## Harborough District Council**Harborough District Council Events Application Form**

Our Event Application Form is designed to support organisers to run events safely, ensure that all of the necessary permissions/ licences are in place and that they comply with the relevant legislation through one single point of contact. It will prompt you to consider the key areas involved in running your event.

Many of the questions require yes/no answers, please delete as required. If you answer **‘Yes’** to some of the questions,additional links are provided to the relevant Council website which will help you establish whether you need to provide additional information.

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| **Timescales** |
| **Documents**  | **Date due:** (Please Note that if documents/ applications and information are not received by the due date then your event may be at risk of **not** proceeding) |
| Application for Road Traffic Order (road closures) with the following documents:1. Event Management Plan
2. Public liability assurance (minimum cover of £5m – evidence of additional employer liability cover may be required where staff are employed or volunteers are undertaking activities)
3. Risk Assessments
4. Traffic Management Plan and detailed signing schedule
 | **1st September annually** (where your application forms part of Harborough District Council’s annual application for Temporary Traffic Regulation Orders covering the period 1st November – 31st October (complete section 16 and 17) **For all other applications** – at least 12 weeks before an event (see sections 16 and 17) |
| Licensing – application for a Temporary Event Notice | **At least 14 days before an event** |
| Licensing – application for Street Trading licences | **At least 45 days before an event** |
| Licensing – application for a Street Collection licence | **At least 10 days before an event** |
| Environmental health – list of all food vendors and their contact details | **At least 45 days before an event** |
| Your waste removal/ street cleansing arrangements | **At least 45 days before an event** (where you have not asked HDC to put arrangements in place for your event – at a cost to the organiser) |

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| **1. Event Organisers Details** |
| **Event Name**  |       |
| **Organisation applying and charity /business number if applicable**  |       |
| **Name of event organiser** (person or people responsible for health and safety, noise control and overall running of the event on the day) |       |
| **Address for correspondence**  |       |
| **Contact number prior to event** |       |
| **Contact number during the event** |       |
| **Email address** |       |

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| **2. Event timings** | **Start** | **Finish**  |
| **Date of event**  |       |       |
| **Times of the event** |       |       |
| **Times of road closure** |       |       |
| **Do you need additional access to the site for set up and take down of your event?** If **Yes** please provide details here      | Yes[ ]  No[ ]  |

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| **3. Location of Event** |
| **Is your event held on private or public land?** |
| The event will be held on **private land** | [ ]  |
| The event will be held on **public land** | [ ]  |
| **Address**  |       |
| **Postcode** |  |

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| **4. Council Property including Public Open Spaces and Car Parks.** |
| **Will the event affect the use of or be held on Harborough District Council or Leicestershire County Council owned property?** | Yes[ ]  No[ ]  Unsure[ ]  |
| If **Yes** or **Unsure**please provide details |       |
| If **No** please identify owners |       |
| **Please Note:** For use of council land you will need to supply a risk assessment and confirmation of public liability insurance (Min of £5 million) together with this [Event Application Form and Event Management Plan](http://www.harborough.gov.uk/events-toolkit).  |

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| **5. Description** |
| **a) Please give a description of the event** (what happens during the event, what activities there are etc.)**b) What happens?****c) How can visitors take part (activities/side shows)?** (Please provides a schedule of planned activities)      **Please Note:** please ensure that you advise the Event Planning Team if you make **any alterations or additions** to your event once you have submitted your Event Notification Form. |
| **Is your event part of a wider festival or are there other events being held or marketed in association with it?** If **Yes** please provide details      | Yes[ ]  No[ ]  |
| **Is your event held annually?** | Yes[ ]  No[ ]  |
| **How many people (participants & spectators) do you expect at the overall event?** |       |

