



DACORUM EVENT SAFETY GROUP EVENTS & FILMING NOTIFICATION FORM

This document should be used to give initial notification of a proposed event or filming activity within the Hertfordshire Borough of Dacorum. It should be completed by the organiser (or another competent person) in as much detail as possible, and submitted to the address at the end of the document no later than:

- 6 weeks prior to the event for small events (less than 500 people attending)
- 12 weeks prior to the event for larger events (more than 500 people attending)

The completed form and required attachments will be circulated to members of the Dacorum Event Safety Group (DESG) as a means of notification of a proposed event. It will facilitate comment on the suitability of safety arrangements and provide advice as appropriate. Organisers may be invited to attend a meeting of the group to discuss their proposals further. It must be noted that submission of this form will not relieve organisers of any legal obligations to obtain consents, licences, registrations or traffic orders as required or to ensure that the event is delivered in a safe manner.

| 1. Event/ Filming details | | | |
|--|--|--|---|
| Name of event | | | |
| Date(s) of event | | | |
| Time(s) of event | Set-up from | | |
| | Start of event | | |
| | End of event | | |
| | Site clear by | | |
| Describe the event and activities to be undertaken | | | |
| Nature of event | <input type="checkbox"/> Commercial event | <input type="checkbox"/> Non-profit event | <input type="checkbox"/> Private function |
| Expected attendance | <i>Including all audience, staff, contractors and artists</i> | | |
| Age range of attendees | <input type="checkbox"/> Mainly under-18's | <input type="checkbox"/> Mainly adults (18+) | <input type="checkbox"/> Mainly families |
| Will the event be open to the public? | <input type="checkbox"/> No public access / invitation only <input type="checkbox"/> Event open to public, no admission fee <input type="checkbox"/> Event open to public, admission fee payable on entry <input type="checkbox"/> Event open to public, tickets purchased in advance | | |

| | | | |
|---|---|-----------------------------------|-------------------------------|
| Please list any higher-risk activities proposed as part of the event | | | |
| | <i>For example (but not limited to): fireworks displays, use of pyrotechnics/strobes, use of lasers, motorsport, vehicular processions/stunts, aeronautical displays</i> | | |
| If the event has been held previously, please give the date and location of the last occurrence | | | |
| 2. Location | | | |
| Location(s) of event to include postcode : <i>(if the event includes a procession or multiple locations, please describe the route or all applicable locations)</i> | | | |
| Event will take place: | <input type="checkbox"/> Indoors | <input type="checkbox"/> Outdoors | <input type="checkbox"/> Both |
| Has the owner(s) of the event location(s) given consent for the event to take place there? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Under consideration | | |
| Name(s) and address(es) of the owner(s) of the location(s) | | | |
| The event site will be: | <input type="checkbox"/> Open <input type="checkbox"/> Enclosed within building/temporary structure <input type="checkbox"/> Enclosed by existing site fencing/barriers <input type="checkbox"/> Enclosed by temporary fencing (_____ type) | | |
| 3. Event Organiser Details | | | |
| Name of organiser | | | |
| | <i>(If organiser is a company, please give both the company name and the name of the individual who is leading on the organisation of this event)</i> | | |
| Address of organiser | | | |
| Telephone number(s) | | | |
| Email address | | | |
| Has the organiser delivered events of this type and scale previously? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |

4. Event Safety Advisor

It is strongly advised that a safety advisor, dedicated solely to safety matters, be appointed for all events.

| | | | |
|--|--|--|--|
| Name of safety advisor | | | |
| Address of safety advisor | | | |
| Telephone number(s) | | | |
| Email address | | | |
| Has the safety advisor worked on events of this type and scale previously? | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Detail of their experience and competence? | | | |

5. Insurance

| | | | | |
|---|--|----------------|---|--|
| Do you hold a public liability insurance policy that will cover this event? | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Name of insurer | | | | |
| Expiry date | | Amount insured | £ | million |
| <i>N.B. We strongly recommend that all event organisers ensure that contractors, caterers and service providers hold their own liability insurance policies in respect of their individual activities, in addition to the overall event policy held by the organiser.</i> | | | | |

6. Security

| | | | | |
|---|--|----------------------------|--|--|
| Have you arranged for security or stewarding personnel to work at the event? | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, please give the following details about the organisation providing security services: | | | | |
| Name of organisation | | | | |
| Address of organisation | | | | |
| Telephone | | Email | | |
| No. of SIA-licensed security personnel | | No. of other stewards, etc | | |
| What measures are in place or have been considered to protect your attendees from Terrorism? | | | | |
| What measures are in place to ensure there are no crowd issues? | | | | |

7. Medical Provision

Have you arranged for medical provision at the event? Yes No

If yes, please give the following details about the organisation providing medical services:

Name of organisation

Address of organisation

Telephone

Email

Number of qualified personnel attending

Other medical infrastructure on site

8. Licensing

We intend to provide the following licensable activities:

Please tick all that apply

- Live music
- Recorded music (DJ, etc)
- Dancing
- Plays
- Films
- Boxing/Wrestling/Indoor sports

Sale/supply of alcohol

Do you intend to allow people to consume alcohol they have brought with them?

Yes No

- Betting
- Bingo/Prize gaming

- Lotteries/Tombola/Raffles
- Charitable (street) collection

Have you applied for licences for the above activities?

