

# Event Form – Notification to Safety Advisory Group

Name of event\*

Event location – Land owner name\*

Event location – Land owner address\*

Event location – Land owner address\*

Event location – Postcode

Event date\*

## Official use only

Event reference number (Office use only)

Date (Office use only)

Comment (Office use only)

## Section One – Organiser Details

Name of organisation\*

Name of event organisers\*

Contact address – street\*

Contact address – town\*

Contact address – county\*

Contact address – postcode

How do you wish to be contacted\*

Home Tel.

Work Tel.

Mobile

Fax

Email

**Note: Please give more than one contact number where possible**

Telephone – Home

Telephone – Work

Telephone – Mobile

Fax number

Email address

Event public enquiries contact number\*

## Section Two – Event Details

Description of event proposed\*

Is there any National Association, Guidance or Regulation for this event?\*

 Yes  
 No

Is this a (please select one box only)\*

 Registered Charity?  
 Non-Registered Charity?  
 Other

Name of Charity (where applicable)

Charity registration number (where applicable)

Will all income raised go to the charity concerned?

 Yes  
 No

If no, please give details

Date/time to enter site for preparation\*

Start time each day\*

Finish time each day\*

Date/time the site will be vacated after the event\*

Does the event have free entry?\*

 Yes  
 No

Approximate number of people expected to attend?\*

**Note: Under certain circumstances, a fixed number of people may be imposed by the licensing authority.**

Approximate age of audience profile, eg children?\*

Please give a brief description of the crowd profile?\*

Do you intend to use the following? (Written approval must be obtained from the local authority for their use)\*

 Highway Directional Signs  
 Banners/Posters  
 Neither

Please provide full details of signs/posters etc

**Note: You are advised that the Council reserve the right to remove any unauthorised advertising and to recover the cost incurred from the event organisers**

# Stewards

All events will require stewards, clearly identified with reflective tabards/jackets

Details of stewards\*

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# Attractions

Do you intend to utilise or permit any of the following attractions at the event?\*

- a) Fireworks/pyrotechnics/lasers
- b) Carnival/procession
- c) Fairground equipment/attractions
- d) Aircraft
- e) Parachutists
- f) Balloon Launch
- g) Hot air balloons
- h) Food/drink concessions
- i) Re-enactment groups
- j) Inflatables (eg bouncy castle)
- k) Portable staging
- l) Water
- m) Animals (specify below)
- n) Motor vehicles (specify below)
- o) Live music/broadcasting pre-recorded music\*
- p) Live entertainment\*
- q) Barrier/fencing
- r) Marquees
- s) Viewing stands
- t) Portable generator
- u) Power supply
- v) Alcohol
- w) Bonfire/Barbecue (ensure extinguisher available)
- x) Video/Photography
- y) Market stalls
- z) Living history or other
- aa) PA system
- ab) On site communication
- ac) Other

**Note** re a) Please give details of show provider plus start and finish times

**Note** re c) Please specify equipment and attractions

**Note** re h) Please list food/drink concessions

**Note re m)** Please specify type of animals

**Note re n)** Please specify type of motor vehicles

**Note re o) and p)\*** A special licence may be required for these events – please confirm that you have contacted the Local Authority Licensing Officer

**Note re ac)** Please give further details of 'Other' attractions

**Please add extra details where applicable**

**N.B. You may be contacted by the emergency services and the Council's Environment Health Section to provide more specific information**

**After this form has been submitted, the proposed inclusion of any additional items should be notified to the Safety Advisory Group in writing to the address at the end of the form**

## Roads

Do you anticipate the need for\*

- Road closure
- On street parking
- Traffic diversion
- Car park closure
- Not applicable

If you have selected any of the above, please provide full details of locations, dates and times

**You may require a road closure order – please contact the County’s Highways Team. Please allow 12 weeks for this to be arranged.**

Please provide details of the number, weight and size of participating and/or delivery vehicles and whether they intend to remain on site overnight?\*

## Toilet arrangements

You will be required to ensure that the toilet facilities are adequate. Please submit details of your proposals to include method of disposal and if toilets are hired, the name and address of the hire company. You will also need to ask the hirer for copies of COSHH forms for any chemicals used:\*

## Litter

Please identify the method to be used in order to maintain the area free of litter and refuse:\*

### Notes re litter:

1. The event organiser should ensure that the site is regularly litter-picked during the event and at the end of each day to ensure that the council’s obligation under the Environmental Protection Act 1990 - Code of Practice on Litter and Refuse is discharged. If the event organiser fails to do this then the council reserves the right to carry out the works in default and charge the event organiser the cost incurred.
2. It is the event organiser’s responsibility to arrange removal of all rubbish from the site. You will not be permitted to use any council skip/litter bins etc for disposal.
3. Where permanent catering facilities are available in the vicinity of the site where the event will take place, the organisers must advise the caterers at least one month before the event takes place of the refreshments they will be providing.

## Car parking

Will you be requiring car parking space for event staff and/or general public?\*

Yes

No

If yes, please indicate the approximate number of vehicles attending the event, indicate on your site plan your proposed car parking area and how you intend to manage the parking of these vehicles (stewarding arrangements)

If no, please indicate other arrangements for parking

## Section Three - Insurance

1. Event organisers are required to hold a current policy of Insurance in respect of Public Liability or Third Party risks (including products liability where appropriate) and Employee Liability Insurance.
2. Organisers will be required to produce evidence of their insurance cover together with that of any exhibitor, band/dance group, sub-contractor, caterer etc whom they have instructed/authorised to appear at the event.

## Risk assessments

1. Please complete an Event Risk Assessment document
2. Please complete a Fire Risk Assessment document

## Section Four – Emergency Services

Have you contacted the following? If so please select and add names below\*

- Police
- South Central Ambulance Service
- Fire & Rescue Service
- First Aid Provider
- None

Police contact name:

SC Ambulance Service contact name:

Fire/Rescue contact name:

First Aid Provider contact name:

Please supply details of First Aid cover\*



## Section Five – Additional Requirements

A detailed draft site plan showing the positions of permanent structures, toilets, first aid, access in and out for emergency vehicles, stalls, marquees, arena, exhibition units, car parking etc and list of programme items is required. In respect of races etc a detailed route plan showing location of route marshals must be provided.

I have enclosed (by email to, [Neil.Stannett@buckinghamshire.gov.uk](mailto:Neil.Stannett@buckinghamshire.gov.uk) where necessary (or posted to the Safety Advisory Group), the following documentation:

- Draft site/route plan\*  Yes  
 To follow
- Draft event plan\*  Yes  
 To follow
- Draft medical plan\*  Yes  
 To follow
- Fire/Risk assessment\*  Yes  
 To follow

I have enclosed, where necessary (or posted), the following evidence of insurance:

- Insurance for event organiser\*  Yes  
 To follow
- Insurance for individual participants\*  Yes  
 To follow
- Draft emergency plan\*  Yes  
 To follow
- Risk assessment (Health & Safety)\*  Yes  
 To follow

Name of form filler:\*

Position:\*

Date of form completion:\*

**Additional information that you wish to send in hard copy should be posted to:**

Neil Stannett  
Environmental; Health Manager  
Buckinghamshire Council  
Queen Victoria Road  
High Wycombe  
Bucks  
HP11 1BB