

**East Sussex Fire and Rescue Service**  
**Licensing Act 2003**  
**Guidance Notes for Applicants for Temporary Event Notices**

The description of a temporary event under the above legislation can vary from a small gathering of individuals in an open field to the accumulation of up to 500 people under a complex canvassed arena.

An obligation under the above licensing laws places responsibilities on organisers of such events to have due regard to public safety and the following guidance is given to assist them in carrying out these obligations.

The Regulatory Reform (Fire Safety) Order 2005 is likely to apply to any one of these venues. To ensure compliance with this Order, the responsible person is required to carry out a risk assessment of any premises or structure. It is strongly advised that significant findings from this fire risk assessment are recorded.

The responsible person must: -

1. Assess any fire risks in and around the venue and implement protective and preventative measures as necessary.
2. Ensure adequate warning in case of fire in order to enable relevant persons to escape to a place of safety
3. Ensure that routes to emergency exits from the premises and the exits themselves are kept clear
4. Provide appropriate firefighting equipment
5. Establish appropriate procedures to be followed in the event of serious and imminent dangers.
6. Ensure all of the facilities; equipment, and devices above are subject to a suitable system of maintenance
7. Ensure that his employees are provided with adequate safety training in order to safeguard themselves and other relevant persons.

Further guidance is available in the Government's publications 'Large Places of Assembly' or 'Small and Medium Places of Assembly' which provide information regarding risk assessment and fire safety relevant to Licensed premises. These publications may be viewed on the following website: [www.firesafetyguides.communities.gov.uk](http://www.firesafetyguides.communities.gov.uk) They are also available for purchase from TSO (The Stationery Office) online at [www.tso.co.uk](http://www.tso.co.uk) , over the telephone on 0870 600 5522 or from any good bookseller.