## Harborough District Council**Harborough District Council**

## **Event Notification Form**

|  |
| --- |
| Our Event Notification Form is designed to support organisers to run events safely, ensure that all of the necessary permission / licences are in place and that they comply with the relevant legislation and any permissions. It will prompt you to consider the key areas involved in running your event.Many of the questions require yes/no answers, please answer as required. If you answer ‘yes’ to some of the questions, additional links are provided to the relevant Council or other websites which will help you establish whether you need to provide additional information.Please note you may need to provide up to 12 weeks notice of your event if you require permission to use council land (incl. Public Open Spaces and Car Parks), or need to request a formal Temporary Traffic Regulation Order (TTRO) from Leicestershire County Council or from your District / Borough Council in order for applications to be processed and permissions to be issued in time for the event. Once you have submitted your notification form we will provide further advice on how to apply should this be needed. |
| **1. Event Organiser(s) Details**  |
| **Event Name**  |       |
| **Organisation applying and charity /business number if applicable**  |       |
| **Name of event organiser(s)** (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** |       |

|  |  |  |
| --- | --- | --- |
| **2. Event timings** | **Start** | **Finish**  |
| **Date of event**  |       |       |
| **Times of the event (use 24hr clock)** |       |       |
| **Date and time of :****a) site access required for set-up****b) details when site to be vacated** |       |

|  |
| --- |
| **3. Location of Event** |
| Have you made contact with the owners of the property and do you have their permission to use it for the event? (See Section 4 for use of Council property) | Yes [ ]  No [ ]  |
| **Address**  |       |
| **Postcode** |       |
| **Map available** | Yes [ ]  No [ ]   |
|  |  |
| **4. Council property including public open spaces and car parks** |
| **Will the event affect the use of, or be held on, Council owned property?** | Yes [ ]  No [ ]  Unsure [ ]  |
| **If Yes or unsure, please provide details of the land** |       |
| **Please Note:** We strongly advise that you enquire at the earliest possible opportunity about obtaining the Council’s consent, as landowner, to use public property as the venue for the event. The Council will provide an in principle decision as soon as reasonably practicable and, if such consent is given, the Council will also provide details of any formal Licence required to grant the right to use the property, and will provide a note of any costs involved. Please contact events@harborough.gov.uk  |

|  |
| --- |
| **5. Description** |
| **Please give a description of the event** For Example **-** what happens during the event, are there any activities or side shows, how can visitors take part etc. |
|       |
| **Please Note:** Please ensure you advise the Local Authority if you make any alterations, amendments or additions to your event once you have submitted your Event Notification Form. [View advice on health and safety at the event](http://www.hse.gov.uk/event-safety) |
| **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 (including participants & spectators) do you expect at the overall event?** |       |
| **What is the maximum number of people you expect to be in attendance at any one time?** |       |
| [View more information and advice on managing crowds](http://www.hse.gov.uk/pubns/books/hsg154.htm)  |

|  |
| --- |
| **6. 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.](https://www.gov.uk/apply-for-a-licence/street-collection-licence/harborough/apply-1)  |

|  |
| --- |
| **7. Activities**  |
|  | **Details** | **Please Tick** |
| **Event venue** | Indoor (e.g. Parish Hall or Community Centre) | [ ]  |
| Arena or stadium | [ ]  |
| 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) [View Further Guidance](http://www.hse.gov.uk/agriculture/topics/visitor-attractions.htm) | [ ]  |
| Livestock (Public contact with animals) [View Further Guidance](http://www.hse.gov.uk/agriculture/topics/visitor-attractions.htm)  | [ ]   |
| Parade/Carnivals (Vehicular) | [ ]   |
| Onsite catering (Mobile/ BBQ) [View Further Guidance](http://www.kfma.org.uk/PDF/Food%20legislation/CIEH_Outdoor_Mobile_Catering_Guidance.pdf)  | [ ]   |
| State occasion or VIP visit | [ ]   |
| Motor Display (Static) | [ ]   |
| Traffic movement in crowd area  | [ ]   |
| Temporary structures (incl. marquees) [View Further Guidance](http://www.hse.gov.uk/event-safety/temporary-demountable-structures.htm)  | [ ]   |
| Overnight camping  | [ ]   |
| Marine or waterway event | [ ]   |
| Fireworks and/ or bonfire  | [ ]   |
| Will a generator be used on site Estimated number: \_\_\_\_ | [ ]   |
| Pop, rock or dance event | [ ]   |
| Helicopter operations  | [ ]   |
| Dangerous goods storage and use (incl. gas bottles for catering)  | [ ]   |
| Inflatables/ Bouncy castle/ Sideshow (The European standard for inflatable play equipment is BS EN 14960:2013) | [ ]   |
| Funfair rides [View Further Guidance](http://www.hse.gov.uk/pubns/books/hsg175.htm) | [ ]   |
| Aviation sport and display [View Further Guidance](https://www.caa.co.uk/Safety-initiatives-and-resources/Safety-projects/Airshow-review/CAA-review-of-public-air-display-arrangements-in-the-UK/) | [ ]   |
| Motor Sport/ Stunt Shows/ Extreme Sports | [ ]   |
| Celebration | [ ]   |
| Elections | [ ]   |
| Agriculture | [ ]   |
| Religious Festival | [ ]   |
| Military presence | [ ]  |
| **Distance from major A&E facility**  | Under 10 miles | [ ]   |
| Over 10 miles | [ ]   |
| Name |       |
| **Nearest Fire Station (Name/Town)**  |
|       |

