

**EVENT NOTIFICATION FORM**

This form will be circulated to members of the Warrington Borough Council Event Safety Advisory Group (ESAG) for the purpose of notifying key agencies (Police, Licensing, Warrington Highways etc) that an event is taking place.

This form acts as the brief to highlight to members of the ESAG the nature and size of your event. It will enable key agencies to provide advice and guidance on specific aspects of your event (road closures, licensing requirements) helping to inform safe planning and delivery of your event; minimising the risk to public safety. Please complete each section in as much detail as possible so that the relevant key agencies can provide the correct level of advice.

Please refer to the supporting information.

It is important that this notification and all supporting information are received at least three months in advance of your proposed event.

Please complete each section and provide as much detail as possible in relation to the type and nature of your event.

<b>1. EVENT DETAILS</b>	
<b>1.1</b>	<b>Name of Event</b>
<b>1.2</b>	<b>Type of Event</b>
<b>1.3</b>	<b>Date of Event</b>
<b>1.4</b>	<b>Start/Finish Times</b> Set-up start date/time:  Start of event:  Finish of event:  Site cleared date/time:
<b>1.5</b>	<b>Nature of Event</b>  <input type="checkbox"/> Charitable <input type="checkbox"/> Voluntary/community <input type="checkbox"/> Commercial <input type="checkbox"/> Private <input type="checkbox"/> Other (Please state)
<b>1.6</b>	<b>Description of Event Activity</b> (an overview of what will be happening)

<b>1.7</b>	<b>Estimated attendance at the event</b> (including spectators, performers, stall holders, organiser's staff)	
<b>1.8</b>	<b>Event Audience</b>	Is the event open to: <input type="checkbox"/> Under 18's <input type="checkbox"/> Adults (18+) only <input type="checkbox"/> Families <input type="checkbox"/> Whole community (open to all ages)
<b>1.9</b>	<b>Is there a charge to the public to take part in the event?</b> (If yes, please provide details)	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>1.10</b>	<b>Has the event been held before?</b> (If yes, please provide details)	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>1.11</b>	<b>If your event has been held before, do you plan to operate as per previous events or will there be any significant changes?</b> (If yes, please provide details)	<input type="checkbox"/> Yes <input type="checkbox"/> No

## 2. EVENT ORGANISERS DETAILS

<b>2.1</b>	<b>Name of Event Organiser/ Manager</b>		
<b>2.2</b>	<b>Name of Organisation</b>		
<b>2.3</b>	<b>Address</b>		
<b>2.4</b>	<b>Email</b>		
<b>2.5</b>	<b>Tel No</b>	Home:	Mobile:
<b>2.6</b>	<b>Has your organisation and/or the event manager ever been convicted or found negligent in the planning or staging of an event?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	

## 3. EVENT LOCATION

If your event is in more than one location on a public highway or public place please specify the details. If possible please include a site map.

<b>3.1</b>	<b>Main Location of Event</b>	
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<b>3.2</b>	<b>Land Owner(s) (Including address)</b>	
<b>3.3</b>	<b>Have you been granted permission to use the land by the land owner?</b> If yes, please state the person(s) who granted permission and their contact details (Refer to Land Ownership Document)	
<b>3.4</b>	<b>Is there a more suitable location?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

#### 4. ALCOHOL AND ENTERTAINMENT LICENSING

The information contained within this section will help determine if a licence is required. Please also refer to Warrington Borough Council's licensing web site [www.warrington.gov.uk](http://www.warrington.gov.uk) (licensing and permits page).

<b>4.1</b>	<b>Licensable Activity 1 - Will there be alcohol for sale at the event?</b>	<input type="checkbox"/> There will be no alcohol at the event <input type="checkbox"/> We are selling alcohol <input type="checkbox"/> Public can bring their own for their own consumption
<b>4.2</b>	<b>Licensable Activity 2 - Will there be entertainment?</b>  (If you have ticked one or more of the boxes please answer the questions at 4.3)	<input type="checkbox"/> Live music <input type="checkbox"/> Performance of a play(s) <input type="checkbox"/> An exhibition of a film(s) <input type="checkbox"/> Playing of recorded music <input type="checkbox"/> Performance of dance <input type="checkbox"/> Boxing or wrestling entertainment
<b>4.3</b>	<b>Live music information</b>	<input type="checkbox"/> Unamplified <input type="checkbox"/> Amplified <input type="checkbox"/> Played any time between 8am – 11pm <input type="checkbox"/> Played outside of the above hours
	<b>Performance of a play(s)</b>  Is the performance any time between 8am – 11pm?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<b>An exhibition of a film(s)</b>  Is there a charge to watch the film?  Is the performance any time between 8am – 11pm?	<input type="checkbox"/> Yes <input type="checkbox"/> No   <input type="checkbox"/> Yes <input type="checkbox"/> No

