



Event Notification Form

This Event Notification Form is designed to support organisers to run events safely within the Swindon Borough Council area, ensure that all of the necessary permissions/licences are in place and that they comply with the relevant legislation through one initial single point of contact. It will prompt you to consider the key areas involved in running your event.

This form will be circulated to members of the Swindon Borough Council **Event Safety Advisory Group** (ESAG) for the purpose of notifying key agencies (Licensing, Event Safety, Police, Fire and Ambulance Services, Environmental Health, Streetworks and Civil Contingency) that an event is taking place.

This form acts as the initial brief to highlight to members of ESAG the nature and size of your event. It will enable key agencies to provide advice and guidance on specific aspects of your event helping to inform safe planning and delivery of your event, minimising the risk to public safety.

Whilst this is an initial notification of your event please complete each section in as much detail as possible so that the relevant key agencies can provide the correct level of support and guidance. This form should be submitted as soon as you know an event is being planned.

In addition to this notification supporting documentation and evidence of good management that are applicable to your event such as the Event Management Plan (including traffic management and contingency and emergency plans), Health and Safety Risk Assessments, Site/route plan, insurance certification etc. should be submitted to the Swindon Borough Council Events Safety Advisory Group at least 6 weeks prior to the event if they are not submitted at the time of the notification. For larger events (5000 or more people) or where a Road Closure is required the details should be submitted a minimum of 12 weeks before the date of the event.

The nature of the event may trigger a meeting of the Event Safety Advisory Group where all relevant bodies can meet with the organiser / representative to discuss the event in greater detail. However, not all events may trigger a meeting. In the case of many smaller events documentation provided can be reviewed by ESAG members and any advice/ comments they have passed to the organiser through the Swindon Borough Council single point of contact.

Insurance

Event organisers are advised to hold a current policy of insurance in respect of Public Liability or Third Party risks (including products liability where appropriate). The limit of indemnity should preferably not be less than £5M but it remains the responsibility of the organiser to take independent professional advice to determine the appropriate level of cover having regard to the nature of their operation and the perceived level of risk.

**This notification together with all other necessary documentation
should be submitted to Licensing,
Please E-mail ESAG@swindon.gov.uk**

Organiser's details

Name of event: _____ Location of event: _____

Name of organisation: _____

Name of organiser/s: _____

Contact address: _____

Tel. No. (day) _____ Mobile No: _____

Fax No: _____ E-mail address: _____

Event Details

Please describe the event: _____

Date/s of event: _____

Date entry for build-up: _____ Date breakdown: _____

Start time each day: _____ Finish time each day: _____

Date and time site will be vacated after the event _____

Will you be selling admission tickets? Yes ☐ No ☐

Please provide a realistic estimate of the number of people likely to be involved in and attracted to the event:

<input type="checkbox"/> Less than 100	<input type="checkbox"/> 100 - 249	<input type="checkbox"/> 250 - 499	<input type="checkbox"/> 500 - 999
<input type="checkbox"/> 1000 - 1999	<input type="checkbox"/> 2000 - 4999	<input type="checkbox"/> Other (specify): _____	

Highway and traffic implications

Details of use of banners or posters? _____

Note: The council reserves the right to remove any unauthorised advertising and to recover the cost incurred from the event organisers.

Are any footpaths, bridleways or roads that are normally open to the public affected or used as part of the event?

Yes ☐ No ☐

Will you be restricting or controlling parking on the highway in the vicinity of your event?

Yes ☐ No ☐

Will your event result in substantial increase of people using local car park facilities?

Yes ☐ No ☐

Do you intend to close any roads?

Yes ☐ No ☐

Have you applied for a road closure?

