

Site Permissions, Right to Roam, Site Design and Control Zones



Site Permissions

Before planning your event, it is essential that land owner permission is granted. Most parks and open spaces in Aberdeen are owned, or managed, by Aberdeen City Council. Permission must be sought and granted, via the City Events Team's external event process, before any event promotion takes place. For information on the process of organising events on Aberdeen City Council land please see the [Event organiser Journey Flow Chart](#).

Access Rights - The Right to Roam and Core Path Legislation

Access Rights, including Core Paths are laid out and protected under Part 1 of the Land Reform (Scotland) Act 2003. Access rights gives the right of, non-motorised, access to most areas of Scotland, other than the immediate area of houses and business premises (so as not to invade the privacy of the occupants).

If an event organiser wishes to suspend the right of access, for example by creating a fenced event arena, there may be a process of approval required through Aberdeen City Council. Organisers are advised to contact the Aberdeen City Council Paths team to discuss further. In addition if an event has an impact on a Core Path the organiser will need to contact Aberdeen City Council to review their plans and seek the relevant permissions.

Aberdeen City Council have an obligation to develop a network of paths and give the public reasonable access through the City. The [Core Paths Plan for Aberdeen City Council](#) will allow you to work out if your event impacts on a Core Path.

It should be noted that it is not just Core Paths (although these will be the most likely) but also general access rights and Rights of Way which need to be given consideration. Core Paths are the only ones which are easily checked on a map so are the easiest to deal with, however you should also contact Aberdeen City Council if other obvious / busy paths are going to be closed. These can still be important routes and are afforded a certain level of protection.

For further information and advice please contact paths@aberdeencity.gov.uk

[Guidance for Organisers and Land Managers](#)

Site Design

When designing the event's operational site plan it is important that it details all key features of the event and that it is representative of the proposed activities, infrastructure and facilities at the event. For accuracy plans should be designed to scale, an example planning map is shown herein.

It is recommended that event organisers consider:

- Placement of infrastructure, ensuring a free pedestrian flow around the site & adequate space for anticipated queues
- Safe congregation / dwell space
- Sterile areas and requirements of barriers and perimeter fencing
- Signage and crowd control systems
- Emergency exit routes which lead to a place of safety and are clear of obstruction
- Suitability of childrens play areas and other sensitive aspects
- Access requirements for restocking, cleansing, entertainment, cash collection or emergency response & their sterile routes
- Steward positions
- Firefighting equipment locations
- Storage of flammable, explosive or other hazardous material
- Noise interference between stages
- Space available for anticipated numbers attending any headline features
- Sight lines to ensure that the audience can see the entertainment
- [Disabled access and other arrangements](#)
- Services, facilities and welfare
- Catering provision
- Backstage requirements
- Stage placement having considered noise impact on residents
- Infrastructure relevant to day/night – tower lights, temperature etc
- Pick up / drop off out with the core site

Venue Site Design

Although the operational plans will detail the locations of all infrastructure, including non-public areas, the event may benefit from creating a simplified version for stewards and staff and a public facing version, which features less specific detail, omits restricted areas and shows the locations of only key public facilities. An example of a public information map is shown below.

Creating a Safe Working Area

To help to manage the considerable risks involved in the build and derig phases of an event site, which will likely involve multiple contractors working on the same site at the same time, it is advised, or may be stipulated, that a sterile working area is created to reduce the risk to non-working personnel. This will be especially important in event sites which will have members of the public in the location at the same time as the works being carried out.

For open planned venues you may be required to install barriers to prevent unauthorised access. For venues with a fixed fence, wall or other natural barrier it may be as simple as locking or stewarding entrance point(s).

Further information on managing contractors and measures to consider when reducing the risks of the build & derig phases

[Roles, Responsibilities & CDM Duties](#)

[Managing Contractors](#)

[Traffic Management](#)

[Temporary Demountable Structures & Lighting structures](#)

Managing the event

As highlighted within [Communications and Event Control](#) and [Coordination of Site Works, Temporary Structures, Electrical Systems and Lighting](#) robust communications are essential to ensure the safe and successful management of your event.