Yes No

9. Food and Catering

Will food and/or drinks be sold or provided at the event?

Yes No

If yes, please give further details of the food offering below:

Caterers must be properly registered food business and operate to current food hygiene and safety standards at all times. This must include trained and competent staff working on catering units. Event organisers should ensure they have undertaken due diligence on the caterers they are inviting to participate in their event. Caterers must have all their food hygiene documentation available for inspection during the event.

10. General Safety Matters

Location of event control / ELT facility

N.B. An Event Liaison Team will include representatives of the emergency services and local authority.

| | |
|---|---|
| Do you intend to erect any temporary structures at the event site? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, please give further details: | |
| | |
| Do you intend to utilise a PA or sound system at the event site? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, please give further details, including supplier's name and contact details: | |
| | |
| Will you be providing fire-fighting equipment (extinguishers, etc.)? | |
| <input type="checkbox"/> Contractors/caterers to bring own equipment, to be checked by event safety officer <input type="checkbox"/> Organiser supplying equipment across event site <input type="checkbox"/> No additional provision | |
| Will any of the following will be used at the event? | <i>Please tick all that apply</i> |
| <input type="checkbox"/> Mains electricity supply (installed on site) <input type="checkbox"/> Electricity generator(s) <input type="checkbox"/> Mains gas supply (installed on site) <input type="checkbox"/> Bottled gas | <input type="checkbox"/> Open fire (e.g. bonfire) <input type="checkbox"/> Barbeques <input type="checkbox"/> Potable mains water supply (installed) <input type="checkbox"/> Standpipes <input type="checkbox"/> Water bowsers |
| Are you providing any additional toilet/ sanitary facilities for the event? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, please give further details, including the number of additional units being provided: | |
| | |
| 11. Infection Control and Public Health Measures | |
| Please outline the protective measures you intend to employ and detail how you will comply with current legislation and guidance: | |
| | |
| 12. HTransport and highways | |
| Is the event to be held on the public highway? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Will any part of the event require the closure of a road? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, please give the road name(s): | |

| | |
|---|--|
| Have you applied for a traffic order in respect of these roads? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Please give details of parking arrangements for the event: | |
| | |
| 13. Waste and Refuse Arrangements | |
| Please give details of any waste contractors: | |
| Please provide their commercial waste carrier registration number: | |
| Will litter be collected from around the event site during the event? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If so, please give details of the arrangements for this (including any bins to be provided): | |
| | |
| Have you arranged for the disposal of waste/refuse following the event? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If so, please give details of the arrangements for this: | |
| | |
| 14. Retailers and Traders (non-food) | |
| Will any retailers or traders (excluding food and drink) be selling articles on site during the event? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, please describe the types of articles that are expected to be offered for sale: | |
| | |
| Articles are to be sold from: | <input type="checkbox"/> Stalls <input type="checkbox"/> Parked vehicles <input type="checkbox"/> On foot <input type="checkbox"/> Other |
| Please note that for events taking place on public highways, traders may be affected by restrictions on street trading, which is prohibited in much of Dacorum. This will not apply to roads which have been formally closed for the duration of an event. | |

15. Publicity

Please outline any publicity, media or promotional activities that you are planning for this event:

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16. Supporting Documentation

I have enclosed/attached:

Please tick if applicable

| | Enclosed/attached | To follow |
|---|--------------------------|--------------------------|
| Site plan (showing location and layout of event site/route) | <input type="checkbox"/> | <input type="checkbox"/> |
| Event management plan | <input type="checkbox"/> | <input type="checkbox"/> |
| Event safety plan | <input type="checkbox"/> | <input type="checkbox"/> |
| Event risk assessment(s) | <input type="checkbox"/> | <input type="checkbox"/> |
| Copy of public liability insurance certificate | <input type="checkbox"/> | <input type="checkbox"/> |
| Counter Terrorism Plan | <input type="checkbox"/> | <input type="checkbox"/> |
| Security Plan | <input type="checkbox"/> | <input type="checkbox"/> |
| Severe Weather Management Plan | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> |

17. Additional Information

Please include any details or information not mentioned elsewhere:

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18. SDeclaration and signature

I confirm that the information given herein is accurate and correct to the best of my knowledge.

I understand that the Dacorum Safety Advisory Group and its individual member agencies act in an advisory capacity only, and that the responsibility for safety at this event remains solely with the event organiser. Statutory organisations retain the right to exercise their enforcement powers as required.

| | | | |
|------------|--|------|--|
| Signed | | Date | |
| Print name | | | |
| Position | | | |

Please return your completed form, and any related documents, by email to:

SafetyAdvisoryGroup@dacorum.gov.uk

Please note that advice given by the Safety Advisory Group or members is offered in an advisory capacity only, and neither the Group nor its members accept any liability, financial or otherwise, for damages arising from the carrying on of an event. It is ultimately the event organiser's responsibility to ensure the safe running of their event, and to secure appropriate professional advice, insurance and assurances as appropriate.

Organisers may be contacted and invited to present their event proposals at a meeting of the Group. Where specific issues arise in the course of an event, organisers may also be invited to participate in a debrief process, following the event.

If you do not receive any further contact within 28 days of submission, you may assume that no concerns or comments have been raised by DESG members.