Yes ☐ No ☐

Checklist of key traffic management information

Plan showing section of road(s) to be closed and proposed diversion route ☐

Is the road (that is proposed to be closed) part of a bus route? ☐

Evidence that property owners/residents within the proposed closure area whose access will be restricted / unavailable have been consulted? ☐

Details of traffic Management company and copy of traffic management plan ☐

Information about any advance signing that may be required? ☐

Information about any highway directional signing that may be required? ☐

Details of parking controls ☐

Evidence of public liability insurance – minimum £5 million ☐

Vehicles on site

Are vehicles accessing the site?

Yes

☐

No

☐

If so, how many vehicles do you anticipate being on site at any one time? _____

Attractions

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

Fireworks

☐

Helicopter rides

☐

Balloon launch

☐

Hot air balloons

☐

Parachute display

☐

Aircraft

☐

Carnival/procession

☐

Fairground

☐

Alcohol

☐

Refreshments

☐

PA System

☐

Animals

☐

Portable Generator

☐

Motorcycles

☐

Car park

☐

Motor vehicles

☐

Live Music

☐

Recorded Music

☐

Live entertainment

☐

Living history/other

☐

Portable staging

☐

Inflatables

☐

Marquees

☐

Barrier/Fencing

☐

Stewards/Security

☐

Farmers Market

☐

Car Boot

☐

Sailing/boating/

☐

Lost children point

☐

BBQ / Bonfire

☐

Camping

☐

Other: _____

Welfare

How many toilets are being provided for public use:

Male _____

Female _____

Disabled _____

NOTE: The recommended number of toilets for events is as follows:

Six hours or more		Six hours or less	
Female	Male	Female	Male
1 toilet per 100 females	1 toilet per 500 males PLUS 1 urinal per 150 males	1 toilet per 120 females	1 toilet per 600 males PLUS 1 urinal per 175 males

Fairgrounds

Name of proprietor _____

Delete where applicable: *Full size commercial fair*

Children's rides only

How many rides? *Adults* _____

Children's _____

The funfair owner should provide you with all safety inspection reports (AIDPS) and risk assessments for all amusement rides along with a copy of their Public Liability Insurance.

Food and Catering

For alcohol sales please contact the licensing department on 01793 445500

Please supply details of all food vendors including name of vendor, contact details and type of food:

Medical

What is the classification of “medical event service lead” and first aid provision as per the Purple Guide? (i.e. First Responder-led/ Paramedic or Nurse-led/ Doctor-led/ Emergency Medicine doctor-led cover with specialised support)

Who will be providing Medical Cover and their contact details (and email) before and during the event?

How many qualified first aiders will be on site? _____

How many HCPC Paramedics? _____ How many nurses? _____

How many Emergency Care Practitioners? _____ How many doctors? _____

How many IHCD Technicians/L4 Diploma for Associate Ambulance Practitioners? _____

How many onsite Ambulances? _____

How many CQC registered emergency ambulances able to transport off site? _____

Last year – numbers of patients seen? _____ numbers taken to hospital? _____

Last year - numbers of NHS ambulances called? _____

Process for allowing NHS ambulances through road closures/ onto event site in response to a 999 call?

Health and Safety

Have you attached copies of health and safety risk assessments?

Yes ☐ No ☐

Who have you appointed whose sole responsibility is for health and safety?

Emergency Planning

Have you completed an emergency plan to cover:

	YES	NO	COPY ATTACHED?
Incidents			
Evacuation			
Adverse Weather			
Lost Children			
Vehicle Access to Site			
Emergency vehicle access to site			

Is the person in charge of the Lost Children CRB checked? _____

Structures

Please provide detail on type and size of structures e.g. marquees, gazebos, staging

Give details of any lighting being provided for the site including car park

How will electrical power be provided for the event?