	<b>Will there be the playing of recorded music?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Is it background music?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Will there be a DJ present?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Is the music incidental to the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Is the playing of music any time between 8am – 11pm?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<b>Performance of Dance</b>	
	Is the performance between 8am – 11pm?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<b>Boxing or wrestling</b>	
	Is the event between 8am-11pm?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If wrestling is it Greco-Roman?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Or Freestyle?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<b>Is the event organised by Warrington Borough Council?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<b>Is the event going to be on Warrington Borough Council owned land?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, has Warrington Borough Council consented to the use of its land?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<b>Have you contacted the Licensing Authority about this event?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>5. STREET TRADING CONSENT</b>		
<b>5.1</b>	<b>Are you offering for sale any article (food, drink, ice cream, tea, coffee, a living thing) at your event?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>5.2</b>	<b>Is a charge made for the public to enter the event?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>5.3</b>	<b>Does your event include any of these activities?</b>	<input type="checkbox"/> Non-commercial car boot sales <input type="checkbox"/> Fetes, carnivals, charitable events, or community based and organised event <input type="checkbox"/> Farmers market <input type="checkbox"/> Food festival

<b>5.4</b>	<b>How many vendors will be present at the event?</b>	
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## 6. CHARITABLE STREET COLLECTIONS/BUCKET COLLECTIONS

<b>6.1</b>	<b>Will you be collecting any money (cash) at the event?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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## 7. EVENT HEALTH AND SAFETY DETAILS

<b>7.1</b>	<b>Will food be served at your event?</b>  (If you are providing food/drink to the public you will be required to submit a list of catering suppliers)	<input type="checkbox"/> Food will not be provided <input type="checkbox"/> Food will be provided by professional caterers <input type="checkbox"/> Food will be provided by local restaurants <input type="checkbox"/> Participants will bring their own (for individual consumption only)
<b>7.2</b>	<b>Will the event create any noise (spoken word, PA system etc.)?</b>	<input type="checkbox"/> Recorded/live music will be played <input type="checkbox"/> Fireworks <input type="checkbox"/> Noise from the audience/spectators/participants <input type="checkbox"/> Other (please state)
<b>7.3</b>	<b>How will you monitor sound levels?</b>	
<b>7.4</b>	<b>Have arrangements been made for sanitary provision?</b>  <b>If yes please provide details</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>7.5</b>	<b>Have provisions been made for clearing of litter and removal of waste?</b>  If yes please provide details	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>7.6</b>	<b>Has a system for reporting and recording any accidents been set up?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>7.7</b>	<b>Will your event involve fireworks or lasers?</b>  If yes please provide details	<input type="checkbox"/> Yes <input type="checkbox"/> No

7.8	<b>Will there be any electricity, gases be used at the event?</b> (Please note: you may be asked to provide safety inspection records)	<input type="checkbox"/> Electricity (please state)  <input type="checkbox"/> Gas (please state)
7.9	<b>Will there be any unusual and /or high risk activities taking place at the event?</b> (Including set up and clear up)	<input type="checkbox"/> Working at height <input type="checkbox"/> Bonfire/barbecue <input type="checkbox"/> Motor sport (car or bike) <input type="checkbox"/> Bungee jumping <input type="checkbox"/> Martial arts <input type="checkbox"/> Overnight camping
7.10	<b>Will any temporary structures be erected?</b>	<input type="checkbox"/> No structures <input type="checkbox"/> Marquees <input type="checkbox"/> Scaffolding <input type="checkbox"/> Fencing <input type="checkbox"/> Stage/grandstand <input type="checkbox"/> Bouncy castles/inflatables <input type="checkbox"/> Large banners/signage <input type="checkbox"/> Fun Fair <input type="checkbox"/> Floodlighting <input type="checkbox"/> Other (please state)
7.11	<b>Who is providing first aid/medical cover?</b>	
7.12	<b>Who is providing Security/Stewards?</b>	
7.13	<b>What is the brief for the Security/Stewards?</b>	
7.14	<b>Have you considered people with disabilities?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.15	<b>Are the entrances and exits controlled, stewarded, appropriately signed and suitable for prams and pushchairs, people with a disability</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.16	<b>Have you considered DBS checks for anyone working with children and vulnerable adults?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.17	<b>Have you asked for advice from the emergency services about emergency routes?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

