

## East Staffordshire Borough Council Event Notification Form

This form should be completed by persons who intend to hold an event in East Staffordshire Borough Council's area. It is designed to support event organisers to run events safely, ensure that all the relevant permissions/licenses are in place and that they comply with the relevant legislation through one single point of contact.

The form should be submitted as soon as practicable, but no later than:

- 2 months prior to an event for under 500 persons
- 10 weeks prior to an event for over 500 persons
- 6 months prior to an event attracting several thousand, or an event held over multiple days

**The responsibility for safety at an event rests with the organiser through the management, planning and operation of the event.**

1. Event Organiser Details	
Event Name	
Organisation	
Website	
Name of event organiser	
Address for correspondence	
Contact number	
Email address	
2. Event Details	
Date(s) of event	
Start time	
End time	
Location of event	
Is the event being held on land owned by East Staffordshire Borough Council and if so, have you gained the relevant permissions? Further advice regarding council land is available at: <a href="http://www.eaststaffsbc.gov.uk/parks-and-open-spaces/use-of-council-land">http://www.eaststaffsbc.gov.uk/parks-and-open-spaces/use-of-council-land</a>	Yes / No

### 3. Event Description

Type and description of event		
Anticipated maximum numbers per day	Spectators	
	Participants	
	Staff	
Has this event been held before? If so please provide details		
Event Venue	Indoor	Yes / No
	Arena or Stadium	Yes / No
	Outdoor within a boundary	Yes / No
	Outdoor (street/area of public land)	Yes / No
Type of event	Commercial	Yes / No
	Non-commercial	Yes / No
	Community Service	Yes / No
	Charity Event	Yes / No
Has an Event Safety Plan been prepared?		
Name of Charity & Registration number if applicable		
Is the event limited to family and friends?		
If the event is a school event, is it limited to staff, children and parents?		
What are the arrangements for access and egress to the site?		
Please detail any temporary structures that will be used during the event i.e. staging, seating, marquees		

### 4. Event activities

Do you intend to use or permit the following attractions at the event? Please tick			
Fireworks/pyrotechnics	<input type="checkbox"/>	PA System	<input type="checkbox"/>
Carnival/procession	<input type="checkbox"/>	Food/Drink Concessions	<input type="checkbox"/>
Fairground Equipment	<input type="checkbox"/>	Barbecues	<input type="checkbox"/>
Aircraft	<input type="checkbox"/>	Bonfire	<input type="checkbox"/>
Hot Air Balloons	<input type="checkbox"/>	Market Stalls	<input type="checkbox"/>
Animals/Livestock	<input type="checkbox"/>	Play or films	<input type="checkbox"/>
Motor Vehicles/Motorcycles	<input type="checkbox"/>	Indoor Sporting events	<input type="checkbox"/>
Inflatable's	<input type="checkbox"/>	Camping	<input type="checkbox"/>
Other.....			

Does your event involve any of the following activities? Please tick			
Live or recorded Music		Sale/supply of Alcohol	
Performance of dance		Live entertainment	
Any other form of Entertainment		Street Collections	
If your event involves any of the above activities have you applied for a licence or are you holding your event in a licensed premises?			Yes / No

5. Catering	
Details of organisations providing food & drink at the event	

6. Medical Provision	
Details of medical provision	
Contact Details	

7. Fire Safety	
Have you considered the following as part of your event planning?	
Fire Warning	Yes / No
Means of escape	Yes / No
Fire Marshalls	Yes / No
Fire Fighting Equipment	Yes / No
Access for Fire Appliances	Yes / No
Arson	Yes / No
Assembly Points	Yes / No
Occupancy levels	Yes / No
Have you completed a Fire Safety Risk Assessment?	Yes / No

8. Insurance	
Have you got adequate arrangements for Public Liability or Third Party Risks?	
Name of insurer	

9. Waste Control	
How will waste be collected and disposed of during the event?	
Details of Waste Disposal Contractor to be used?	
How many toilet facilities will be provided?	
Details of contractor providing and emptying toilets	

10. Traffic Management	
Is the event likely to result in a significant increase the volume of traffic	
Is any footpath, bridleway or highway affected by the proposal? If so please give details-	
Is there any car parking provided? Please provide details	
Will any public roads need to be closed in connection with the event?	

<b>Print Name:</b>	<b>Signature:</b>	<b>Date:</b>

### Thank you for notifying us of your event

Please ensure that you advise us of any alterations or additions to the event once your form has been submitted.

### Where to send completed forms:

Please return your completed Event Notification Form to:

[EHsupport@eaststaffsbc.gov.uk](mailto:EHsupport@eaststaffsbc.gov.uk)

### What happens next?

Once received, the information will be processed and circulated with the relevant members of the East Staffordshire Safety Advisory Group for their consideration.

A decision may be made that an Event Safety Group meeting is to be held for which the organiser may be asked to attend. If this is required you be notified in writing. If no meeting is required you may be asked for further information by the Council or a relevant partner.