

# Organizing events in Joensuu

Services and instructions of public authorities for event organizers

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# Communication and Event services of Joensuu

Communication and event services help event organizers in all matters related to events in the area of Joensuu. If you need help for example with permission process, venue planning, acquiring equipment or recruiting security officers, contact the event services.

## Event permit

Joensuu event services issues permits for events held in the areas of the city of Joensuu. Permit should be applied well in advance of the event.

To the event permission application, which is done at [lupapiste.fi](http://lupapiste.fi), you need to include at least following information and attachments:

- Event venue where the event is held
- When the event is planned to be held (specify construction, event and demolition days)
- Venue map
- Event planning form is attached to the event permission application

**Major events** should also send copies of the following approved documents:

Rescue plan  
Temporary liquor license  
Waste management and environmental plan

# Eastern Finland Police

The police are interested in the safety and order of events, and virtually all events (with certain exceptions\*) must be in contact with the police at some point during the event organizing.

The following documents and applications will be submitted to the police:

- Written notice of the public event
- Rescue and security plan

The event organizer must notify the police no later than 5 days before the event. Major events must be notified no later than 30 days before the event

\*Freely organized events = events that do not necessarily need to be informed to police because they do not need:

- Actions for maintaining the security
- Actions for preventing harm caused to bystanders and environment
- Special traffic arrangements

For example, regular exhibitions that are held indoors, movie, theatre and opera shows and small concerts that do not need security guards are freely organized events

# Notice of the a public event

The event organizer must notify the police no later than 5 days before the event. Major events must be notified no later than 30 days before the event.

- The notification is made online
- The public event may be organized by a competent person, community or foundation. An incompetent person may organize a public event together with a competent person.

If necessary, the police may issue instructions and orders for the organization of a general meeting or public event in advance or during the event:

- To maintain public order and security
- To prevent damage to health, property or the environment or to limit damage to the environment
- To safeguard the rights of third parties
- To ensure smooth flowing of traffic

Notice of a public event:

[https://www.poliisi.fi/licences/notice\\_of\\_public\\_event](https://www.poliisi.fi/licences/notice_of_public_event)

**Contact:**

[lupahallinto.pohjois-karjala.ita-suomi@poliisi.fi](mailto:lupahallinto.pohjois-karjala.ita-suomi@poliisi.fi)

# Security guards

If it is necessary to appoint security guards for the event, the number of guards is agreed with the police

- The number of trained security guards should be at least 75% of the total number
- There is no specific numbers for how many security guards there should be, since the number depends on the nature of the event, circumstances, composition of the audience, program, place, serving, weather, weekday, etc.
- Other contributing factor is the professionalism of the security guards; their education and experience

Security guards should also be aware of the rescue plan

Basic numbers from which to start:

- 1 security guard per 100 viewers; football, ice hockey, baseball matches, etc.
- 1 security guard per 150 viewers; concerts and similar events
- 1 security guard per 200 viewers; concerts where audience sits on their marked seats (or which do not serve alcohol)

# North Karelia Rescue Department

- Event organizer must be in contact with the rescue department and send them the rescue plan that is made for the event if it is assumed that there will be at least **200 people** in the event
- Rescue plan must be sent at least **14 days** before the beginning of the event
- The rescue department has recommendations for event organizers on the fire-fighting equipment used in various premises in the city of Joensuu

# Rescue plan

Event organizer must be in contact with the rescue department and send them the rescue plan that is made for the event if

- it is assumed that there will be at least **200 people** in the event
- Open fire, fireworks or other pyrotechnic devices or special effects made of flammable or explosive chemicals are used in the event
- Exit arrangements for the venue are different than usual
- The nature of the event poses a particular danger to humans

The plan must identify and assess the hazards and risks of the opportunity

- What could happen at our event
- How do we prevent these situations
- What will we do if something happens
- From where the help is able to arrive and what will we do in the situation

Rescue plan must be sent to local rescue department at least **14 days** before the beginning of the event. The rescue authority shall, if necessary, carry out a fire inspection before the event begins

The use of the explosives or flammable and explosive chemicals as special effects must be notified to the rescue department in advance 14 days before the beginning of the event

The rescue authority must also be contacted for abnormal use, such as the use of schools as accommodation.

Rescue plan to fill in (in Finnish)

<https://www.pkpelastuslaitos.fi/pelastussuunnitelmat>

Contact: [info@pkpelastuslaitos.fi](mailto:info@pkpelastuslaitos.fi)

# Environmental protection

The environmental protection of the city of Joensuu acts as an authority related to noise, environmental and waste issues and other issues related to environmental protection.

The following permit applications and documents must be submitted to environmental protection through the [miunpalvelut.fi](https://miunpalvelut.fi) service

- Noise notification
- Environmental and waste management plan
- Rescue plan for information



# Sound system and noise

## Sound system

The use of audio equipment outdoors is **allowed without a separate permit** in a one-time event in a market square, sports field or other place intended or suitable for public use until 10pm

The use of audio equipment almost always involves playing music. The event organizer is responsible for notifying Teosto and Gramex

### Things to consider when using and placing sound systems

- The projection of the audio equipment and the adjustments of the audio amplifiers are designed in such a way that their use disturbs the neighborhood as little as possible.
- The noise level caused by outdoor concerts and events, estimated as a 10-minute average sound level (LAeq), must not exceed 65dB at residential buildings and other objects that may be affected or disturbed by noise.
- Temporary activities that cause particularly distracting noise or vibration must always be notified in advance by the event organizers to the residents affected by the noise, as well as to other sites that may be affected or disturbed by noise.