Stewarding Details

Number of Stewards _____ Number of Security _____

What qualifications do security staff have? _____

What training will be given? _____

What method of communication will be used? _____

Have you completed a crowd management plan? _____

Copy Attached

Yes

☐

No

☐

Name of person in Charge of all Stewards and Security _____

Fire Safety

Have you completed a fire risk assessment for:	Yes	No	N/A
Complete curtilage of the venue;	<input type="checkbox"/>	<input type="checkbox"/>	
Hot catering provisions (i.e. LPG/BBQ/generators etc);	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Temporary structures (i.e. tents/marquees);	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Camping/overnight accommodation;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any other higher risk present (e.g. funfair/stages/fireworks/bonfires).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copies Attached	<input type="checkbox"/>	<input type="checkbox"/>	

A copy of all Fire Risk Assessments should be provided to the ESAG a minimum 28 working days prior to the event. (56 working days for firework displays).

Has a site plan (with key) been produced to include:	Yes	No	N/A
General outline of venue areas (i.e. main arena/stalls/camping/car parks etc);	<input type="checkbox"/>	<input type="checkbox"/>	
Means of Escape (numbers and gate widths);	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blue Routes/Emergency vehicle access (to within 50m of any structure/area);	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Portable firefighting provisions;	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency lighting provisions (if necessary);	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Means of Warning (Public Address/Manual).	<input type="checkbox"/>	<input type="checkbox"/>	
Will there be any caravans/camping/overnight accommodation?	<input type="checkbox"/>	<input type="checkbox"/>	
Are the emergency evacuation procedures documented?	<input type="checkbox"/>	<input type="checkbox"/>	
Are nominated staff trained in the use of portable firefighting equipment?	<input type="checkbox"/>	<input type="checkbox"/>	
Has portable fire fighting equipment been tested and Maintained in accordance with the current British Standard?	<input type="checkbox"/>	<input type="checkbox"/>	

Further advice can be sought by internet accessing www.firesafetyguides.communities.gov.uk and downloading "Fire Safety Risk Assessment (Open Air Events and Venues)" or by contacting your local Fire Safety Inspector Swindon.firesafety@wiltshire.gov.uk

Waste control and recycling

Details of arrangements made for removal of refuse sacks or skips & other debris off site by events organiser:

Contact Name, Address & Telephone Number of contractor dealing with refuse removal.

_____ Tel: _____

Noise

Give full details of PA use e.g. Sound Commentaries, Music – CDs / Tapes / Live/ start and finish times. _____

How will sound be monitored during the event? _____

Please name groups or artistes taking part. (Use separate sheet if required)

Licensing

Do you require any of the following licences? Please tick.

	Yes	No	Already Have
Alcohol and /or regulated entertainment			
Street Trading			
Road Closure Order			
Permits for Charity Collections			

Enclosures: the following documents are enclosed will follow

A. Event Safety Management Plan	<input type="checkbox"/>	<input type="checkbox"/>
B. Programme of Events	<input type="checkbox"/>	<input type="checkbox"/>
C. Site Plan	<input type="checkbox"/>	<input type="checkbox"/>
D. Certificate of Public Liability Insurance (min £5m)	<input type="checkbox"/>	<input type="checkbox"/>
F. Noise Management Plan (if relevant)	<input type="checkbox"/>	<input type="checkbox"/>

Note

Safety Advisory Groups will not undertake any role associated with the organisation or management of an event and completion and return of this or other event related forms/ risk assessments does not remove the need to obtain the relevant consents and licences, the responsibility for which ultimately rest with the event organiser. By notifying the authority of an event this in no way absolves the organiser from any health and safety responsibility nor does it infer that Swindon Borough Council has any responsibility for health and safety in relation to the event.

Data Protection

Swindon Borough Council will use the information you supply to process the safety of your Event. All information supplied will be passed to the relevant Council departments and emergency services, which will require this information to assess their various responsibilities so as to advise you of any controls that may be required to be put in place to ensure safety of organisers and public at the event.

This information will not be used for any other purpose. The information provided will be held in a manual folder and on an electronic database, and will be deleted and destroyed after one year and six years respectively.

Event organisers are strongly recommended to visit the HSE microsite which gives advice on running events safely <http://www.hse.gov.uk/event-safety/index.htm>