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| **6. Activities**  |
|  | **Details** | **Please Tick** | **Office Use**  |
| **Event venue** | Indoor | [ ]  |  |
| Outdoor, with defined boundaries  | [ ]  |  |
| Outdoor, widespread or street  | [ ]  |  |
| **Expected numbers per day**  | Less than 500  | [ ]   |  |
| 501 – 1,000  | [ ]   |  |
| 1,001 – 3,000  | [ ]   |  |
| 3,001 – 5,000  | [ ]   |  |
| 5,001 – 10,000  | [ ]   |  |
| More than 10,000 | [ ]   |  |
| **Audience accommodation** | All seated  | [ ]   |  |
| Mixed (at least 50% seated)  | [ ]   |  |
| Standing or Active | [ ]   |  |
| **Audience age and profile** | Families  | [ ]   |  |
| All ages, not in family groups  | [ ]   |  |
| Mainly adults  | [ ]   |  |
| Mainly young people/ adults (16-30 years)  | [ ]   |  |
| Mainly elderly  | [ ]   |  |
| (**Additional factors**score all that apply) | Queuing over one hour  | [ ]   |  |
| Parking on site (non-permanent ) | [ ]   |  |
| Livestock (Display with no public contact) | [ ]   |  |
| Parade/Carnivals (Vehicular) | [ ]   |  |
| Onsite catering (Mobile/ BBQ) | [ ]   |  |
| State occasion or VIP visit | [ ]   |  |
| Motor Display (Static) | [ ]   |  |
| Traffic movement in crowd area  | [ ]   |  |
| Temporary structures (incl. marquees) | [ ]   |  |
| Overnight camping  | [ ]   |  |
| Livestock (Public contact with animal) | [ ]   |  |
| Marine or waterway event | [ ]   |  |
| Fireworks and/ or bonfire  | [ ]   |  |
| Pop, rock or dance event | [ ]   |  |
| Helicopter operations  | [ ]   |  |
| Dangerous goods storage and use (incl. gas bottles for catering)  | [ ]   |  |
| Inflatables/ Bouncy castle/ Sideshow  | [ ]   |  |
| Funfair rides  | [ ]   |  |
| Aviation sport and display  | [ ]   |  |
| Motor Sport/ Stunt Shows/ Extreme Sports | [ ]   |  |
| **Distance from major A&E facility** **(Kettering General Hospital** or **Leicester Royal Infirmary)**  | Under10 miles  | [ ]   |  |
| Over 10 miles | [ ]   |  |
| **Nearest fire station** | Name |       |

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| **7. Licensed Premises**  |  |
| **Are you holding your event in licensed premises** | Yes[ ]  No[ ]  |

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| **8. Licensable Activities**  |
| The following activities may require authorisation from the Council’s Licensing Service. Please indicate whether your planned event will include any of the following activities.  If you answer ‘**yes’**, please provide further details in the ‘Planned Activities’ box below. |
| Plays or Films  | Yes[ ]  No[ ]  |
| Indoor Sporting Event  | Yes[ ]  No[ ]  |
| Boxing or Wrestling | Yes[ ]  No[ ]  |
| Live / Recorded Music | Yes[ ]  No[ ]  |
| Performance of Dance | Yes[ ]  No[ ]  |
| Sale / Supply of alcohol | Yes[ ]  No[ ]  |
| Provision of late night refreshment (hot food/drink between 11pm-5am) | Yes[ ]  No[ ]  |
| Street Trading Stalls | Yes[ ]  No[ ]  |
| Charitable Collections | Yes[ ]  No[ ]  |
| Gambling (e.g. casino, betting, bingo, poker, lottery) | Yes[ ]  No[ ]  |
| Adult Entertainment (e.g. lap-dancing, nudity) | Yes[ ]  No[ ]  |
| If you have selected ‘Yes’ on any of the above, please can your provide more details about these planned events.      |
| **Please Note**: if you have indicated that you are planning any of the above activities please visit [www.harborough.gov.uk/licences](http://www.harborough.gov.uk/licences) |

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| **9. Waste** |
| **How will litter and cleansing be managed during and after the event?** |       |
| **Please provide details of the company you are using with copies of the waste carriers license and any relevant documentation.**  |       |
| **How will waste produced from other activities be managed, such as packaging and general waste from stall holders etc?** |       |
| **What toilet facilities will be available?** |       |
| **Please tick if you require a free quotation for street cleansing and waste collection services**  |  [ ]  |
| **Please Note** that additional street cleansing services and waste collections are chargeable by the Council. Litter bins are not to be used for waste arising from the event. |
| If your event is taking place on Harborough District Council land you may be required to provide the following before permission for use of land can be confirmed;* A copy of your Waste Carriers Licence, Evidence of Commercial Contract, Waste Transfer Notes
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| **10. Medical Provision** |
| **Organisation providing cover** |       |
| **Contact name**  |       |
| **Contact telephone number during event** |       |
| **Email address** |       |
| **No. of paramedics/doctors attending** |       | **No. of first aiders attending** |       |
| **No. of ambulances attending** |       | **No. of Lifeguards attending** |       |
| Note: You will need to provide copies of the agreement for medical provision from the organisation identified above to Harborough District Council.  |

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| **11. Catering**  |
| **Are you having any catering at your event?** If **Yes,** please list the organisations providing catering at your event  | Yes[ ]  No[ ]  |
|      (if needed please provide information on an additional sheet or covering email) |
| You may wish to check your catering providers [Food Standards Agency National Food Hygiene Score](http://ratings.food.gov.uk/).  |

