

# Event Compliance Case Study: Midsomer Norton Town Fayre

**Operational Blueprint: Deploying the  
Full Council Event Compliance  
Package**



# Executive Summary & Objective

The Midsomer Norton Town Fayre is a high-footfall, multi-generational community event situated in a public civic space.

For local authorities, the primary challenge of a Town Fayre is the shifting of legal liability. Without a robust, professionally authored safety framework, the council exposes itself to significant regulatory, financial, and reputational risk.

## The Solution:

Captain Events deployed its comprehensive Full Compliance Package to act as an external, competent extension of the council team. By handling the entire bureaucratic, licensing, and safety infrastructure from conception to crowd dispersal, we insulated the local authority from risk while ensuring an incident-free, vibrant community asset.



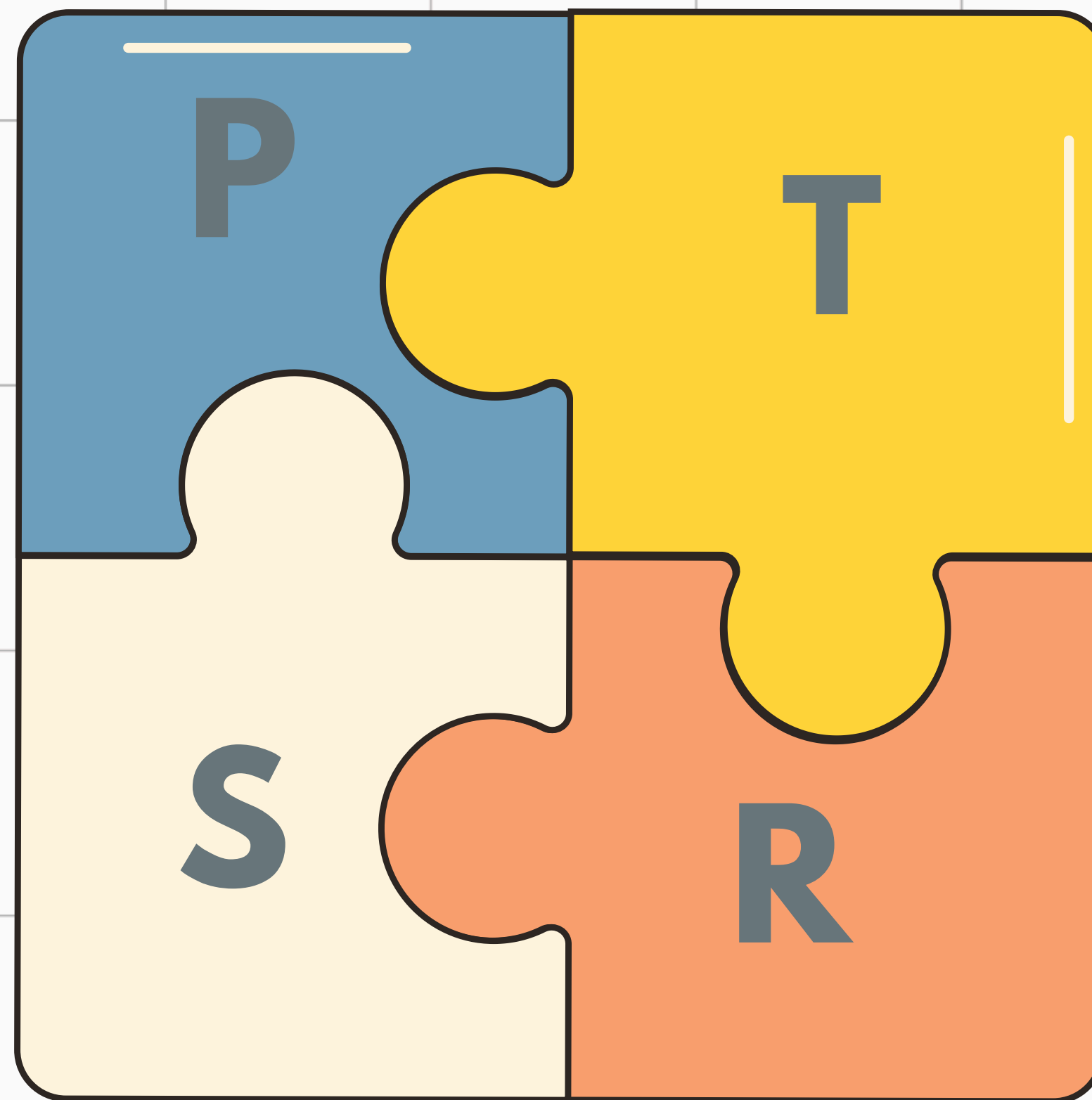
## Statutory Licensing & Local Authority Liaison

### Premises License

We evaluated the footprint, capacity, and scheduled entertainment to determine the correct licensing vehicle. We managed the entire application process for the relevant permissions ensuring deadlines were met.

### The Safety Advisory Group (SAG)

Local blue-light services (Police, Fire, Ambulance) and Highways departments scrutinize council events heavily. We compiled the complete compliance portfolio and formally presented to SAG.



### Trader Compliance

We assessed all alcohol, food, entertainers and standard traders to ensure they all produced the correct Licenses, Permissions, Insurances and RAMS.

### Road Closures

We can organise entire road closures and diversions for events, but after assessment, the council had already decided it wouldn't be needed.

# Event Management Plan (EMP)



**01**

## **EMP**

The EMP serves as the operational bible for the Town Fayre. We authored a comprehensive, site-specific document that detailed every moving part of the live day, which was shared dynamically with all stakeholders, emergency services, and council officers

**02**

## **Communication**

By establishing these crystal-clear operational protocols beforehand, we removed any ambiguity on-site. Every trader, performer, and staff member knew exactly where they needed to be, how to access the site safely, and what rules they had to follow.

# Rigorous RAMS (Risk Assessments & Method Statements)

## 01 Vehicle-Pedestrian Segregation:

Vehicle-Pedestrian Segregation: We established strict site-wide "Vehicle Curfews." No infrastructure, trader, or supplier vehicles were permitted to move within the event footprint while the public was on-site, completely eliminating the risk of moving vehicle accidents.

## 02 Martyn's Law (Terrorism Act 2025)

Martyn's Law is a new regulation introduced by the government to ensure all events with more than 800 people are well prepared for an act of terrorism. This can be a daunting task for councils, but with our experience and knowledge we ensure RAMS cover the regulation and that mitigations are put in place to make the event safe, prepared, and ready to react dynamically.

## 03 Event Compliance

All events need to have live risk assessments in place to cover the event space, fire and any other independent factors, such as a racetrack. Something copied on google or taken from AI will not be good enough in a court of law. The risk needs to be assessed by an experienced human that has as an understanding of the event space and the event.



# Live-Day Event Management & Dynamic Risk Management

## Event Management - Onsite

All day management of the event, heading up a team of staff, volunteers, security, medical, stage and all other stakeholders to ensure the event runs smoothly from set up to pack down.

## Dynamic Risk Assessments

Public events are fluid. When unexpected variables arose on the ground—such as localized crowd bottlenecks or shifting weather conditions—we made immediate, calculated adjustments to crowd barriers and steward deployments, managing the risk dynamically before it could escalate.



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