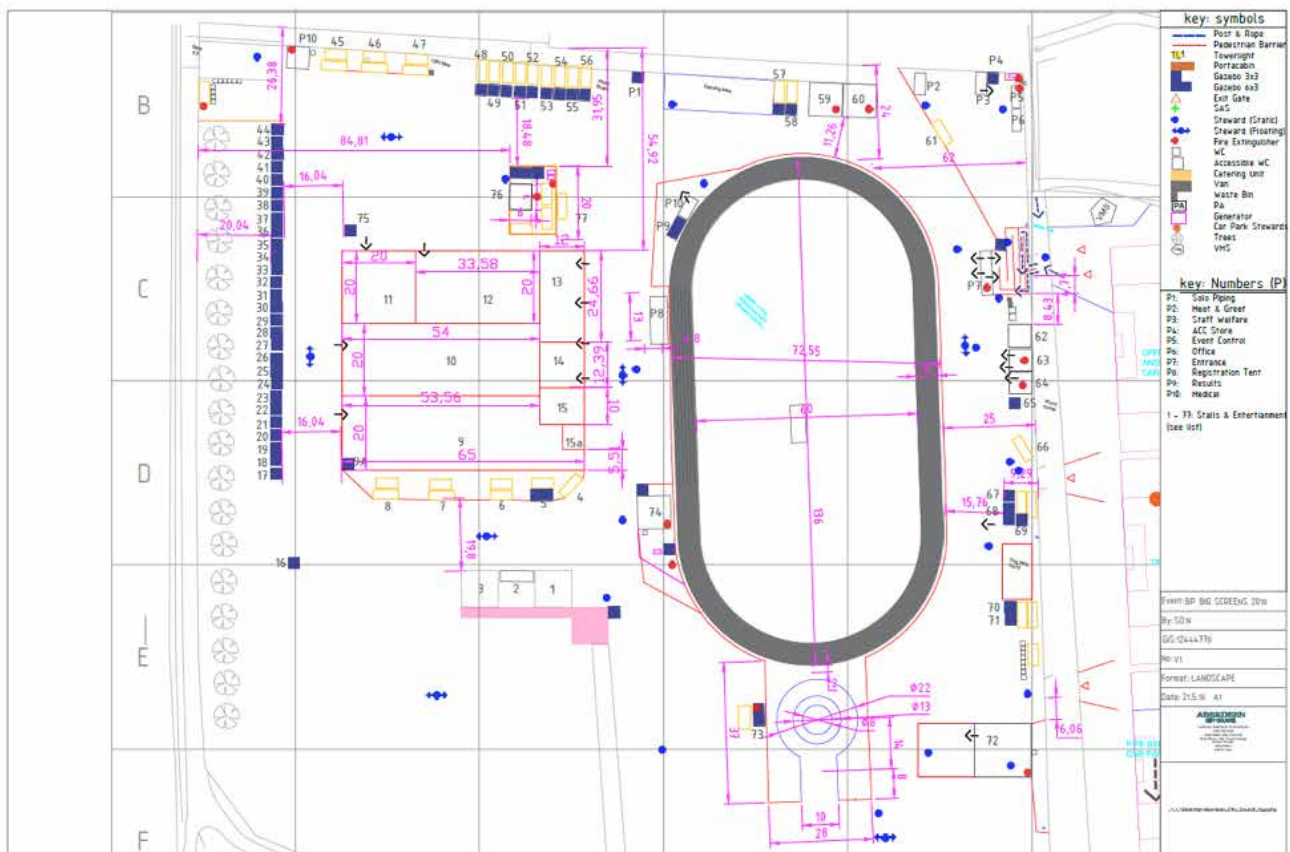
It is recommended that a grid zoned site plan is created to compliment the event's communication plan. This resource will ensure that staff on the ground can report issues and incidents effectively and clearly reducing the risks of a delayed response due to confusion over the location where support is required. Referencing the site plan during a radio call for example "First Aid support required by the Toilets located in Grid Reference E4" leaves little room for confusion or ambiguity and will allow resources to be deployed without delay.

As you will see in the example Simplified Operational Map below, details the layout of the site, location of stewards, fire extinguishers, and other key infrastructure is included.

