



Revised February 2013

DACORUM SAFETY ADVISORY GROUP EVENT NOTIFICATION FORM

This form may be used to give initial notification of a proposed event within the Dacorum area. It should be completed by the event organiser (or another qualified person) in BLOCK CAPITALS, 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 any attachments will be circulated to members of the Dacorum Safety Advisory Group (DSAG) as means of notification of a proposed event, and to allow advice to be given. Organisers may be invited to address 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 may be required.

1. Event details	
Name of event	
Date(s) of event	
Time(s) of event	Set-up from
	Start of event
	End of event
	Site cleared by
Briefly 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. Event location

Location(s) of event: <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

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 officer

<i>It is strongly advised that a safety officer, dedicated solely to safety matters, be appointed for all events.</i>		
Name of safety officer		
Address of safety officer		
Telephone number(s)		
Email address		
Has the safety officer worked on events of this type and scale previously?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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 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	

7. First Aid

Have you arranged for first aid provision at the event?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please give the following details about the organisation providing first aid services:			
Name of organisation			
Address of organisation			
Telephone		Email	
Number of qualified personnel attending			
Other first aid infrastructure on site			

8. Licensing

We intend to provide the following licensable activities:		<i>Please tick all that apply</i>
<input type="checkbox"/> Live music <input type="checkbox"/> Recorded music (DJ, etc) <input type="checkbox"/> Dancing <input type="checkbox"/> Plays <input type="checkbox"/> Films <input type="checkbox"/> Boxing/Wrestling/Indoor sports	<input type="checkbox"/> Sale/supply of alcohol <i>Do you intend to allow people to consume alcohol they have brought with them?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Betting <input type="checkbox"/> Bingo/Prize gaming	<input type="checkbox"/> Lotteries/Tombola/Raffles <input type="checkbox"/> Charitable (street) collection	
Have you applied for licences for the above activities?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, or you believe that a licence is already in place please confirm the licence number (this will start with M or DAC)		

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 offer below:

Each caterer will be required to complete a food safety questionnaire, which must be submitted to Environmental Health at least 28 days prior to the event. The form can be found on the Council's website (under Event Safety). If these questionnaires have already been completed, please submit them with this form – otherwise they will be required prior to the event.

10. General safety matters

Location of event control / ELT facility

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

Do you intend to erect any temporary structures at the event site? Yes No

If yes, please give further details:

Do you intend to utilise a PA or sound system at the event site? Yes No

If yes, please give further details, including supplier's name and contact details:

Will you be providing fire-fighting equipment (extinguishers, etc)?

- Contractors/caterers to bring own equipment, to be checked by event safety officer
- Organiser supplying equipment across event site
- No additional provision

Will any of the following will be used at the event? *Please tick all that apply*

- | | |
|---|---|
| <input type="checkbox"/> Mains electricity supply (installed on site) | <input type="checkbox"/> Open fire (e.g. bonfire) |
| <input type="checkbox"/> Electricity generator(s) | <input type="checkbox"/> Barbeques |
| <input type="checkbox"/> Mains gas supply (installed on site) | <input type="checkbox"/> Potable mains water supply (installed) |
| <input type="checkbox"/> Bottled gas | <input type="checkbox"/> Standpipes |
| | <input type="checkbox"/> Water bowsers |

Are you providing any additional toilet/sanitary facilities for the event? Yes No

If yes, please give further details, including the number of additional units being provided:

11. Transport and highways

Is the event to be held on the public highway?

Yes No

Will any part of the event require the closure of a road?

Yes No

If yes, please give the road name(s):

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Have you applied for a traffic order in respect of these roads?

Yes No

Please give details of parking arrangements for the event:

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12. Waste and refuse arrangements

Please give details of any waste contractors:

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Will litter be collected from around the event site during the event?

Yes No

If so, please give details of the arrangements for this (including any bins to be provided):

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Have you arranged for the disposal of waste/refuse following the event?

Yes No

If so, please give details of the arrangements for this:

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13. Retailers and traders (non-food)

Will any retailers or traders (excluding food and drink) be selling articles on site during the event?

Yes No

If yes, please describe the types of articles that are expected to be offered for sale:

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Articles are to be sold from:

Stalls Parked vehicles On foot 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.

14. Publicity

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

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15. Supporting documents

I have enclosed/attached:

Please tick as many as apply

	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"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

16. Declaration 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.

Signed	<input type="text"/>	Date	<input type="text"/>
Print name	<input type="text"/>		
Position	<input type="text"/>		

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.

You may wish to add details of your event to the Council's Community Events Calendar, at <http://webapps.dacorum.gov.uk/EventsCalendar/>