

Large-Scale Outdoor Event Checklist

For organisers planning major events in Scotland

(Recommended lead time: 9–12 months for events over 5,000 people)

1. Early Planning & Consultation (9–12 months before event)

- ☐ Identify event type, estimated attendance, and venue options.
- ☐ Check land ownership and obtain written permission from the land manager.
- ☐ Consult the local council's licensing department about requirements (each council varies).
- ☐ Notify Police Scotland, Scottish Fire and Rescue Service, Ambulance Service, and (if relevant) Transport Scotland.
- ☐ Begin dialogue with Environmental Health, Planning, and Building Standards teams.
- ☐ Review Scottish Outdoor Access Code guidance for events.
- ☐ Begin risk assessments and initial Event Safety Plan outline.
- ☐ Identify whether Temporary Traffic Regulation Orders (TTRO) will be required.
- ☐ Appoint a competent Safety Officer for large-scale gatherings.
- ☐ Engage local residents and businesses about intended dates and activities.

2. Licensing & Permits (6–9 months before event)

(Deadlines can vary by council, so confirm specifics early.)

- ☐ Public Entertainment Licence – Apply a minimum of 5 weeks in advance; allow more for large events.
- ☐ Occasional Licence (Alcohol) – Apply at least 4 months before if capacity is over 500.
- ☐ Public Procession Order – Submit notice at least 28 days before to local council and Police Scotland.
- ☐ Market Operator Licence – Required if stalls will sell goods to the public.
- ☐ Music Licence (PPL PRS / TheMusicLicence) – Obtain if live or recorded music will be played.
- ☐ TTRO or Road Closure Orders – Apply 12 weeks before the event.
- ☐ Raised Structures Permit – Submit plans and engineer's sign-off under Section 89 of the Civic Government (Scotland) Act 1982.
- ☐ Ensure planning consent if structures remain longer than 28 days.

3. Health, Safety & Welfare (3–6 months before event)

- ☐ Finalise the Event Safety Plan, including risk assessments and site layout.
- ☐ Develop a Crowd Management Plan with stewarding levels and evacuation routes.
- ☐ Create an Emergency and Incident Response Plan, including weather and medical contingencies.

Large-Scale Outdoor Event Checklist (p.2)

- ☐ Arrange First Aid / Medical cover with qualified staff (e.g. St John Ambulance, Red Cross).
- ☐ Secure Public Liability Insurance (minimum £5 million cover).
- ☐ Commission an Electrical Installation Condition Report (EICR) for temporary power.
- ☐ Assess fire risks; provide extinguishers, fire breaks, and flame-retardant materials.
- ☐ Ensure all structures are signed off by a competent engineer.
- ☐ Conduct a noise impact assessment if near residential areas.
- ☐ Schedule safety and multi-agency coordination meetings.

4. Environmental & Community Management (2–3 months before event)

- ☐ Prepare an Environmental Management Plan – include waste, recycling, and water strategies.
- ☐ Arrange waste contractors and toilet / welfare facilities.
- ☐ Develop a noise management plan and agree limits with Environmental Health.
- ☐ Establish a traffic and parking plan, including signage and shuttle options.
- ☐ Implement sustainability measures: refill stations, compostable materials, low-impact transport.
- ☐ Inform local residents and businesses of event timings, access changes, and noise control.
- ☐ Arrange on-site signage and accessibility routes.
- ☐ Check for potential environmental designations (e.g. SSSI, Natura 2000 sites).
- ☐ Apply for temporary access restrictions if required under the Outdoor Access Code.

5. Site Setup (1–2 weeks before event)

- ☐ Confirm all contractors and suppliers have valid insurance and risk assessments.
- ☐ Erect marquees and temporary structures; ensure daily inspections.
- ☐ Lay temporary flooring or trackway if ground conditions are soft.
- ☐ Test all electrical and lighting systems.
- ☐ Set up first aid, control room, and emergency shelters.
- ☐ Conduct full safety walkthrough with stakeholders (Police, Fire, Council).
- ☐ Test public address and communications systems.
- ☐ Display required licence documents on-site.

6. During the Event

- ☐ Conduct hourly safety inspections and document checks.
- ☐ Maintain clear access routes for emergency vehicles.
- ☐ Monitor crowd density and adjust barriers if necessary.
- ☐ Keep weather forecasts updated and brief teams regularly.
- ☐ Implement waste and litter management throughout.
- ☐ Maintain radio communications log and incident records.

Large-Scale Outdoor Event Checklist (p.3)

- ☐ Maintain radio communications log and incident records.
- ☐ Monitor noise and complaints; log community interactions.

7. Post-Event & De-Rig

- ☐ Inspect the site for damage, litter, and environmental impact.
- ☐ Ensure all temporary structures are safely dismantled and waste removed.
- ☐ Conduct debrief meetings with all agencies and contractors.
- ☐ Review incident and near-miss reports.
- ☐ Return land to original condition and confirm with landowner.
- ☐ Submit post-event report to local authorities if required.
- ☐ Reconcile insurance, payments, and documentation for records.

8. Optional but Recommended

- ☐ Obtain Event Cancellation Insurance (especially for weather-related risks).
- ☐ Engage a sustainability officer or green consultant for large or recurring festivals.
- ☐ Carry out community feedback surveys to improve future events.
- ☐ Maintain a permanent event safety file for reference and re-licensing.

<https://purvismarquees.co.uk/>

John Brown
General Manager
07810 123 360
john@purvis-marquees.co.uk

James Clark
Senior Project Manager & Operations
07399 849 881
james@purvis-marquees.co.uk

Purvis Marquee Hire Ltd
4b East Mains, Ingliston Road
Edinburgh, Scotland, UK, EH28 8NB
Freephone - 0800 026 8451