For large scale events where individuals are allocated sections of the event site to monitor and manage then a separate plan should be created showing these zones, see example Control Zone Map below. This, along with the clear delegation of duties shown within [Roles, Responsibilities and CDM duties](#), will ensure that staff understand their remit and reduce the risk of accidents or injury due to poor monitoring and management of the event

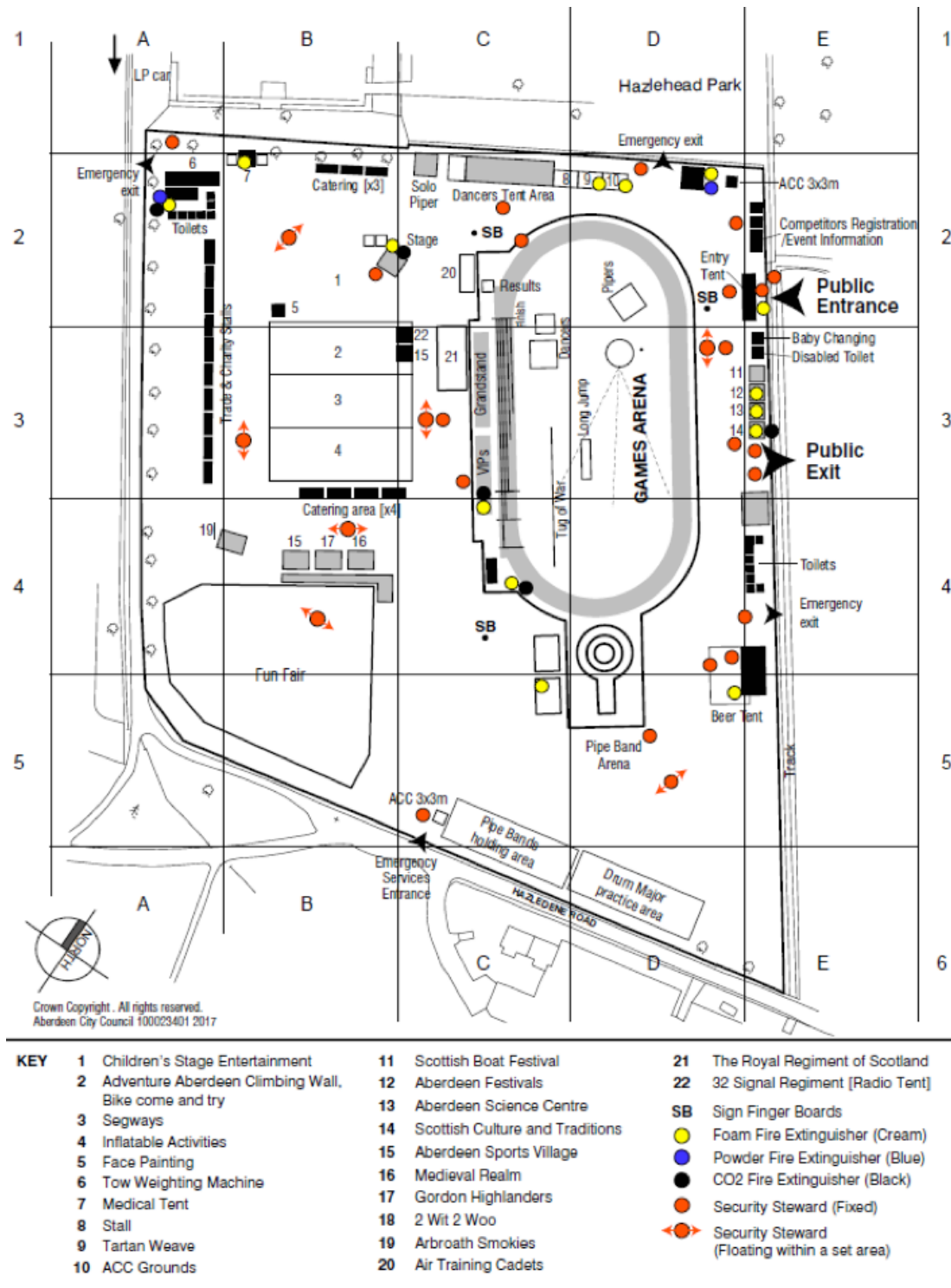
Planning Map (To Scale)

This map is created using Computer Aided Design tools and will allow for the event site to be built to scale (see the pink measurements) and tested digitally before it is built in location. This plan will be used during the planning phase to review the layout, flow of pedestrians, queue modelling, stewarding requirements and exit/evacuation planning. It will also be a key tool, used by the site manager, to ensure that the event is built correctly.



