacts on the site and other users. Responsibility for the monitoring will be clearly defined between the event organiser and County Council staff and will be agreed prior to the event taking place. Event organisers will not be expected to be responsible for measures that require ecological knowledge. The cost of any monitoring carried out by County Council staff may be recovered from the event organiser.

**18. Risk Assessment**

**Please return an event full risk assessment.**

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| Risk assessment submitted?  Y/N |

**Please note:** Any permission granted for the event will be conditional upon the Event Risk Assessment being agreed with the County Council at least six weeks’ in advance of the date of the event. The risk assessment must cover all the information required to be included in the Event Management Plan together with any additional information requested by SCC. The risk assessment must also take into account and include information regarding mining fissures, where applicable, and the importance of staying on tracks.

**Section Two – Indemnity**

**If authority is granted for the event, the organiser(s) must agree to the terms and conditions set out below:**

19. To indemnify the County Council against any legal liability in respect of any accident involving death or bodily injury to any person or damage to or loss of any property, real or personal, happening consequent upon or in connection with the use of the land.

20. To affect a policy of insurance in the sum of not less than £5,000,000 in respect of any third party or public liability arising on or in connection with the use of the land and will produce to the County Council on demand a current certificate in respect of such insurance prior to the holding of any event.

21. To agree to abide by any conditions as detailed in their letter of authority and to any additional instructions of the Ranger Service on the day of the event.

22. To ensure that any sub-contractor, caterer etc. whom they have instructed/ authorised or entered into arrangements with carries suitable insurance cover (i.e. third party liability) and the organiser(s) will produce evidence of their insurance cover to the Council.

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date \_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section Three – Additional Information for Event Organisers**

23. Where routes use or cross public highways, applicants should advise local Police.

24. Where routes use other landowners land, applicants must gain their permission also.

24. The County Council reserves the right to cancel any Event in the case of an emergency in which case the County Council will return any fee paid.

25. The County Council reserves the right to cancel any Event where the fee has not been paid at least 7 days’ in advance of the Event being held.

26. In the event of cancellation of any booking for any reason by the organiser(s), the County Council will not ordinarily refund any fee.

**We hope you have a successful and safe event**

**SCC USE ONLY**

Event approved: Yes / No

Final date agreed:

Staffing requirements:

Locks / barriers:

Monitoring requirements:

Issues:

Fee received: