

EVENT NOTIFICATION FORM

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| If you are planning to hold an event in the Borough, please complete this form so that all relevant services can be made aware of your event.  Your form will be circulated to relevant Safety Advisory Group members (i.e. Highways, Police etc.) who may contact you for further information. The Council’s internal teams will let you know what permissions and licenses you need to apply for, and may contact you in regards to environmental health matters.  The Council will make all relevant services aware of your event; however, responsibility for the safe and compliant delivery of an event rests with the event organiser.  Event organisers should ensure all necessary permissions and licenses are in place before an event goes ahead. Safety Advisory Group members, including the Police, Leicestershire Fire & Rescue and East Midlands Ambulance Services and other members as appropriate (including this Council), should have been consulted as part of your event planning process. | |
| **1. Event Organiser’s 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 (use 24hr clock)** |  |  |
| **Date and time of :**  **a) site access required for set-up**  **b) details when site to be vacated.** |  | |

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| **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 | | |
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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 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 regarding 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. | | | |

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| **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. | |
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| **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?** |  |
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| **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. | |

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| **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) | | |  |
| Livestock (Public contact with animals) | | |  |
| Parade/Carnivals (Vehicular) | | |  |
| Onsite catering (Mobile/ BBQ) | | |  |
| 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 | | |  |
| Under10 miles | | |  |
| **Distance from major A&E facility**  **(Kettering General Hospital** or **Leicester Royal Infirmary)** | | Under10 miles | |  |
| Over 10 miles | |  |
| Name |  | |
| **Nearest Fire Station (Name/Town)** | | | | |
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| **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 | | |

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| **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 | Yes No |
| **Planned Activities**  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 <https://www.oadby-wigston.gov.uk/pages/licences_and_street_trading> | |

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| **10. Noise Management** | | | | | |
| **Time(s) of live or recorded music** | | **Start** | | | **Finish** |
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| **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) | | | | | |
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| **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) | | | | | |
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| **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 | | | | | |

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| **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 |
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| 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) | |

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| **12. Waste** | | |
| **How will litter and waste produced at the event be managed?** |  | |
| **Please provide details of the company you are using with copies of the waste carriers 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. You will be required to provide the following:   * A copy of your waste carriers licence * Waste Transfer Notes * Evidence of Commercial Contract | | |

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| **13. 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) | |
| **Please Note:** You can refer to the Code of Practice BS 8551:2011 – Provision and Management of Temporary Water Supplies and Distribution Networks. | |

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| **14. Medical Provision** | | | |
| **Organisation providing cover** | |  | |
| **Contact name** | |  | |
| **Contact telephone number during event** | |  | |
| **Email address** | |  | |
| **No. of paramedics** |  | **No. of first aiders attending** |  |
| **No. of doctors attending** |  | **No. of ambulances attending** |  |
| **Other** |  | | |

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| **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 2872241 or [info@lfrs.org](mailto:info@lfrs.org) | | | 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 your event to Leicestershire Fire and Rescue Service (LFRS) see <https://lfrs.egressforms.com/Form/RequestVisit> | | | |
| **Firework Displays & Bonfires** | | | |
| Are you having any fireworks or bonfires? | Yes  No | | |
| **Times of Firework Display** | **Date** | **Time**        to | |
| **Estimated Bonfire Duration** | **Date** | **Time**        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 * A guide to safety for firework display organisers and operators | | | |

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| **16. Traffic Management** | | |
| **Have you considered traffic, transport or parking plans for your event?**  **Please Note:** For larger events that affect the highway, you will be expected to supply a Traffic Management Plan | | Yes No |
| Do you wish to erect bunting / banners / posters on the highway  ***Please Note:*** *These items may require planning permission or you may need to consult with Leicestershire County Council Highways* | | Yes No |
| Is car parking required? (Staff, Volunteers and Public) | | Yes No |
| Will your event require a closure of a Public Right of Way or Footpath? | | Yes No |
| Will your event require a closure of a public highway?  If ‘**No**’ please skip to section 19 | | Yes No |
| ***Please Note:*** *If any public highway needs to be closed you will need to consult with Leicestershire County Council Highways and the Local Authority in whose area it is located* | | |
| **Please explain why you must use the highway and not an alternative off-highway location for your event** | | |
| **For road closures 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.**  **Name of accredited person**:  **Traffic Management Certificate Card Number / Streetworks Card Number:**  **Or**  **Traffic Management Company Name:** | | |
| 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 | |

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| **17. Road Closure Application – Road Traffic Regulation Act 1984, S.16A**  **Please note this process may take up to 12 weeks.** | | |
| 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: |  | |
| Costs associated with declaration of Road Closure  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 event organiser, that I am responsible for ensuring the site notices issued are displayed to the general public prior to the event. I also understand 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 | | |
| **Signature** | | **Print Name** |
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| **19. Debrief Arrangements** |
| Please detail your event safety debrief plans |
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| Please outline if you have any debrief events already planned |
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| **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 submitted to Licensing, Brocks Hill Council Offices, Washbrook Lane, Oadby, LE2 5JJ or via email at [licensing@oadby-wigston.gov.uk](mailto:licensing@oadby-wigston.gov.uk).

Please ensure that you advise us if you make **any alterations or additions** to your event once you have submitted your Event Notification Form.

**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)**

Further information on how we use your data can be found on our website at <https://www.oadby-wigston.gov.uk/pages/privacy>.

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)

Council Offices

Brocks Hill

Washbrook Lane

Oadby

Leicester

LE2 5JJ

[Data.protection@oadby-wigston.gov.uk](mailto:Data.protection@oadby-wigston.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.