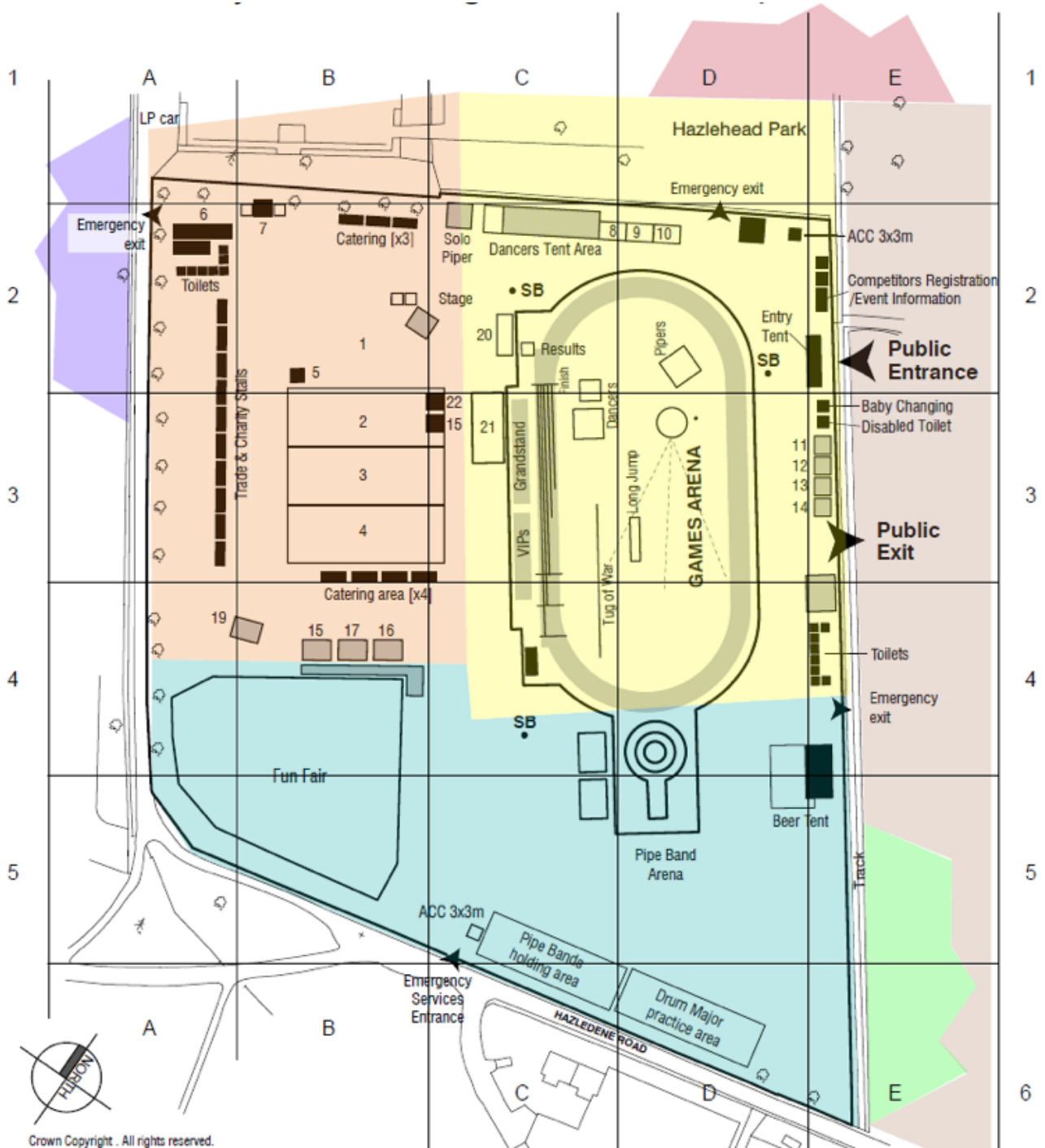
Simplified Operational Map

This map is a key operational tool which details the locations of all infrastructure, equipment and staff and will be used by stewards, staff and volunteers to coordinate and manage the event. It will also include information likely required by attendees, allowing for queries to be answered by staff without the need for additional support. This map will be provided to staff during their briefing and allow them to utilise the grid reference to communicate and coordinate the event.



Control Zone Map

This map shows the areas of operational control which have been developed to help manage and control the event and been allocated to members of staff, or sector managers.



Public Information Map

This is the public facing information map would be used in pre-promotional material, displayed around the event site and also included within any event apps/programmes etc. This map will strip out non-public areas and information and be designed to be user friendly, allowing the public to navigate the event site without direction or enquiry.