|  |  |
| --- | --- |
| **8. Licensed Premises**  |  |
| **Are you holding your event in licensed premises?** | Yes [ ]  No [ ]  |
| **If yes please provide:** |
| **Licence Number** |       |
| **Licensing Authority** |       |
| **Calculated maximum occupancy levels** |       |
| **Please Note:** You must ensure that you check with the licence holder that all activities at your event are covered by the existing premises licence if not you may need to apply at your local authority |

|  |
| --- |
| **9. Licensable Activities**  |
| If this section does not apply to your event please tick [ ]  and go to section 10. |
| The following activities may require authorisation from the Council’s Licensing Team. 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 [ ]  |
| Performing Rights Society (PRS) Licence [View Further Guidance](https://www.prsformusic.com/licences/live-performances/festivals) | Yes [ ]  No [ ]  |
| **Planned Activities** If you have selected ‘Yes’ on any of the above, please 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) |

|  |
| --- |
| **10. Noise Management**  |
| **Time(s) of live or recorded music** | **Start** | **Finish** |
|       |       |
| **Number of Stages** |       |
| **Type and size of sound system to be used** (Please provide a brief description of the sound system to be used. This should include amplification levels, speaker design, map of layout and orientation of stage, position of the front of house sound deck)      |
| **Will you be using a Public Address System?** | Yes [ ]  No [ ]  |
| **Have you considered the impact of noise on neighbours at your event?** | Yes [ ]  No [ ]  |
| **Control Measures** (Please provide a brief description of the measures taken to control noise to prevent public nuisance and details of any off site monitoring points)      |
| **Please Note:** For larger events you may be expected to supply a Noise Management Plan |
| **Name and contact details of sound engineer and/or consultant monitoring sound levels** |       |
| **Date and time that sound propagation tests will be undertaken** | **Date** | **Time** |
|       |       |
| **Is there a procedure for engaging with local residents pre-event and dealing with noise complaints received during the event?** | Yes [ ]  No [ ]  |
| Please provide details of the procedure for notifying residents about the event and logging / dealing with complaints during the event      |

|  |
| --- |
| **11. Catering**  |
| **Are you having any catering (food and drink) at your event?** If **Yes,** please list the organisations, businesses or individuals providing catering at your event  | Yes [ ]  No [ ]  |
|       |
| You may wish to check your catering providers by using [Food Standards Agency National Food Hygiene Score](http://ratings.food.gov.uk/). Also you can get advice from [CIEH National Guidance for Outdoor and Mobile Catering](https://www.cieh.org/uploadedFiles/Core/Policy/Publications_and_information_services/Policy_publications/Publications/CIEH_Outdoor_Mobile_Catering_Guidance_Final_Consultation.pdf) |

|  |
| --- |
| **12. Waste** |
| **How will litter and waste produced at the event be managed?** |       |
| **If you are using an outside company to manage litter and waste please provide details of the company you are using and copies of the waste carrier’s license and any relevant documentation.**  |       |
| **What toilet facilities will be available?** |       |
| **Number of Toilets** |       |
| **Please tick if you require a free quotation for street cleansing**  |  [ ]  |
| **Please Note** that additional street cleansing services are chargeable by the Council. Litter bins are not to be used for waste arising from the event.Organisers have a statutory duty to ensure adequate arrangements are provided to collect and dispose of any waste arising from their event and this must not rely on any normally provided waste management services. If applicable you will be required to provide the following: * A copy of your waste carriers licence
* Waste Transfer Notes
* Evidence of Commercial Contract
 |

|  |
| --- |
| **13. Water Supply** |
| **Type of water supply**  | Mains [ ]  Private [ ]  N/A [ ]  |
| 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) |
| **Please Note:** You can refer to the Code of Practice BS 8551:2015 – Provision and Management of Temporary Water Supplies and Distribution Networks for guidance.  |

|  |
| --- |
| **14. Medical Provision** |
| **Organisation providing cover (if applicable)** |       |
| **Contact name for matters relating to medical provision** |       |
| **Contact telephone number during event** |       |
| **Email address** |       |
| **No. of paramedics** |       | **No. of first aiders attending** |       |
| **No. of doctors attending** |       | **No. of ambulances attending** |       |
| **Other** |       |