## Monitoring

The starting point is that **the event organizer itself monitors** the sound pressure levels and makes sure that the levels are not exceeded.

On a case-by-case basis, the Environmental Protection Unit can arrange real-time monitoring via the Internet

## Noise notification

**A notification pursuant to 118§ of the Environmental Protection Act, i.e. a noise notification, must be made when arranging:**

- An open-air concert using sound equipment after 10 p.m.
- A motorsport competition
- A sports, entertainment or demonstration event or any other large public event which causes particularly distracting noise
- The notification must be made to the environmental protection at least 37 days before the event is beginning

# Waste management plan

- A waste management plan must be made if the **number of visitors** to the event is estimated at more than **500**
- The completed form or free-form plan must be returned to the municipal environmental authority no later than **14 days** before the event.
- If the public event is held in a place specifically intended for public events (concert or lecture hall, exhibition hall, etc.) and if the waste management is sufficiently comprehensive and the organizer of the event has the right to use it, **there is no need to make a waste management plan.**
- The organizer of the public event is responsible for the waste management, waste management-related advice and waste sorting of the event.
- Necessary number of waste containers for different types of waste must be located in the event area. Waste bins must be emptied and the area cleaned immediately after the event and if necessary, during the event.

# North Karelia Environmental Health

**North Karelia Environmental Health acts as an authority in matters related to the sale and serving of food, drinking water, toilets and the sale of tobacco products**

- The following notifications and permit applications must be submitted to Environmental Health:
  - Environmental health public event announcement 30 days before the event (in Finnish): <https://www.siunsote.fi/yleisotilaisuus>
  - Notice or inform about temporary food spaces 14 days before the event (in Finnish): <https://www.siunsote.fi/tilapainen-myynti>
  - Retail sale permission of tobacco products (in Finnish): <https://www.valvira.fi/tupakka/myynti/vahittaismyynti>
  - Environmental and waste management plan must also be submitted
  - Rescue plan must also be submitted
- Environmental health inspectors may carry out inspection visits to events
- The event organizer must provide a sufficient number of toilets for both customer use and employees. The amount is affected by e.g. the duration and nature of the event and the age structure of the customers.
- An individual, association or similar is not required to report a temporary, low-risk sale or serving of food, such as frying sausages or serving coffee

# Regional State Administrative Agency of Eastern Finland

## **Regional State Administrative Agencies (AVI) grants licenses for the dispensing and retailing of alcoholic beverages, and supervises the activities of licensees**

- You can apply for a temporary liquor license for events
- The applicant for a liquor license must be a legal person that has a business ID
- Application form and instructions:
  - <http://www.avi.fi/web/avi/elinkeinot2>
  - <http://www.avi.fi/en/web/avi-en/alkoholi>
- Chatbot ALDO helps finding application forms and attachments
  - <https://www.avi.fi/web/avi/aldo>
- Apply for permission in time. The processing time for the permit is about a month. The busiest time is summer
- The application must be filled in carefully, including those parts that seem obvious
- AVI will ask you to complete the application if necessary. The applicant must be a person who can be reached

# Other official permits and regulations

## Use of street areas and temporary traffic arrangements

- Joensuu Urban Structure Services is responsible for temporary traffic arrangements and anomalous use of street areas.
- If the event causes temporary traffic arrangements or the use of street areas, a **street work permit** must be applied for in the Lupapiste.fi service at least **21 days** before the event.

## Establishment of a temporary campsite

- When establishing a temporary campsite you must be in contact with the following authorities
  - Event services
  - Rescue department
  - Environmental health
  - Police
  - Environmental protection

## Use of exercise facilities or areas

- The booking status of sports facilities and areas can be checked at <https://tilavajoensuu.fi/>
- Sports facilities and areas are reserved through the City of Joensuu's sports services: [liikunta@joensuu.fi](mailto:liikunta@joensuu.fi)
- If the event organizer intends to organize, for example, accommodation in sports facilities, then they must be in contact with the North Karelia Rescue Department

## Temporary structures

Contact the city's building inspectorate if

- Your event will build temporary structures that will be placed in the event area for longer than a month
- Your event requires the building of large stands or uncommon structures

- **Contact**

[rakennusjaymparistolautakunta@joensuu.fi](mailto:rakennusjaymparistolautakunta@joensuu.fi)

# Other official permits and regulations

## Aerial photography – drones

- In the case of large mass events, the event organizer may apply to the authorities for a temporary restriction of aviation in the area in order to protect the public, in which case aerial photography is prohibited in the area.
- For photographing events and crowds:
  - The pilot must have a valid Traficom RPAS operator declaration
  - Include a description of the operation of the drone flight in the rescue plan
  - **More information:**

[https://www.droneinfo.fi/en/unmanned\\_aviation/aerial\\_work\\_with\\_unmanned\\_aircraft](https://www.droneinfo.fi/en/unmanned_aviation/aerial_work_with_unmanned_aircraft)

## Teosto & Gramex

- When an individual, company, association or community organizes an event where music is performed in public, permission to use the music is required.
- An event music license is required for both events with entrance fee and free events
- The event organizer pays a music performance license, i.e. compensation for the original creators of the music

### More information:

<https://www.teosto.fi/en/faqs/>

## Advertising spaces

- For some temporary advertising spaces, permission must be applied for through the lupapiste.fi service.

**Happy and successful event  
organizing!**