## 8. EVENT CONTROL

8.1	Who will make the decisions during an emergency?	
8.2	Will you stop the event during an emergency?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.3	Have you set up a reliable system of communication between key people?  (please provide full details)	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.4	Has a control point been identified, call signs predetermined and announcements prepared?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.5	Can emergency vehicles get on and off the site easily?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.6	Do you have effective fire safety and control measures in place?	<input type="checkbox"/> Yes <input type="checkbox"/> No

It is advisable that you have a system in place to cater for children who have been separated from their parents/guardians. Depending on the size of the type/size of the event, a specific lost children service may be required.

## 9. TRAFFIC MANAGEMENT

Is any part of the event planned to take place on any part of a Highway (e.g. stalls/displays/processions along any carriageway/footway/pedestrian area)? If so, please give brief details below or highlight where, in the accompanying documentation, this detail can be found. If road closures are involved please state times if different from the Dates and Times given on the previous pages

9.1	Does your event take place on a public highway?	<input type="checkbox"/> The event does not go onto a public highway <input type="checkbox"/> The event partly uses a public highway <input type="checkbox"/> The event is all on a public highway
9.2	Are you applying for road closures?	<input type="checkbox"/> We are applying for road closures <input type="checkbox"/> We are not applying for road closures <input type="checkbox"/> We are unsure if we need to apply for any closures
9.3	Will there be any parking requirements for your event? (please provide full details)	

## 10. INSURANCE

The event organiser must provide details of public liability insurance and a copy of their certificate.

<b>9.1</b>	<b>Does your event have Public Liability Insurance?</b>	<input type="checkbox"/> Public Liability Insurance <input type="checkbox"/> Employer Liability Insurance
<b>9.2</b>	<b>Name of insurance company</b>	
<b>9.3</b>	<b>Policy Number</b>	
<b>9.4</b>	<b>Policy Renewal Date</b>	
<b>9.5</b>	<b>Public Liability Limit</b>	

Mechanical rides and animal rides - each ride must have a third party/public liability additional insurance to the sum of £10 million to cover specific risks associated with the ride. A detailed list of rides must be attached giving insurance information.

When supplying the relevant insurance documentation, please ensure that your policy extends to cover the event. If in doubt, please contact your insurance company immediately for clarification, otherwise you may find that you could be potentially uninsured

## 11. SUPPORTING INFORMATION

The Event Safety Advisory Group recommends that as a minimum the following documents should be in place for your event and attached to this form.

- Public Liability Insurance
- Event Management Plan
- Event Risk Assessments
- Event Site Plan

Please note the following:

- if booking an event on Public land you will be required to provide this information to the landowner to secure the site.
- the Event Safety Advisory Group will request that one or all of the documents are made accessible to ESAG members for the purpose of checking measures for public safety, sharing information and contingency planning between key agencies. The above documentation can be provided to the Event Safety Advisory Group at any point but must arrive no later than 3 calendar months before the event to allow time for circulation to all ESAG members and feedback to be provided to event organisers.
- Events on Public Land or the Highways may be published by the authority to advise members of the public and to ensure the authorities fulfils its duties under the Traffic Management Act.



## 12. DECLARATION

I confirm that the information contained within this document is accurate and correct to the best of my knowledge.

I understand that Warrington Borough Council Events Safety Advisory Group (and its members) acts solely as an advisory body and cannot accept any responsibility for any aspect of my/our event.

I understand that the responsibility for safety at my/our event remains solely with the event organiser

**Print name:**

**Role within the Event:**

**Signed:**

**Date:**

## 13. INFORMATION / SUBMISSION DETAILS

When you have completed all sections and included the requested documentation, please submit this form to: -

[events1@warrington.gov.uk](mailto:events1@warrington.gov.uk)

Further events information is available by copying and pasting the web address below into your internet browser ;

[https://www.warrington.gov.uk/site/scripts/google\\_results.php?q=event+notification+form](https://www.warrington.gov.uk/site/scripts/google_results.php?q=event+notification+form)