|  |
| --- |
| **15. 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 210 5555 or info@leics-fire.gov.uk | Yes [ ]  No [ ]  |
| Is your event within 150m of hard standing capable of supporting a Fire Appliance (12.5 tonnes)  | Yes [ ]  No [ ]   |
| **Please Note**: If you have 5 or more employees for your event or have a licence in force a written Fire Risk Assessment is legally required. To notify an event or request a visit <https://lfrs.egressforms.com/Form/RequestVisit> For more information contact Leicestershire Fire and Rescue Service on 0116 210 5555 (Fire Protection or Operational Planning) or email info@leics-fire.gov.uk |
| **Firework Displays & Bonfires**  |
| Are you having any fireworks or bonfires? | Yes [ ]  No [ ]  |
| **Times of Firework Display**(Please inform [Leicestershire Fire and Rescue Service](http://www.leicestershire-fire.gov.uk/contact-us)) | **Date**      | **Time**From       to       |
| **Estimated Bonfire Duration** | **Date**      | **Time**From       to       |
| **Location of Fireworks** (if different to above event location)Map of layout provided |      Yes [ ]  No [ ]  |
| **Name & contact details of company running the display** or **Person(s) firing & running the display and appropriate training/ experience** |       |
| **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/>
 |

|  |
| --- |
| **16. Traffic Management And Highway Impact** |
| **Do you wish to erect bunting / banners / posters on the highway****Please Note:** These items may require permissions or you may need to consult with Leicestershire County Council Highways, Network Management Team via eventsnetworkmanagement@leics.gov.uk | Yes [ ]  No [ ]  |
| **Have you considered the impact your event may have on every day traffic, transport or parking?** For example: Visitors queuing to get into the event obstructing every day traffic from continuing their usual journey or visitors parking up on the side of the carriageway due to lack of event parking. Please provide details of your plans: | Yes [ ]  No [ ]  |
| **Will your event require a closure of a public highway or implementation of parking restrictions?** | Yes [ ]  No [ ]  |
| List road / street names to be closed, the section of that road to be closed and location of ‘no waiting’ cones including which side of the carriageway:  |
| List road / street names to be used as part of the diversion route: |
| **Will your event require a closure of a Footpath or Public Right of Way?**Please state the location of the closure, including where it starts and finishes: | Yes [ ]  No [ ]  |
| **Please Note:** If any public highway needs to be closed you will need to consult with Leicestershire County Council Highways and/or the Local Authority in whose area it is located. Once we receive your notification we will advise you on how to proceed with this consultation. For events that affect the highway, you will be expected to supply a Traffic Management Plan. |
| **If applicable, please explain why you must use the highway and not an alternative off-highway location for your event**      |
| **Will your event affect public transport routes?**Bus companies must be consulted with details of your closure and diversion routes. You will need to provide evidence of consultation with bus operators and provide a clear, concise plan of the alternative arrangements agreed with them. | Yes [ ]  No [ ]  |
| I/We agree to keep clear access at all times for emergency vehicles during the closure and acknowledge that the closure will apply to all other traffic | I/We Agree [ ]  |

|  |
| --- |
| **17. Debrief Arrangements**  |
| Please detail your event safety debrief plans |
|        |
| Please outline if you have any debrief events already planned |
|       |
| **Please Note:** You should provide information on any concerns or issues that occurred during your event and these should be logged and discussed after the event. Emergency services or local authority representatives may wish to attend any debrief which is arranged. Relevant information should be provided to us within one month. |

**Where to send completed forms:**

Completed forms should be saved and submitted online via our [Event Notification WebForm](https://www.harborough.gov.uk/event-toolkit/submit)

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 our [Contact Form](http://www.harborough.gov.uk/event-toolkit/contact-us).

**What happens next?**

Once you have submitted your Event Notification Form, it will automatically be distributed to all Event Safety Group Members. All members will then liaise with you as the event organizer regarding any permissions, queries or additional requirements.

It is reminded that the Event Notification Form does not constitute that permission has been given to hold your event. The purpose of the Event Notification Form is to inform relevant authorities of your event as well as prompt you to think about the licences and permissions you may require.

**Privacy Notice (PN)**

Under Article 6(1) (e) of the General Data Protection Regulations, we are permitted to use data for our tasks; data protection law describes this legal basis for handling your information.

Event Safety Group Members are those outlined on our [terms and disclaimer page](https://www.harborough.gov.uk/event-toolkit/terms) which include Harborough District Council’s internal teams and external key agencies, all of whom are involved in the event planning process. Any information you share or submit via this form will be shared with all Event Safety Group Members or other key agencies involved in the event planning process. From time to time, it may be required to forward your details or your enquiry to other key agencies in order to assist in the provision of services to you.

Any of the Event Safety Group members may contact you for further information or to invite you to an Event Safety Group Meeting.

Any information submitted will not be used for marketing purposes. However, your contact details within Highway sections of the Event Notification Form will appear on site notices for road closure applications. Your information will be stored, processed and destroyed in accordance with these provisions.

For further information on how your information is used and your rights to access information we hold about you, please contact:

Data Protection Officer (DPO), Harborough District Council, The Symington Building, Adam & Eve St, Market Harborough LE16 7AG or FOI@harborough.gov.uk

Once this form has been submitted, the information contained within it, including your event notification form, will automatically be distributed to all Event Safety Group members.

Acknowledgements

We would like to acknowledge the help and assistance from Cornwall Council Event Planning team for allowing us to utilise this notification form to help provide a consistent approach when working with event organisers.