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| **12. Water Supply** |
| **Type of water supply**  | Mains[ ]  Private[ ]  |
| Please provide a brief description of the water supply (this should include meter info, pipe layout and sampling program.  A map of the layout would also be useful).     (if needed please provide information on an additional sheet or covering email) |

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| **13. Event Type** |
| Commercial event | Yes[ ]  No[ ]  |
| Not for profit event | Yes[ ]  No[ ]  |
| Registered charity event | Yes[ ]  No[ ]  |
| Unregistered charity event | Yes[ ]  No[ ]  |
| Will all income raised go to the charity concerned? | Yes[ ]  No[ ]  N/A[ ]  |
| **Please Note:** If you plan to raise money for charity at your event you may need to apply for a street collection permit. [Find out more about a street collection permit](http://www.harborough.gov.uk/charity).  |

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| **14. 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[ ]  |
| Firefighting Equipment | Yes[ ]  No[ ]  |
| Access for Fire Appliances | Yes[ ]  No[ ]  |
| Arson | Yes[ ]  No[ ]  |
| Assembly Points – for more information contact Leicestershire Fire and Rescue service. 0116 2872241 or info@lfrs.org | Yes[ ]  No[ ]  |
| **Is the event being held in licensed premises?** | Yes[ ]  No[ ]  N/A[ ]  |
| If **Yes**,have you calculated maximum occupancy levels? | Yes[ ]  No[ ]  N/A[ ]  |
| **Please Note:** If you have 5 or more employees for your event or have a licence in force a written Fire Risk assessment is required.  |

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| **15. Firework Displays & Bonfires (please skip if not applicable)** |
| **Times of Firework Display**(Please inform [Leicestershire Fire and Rescue Service](http://www.leicestershire-fire.gov.uk/contact-us)) |       to       |
| **Estimated Bonfire Duration** |       to       |
| **Location of Fireworks** (if different to above event location) |       |
| **Name & contact details of company running the display** or **Person(s) firing & running the display and appropriate training/ experience** |       |
| **Source of Fireworks** |       |
| **Delivery Date** |       |
| **Where are the fireworks stored prior to set up** |       |
| **Please Note:** The above information should be readily available as it will help you ensure your display is run safely. The following guidance sets out the minimum standards expected from firework operators, clearly taking into account the size and location of the display.* Organising firework displays - <http://www.hse.gov.uk/explosives/fireworks/using.htm>
* Fire Safety – <http://www.leicestershire-fire.gov.uk/>

A guide to safety for firework display organisers and operators - <http://www.hse.gov.uk/pubns/priced/hsg123.pdf>  |

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| **16. Traffic Management**A minimum of **12 weeks** notice is required for a Road Closure Application. **Applications will NOT be processed with less that 6 weeks notice.** |
| **Have you considered traffic, transport or parking plans for your event?** **Please Note:** For larger events you will be expected to supply a Traffic Management Plan and Signing Schedule For more information contact Leicestershire County Council Highways. | Yes[ ]  No[ ]  |
| **Will your event require a road closure?** If **Yes**, please complete Section 16 and 17 to apply for a Road Closure (Contact Highways on 01163 050 001 or email highwayscustomerservice@leics.gov.uk) | Yes[ ]  No[ ]  |
| **Is the event being held on the road?** If **Yes**, but no Road Closure required, please provide details      For more information contact Leicestershire County Council Highways. | Yes[ ]  No[ ]  |
| **Please explain why you must use the highway and not an alternate off-highway location for your event.**     **Please Note:** This information may be required for the Secretary of State for Transport. |  |
| **Signs can only be placed on the highway by either a Traffic Management Company or an appropriately qualified person; either a Streetworks accredited operative or someone who has attended a Traffic Management for Community Events Course.****Please provide the following details:**Name of accredited person:      Traffic Management Certificate Card Number/ Streetworks card number:      Or Traffic Management Company Name:       |  |
| **Will your event affect public transport routes?** | Yes[ ]  No[ ]  |
| **Bus companies must be consulted with details of your closure and diversion route**.Please provide details      **Please Note:** You will need evidence of consultation with bus operators, provide a clear concise plan of the alternative arrangements agreed with them. | Yes[ ]  N/A[ ]  |
| **Do you wish to erect bunting / banners on the highway?**For more information contact Leicestershire County Council Highways/ HDC Enforcement Team. | Yes[ ]  No[ ]  |

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| **17. Road Closure Application – Road Traffic Regulation Act 1984, S.16A** |
| List Road/ Street Names to be closed, the section to be closed and location of no waiting cones:       |
| List Road/ Street Names to be used as part of the diversion route:     **Please note** it requires 12 weeks to process a Road Closure Application  |

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| **Costs and where appropriate consent to use a public space** |
| Once in receipt of your application to hold an event we will notify you in writing to inform whether consent has be given to hold your event on Harborough District Council owned/managed land (if appropriate) and we will provide you with a detailed breakdown of all costs for both community and commercial events. |

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| **Declaration:** |
| I hereby apply for a Road Closure for the event named in this application.* I understand, as the event organiser, that I am the person responsible for the event. Therefore I will ensure that appropriate risk assessments will be conducted to identify necessary measures that need to be in place to prevent or reduce the risk of something occurring during the event.
* I confirm that I will ensure in any case that there is appropriate signage, traffic management and planning and sufficient Public Liability Insurance in place which must be for a minimum cover of £5,000,000.
* I understand that in the event that litter/rubbish remains in the area as a result of the event that there will be a charge imposed on the event organiser should the Council have to remove it.
* I understand, as the organiser, that I am responsible for ensuring that site notices issued are displayed to the general public prior to the event. I also understand that these will contain my contact details to address any queries should they arise.
* I understand that access for emergency vehicles must be maintained at all times.
* I understand that all barriers, signs and cones will be promptly removed following the event.

Having read the declaration please sign and date below: |
| **Print Name:** | **Signature:** | **Date:**      |

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| **18. Checklist – have you attached:** |
| Proof of Public Liability Insurance (Min of £5 million)\*\* | Yes[ ]  No[ ]  |
| [Risk Assessments](http://www.harborough.gov.uk/directory_record/1808/events_management_toolkit)  | Yes[ ]  No[ ]  |
| Fire Risk Assessment | Yes[ ]  No[ ]  |
| [Event Safety Plan / Event Management Plan](http://www.harborough.gov.uk/directory_record/1808/events_management_toolkit) (to include copy of agreement for medical provision) | Yes[ ]  No[ ]  |
| Waste Carriers Licence/ Waste Transfer Notes & Evidence of Commercial Contract/ Prior agreement must be made with HDC waste to cover costs. | Yes[ ]  No[ ]  |
| Traffic Management Plan\*\* | Yes[ ]  No[ ]  |
| Plan/ Map (Route showing roads to be closed and proposed diversion)\*\* | Yes[ ]  No[ ]  |
| Evidence of consultation with public transport operators \*\* | Yes[ ]  No[ ]  |
| Details of person placing signs on the highway (Must be chapter 8 Streetworks accredited or has attended ‘Traffic Management at Community Events’ Training)\*\* | Yes[ ]  No[ ]  |
| Declaration has been signed and dated\*\* | Yes[ ]  No[ ]  |
| **Please Note:** A minimum of **12 weeks** notice is required for a Road Closure Application. **Applications will not be processed with less that 6 weeks notice.**Items marked with **\*\* must** be supplied together with the Event Application/Road Closure Application in order for the application to be processed. If information remains missing or is inadequate within 4 weeks of the closure date then the application may be declined. |

**Thank you for notifying us of your event**

**Where to send completed forms:**

Please return your completed Event Notification Form along with supporting documents as identified above to:events@harborough.gov.uk. If you are unable to send by email, please post to Helen Nicholls, Town Centre Co-Coordinator, The Symington Building, Adam and Eve Street, Market Harborough, Leicestershire, LE16 7AG.

Please ensure that you advise us if you make **any alterations or additions** to your event once you have submitted your Event Notification Form via email events@harborough.gov.uk.

**What happens next?**

Once received, the information will be processed and you will receive notification in writing whether consent has been given to hold your event. If your event proceeds information will be circulated to the relevant services identified from the information provided within the form. Individual services will then directly liaise with organisers regarding any permissions, queries or additional requirements.

Additionally, if you are planning a large scale event, it is likely that your plans will also be referred to members of the Emergency Safety Advisory Group (ESAG) for their consideration. If this does occur you will be advised in the first instance, the ESAG will then liaise with organisers directly.

**Data Protection:**

Harborough District Council will use this information in accordance with the principles prescribed by the Data Protection Act 1998. The information in this form will be used solely for notifying Council services and external agencies of your event and will remain secure. Information **will not be shared with any other organisation that is not involved in the event notification process or used for marketing purposes.** However, your contact details within section 16 will appear on site notices for road closure applications, as explained in the declaration on page 9. Your information will be stored, processed and destroyed in accordance with these provisions.

If you wish to know the details regarding any information held about you by Harborough District Council, then you can make an application under s7 of the Act. If you wish to follow this course of action, please contact FOI@harborough.gov.uk for the appropriate request form