

North Hertfordshire District Council

Safety Advisory Team

Event Application Form

Section 1 - Introduction

Please complete this form as fully as you can to tell us as much as possible about your planned event. When returned to NHDC the form will be passed to members of the Council's Safety Advisory Team (SAT) for review and comment. For all enquiries regarding the completion of this form please contact NHDC on 01462 474000 or via service@north-herts.gov.uk.

The SAT consists of officers from relevant departments within the Council who are able to advise, and give guidance, on the safety aspects of public events, plus members of external agencies e.g. Police, Fire Service, Ambulance and HCC Highways, who may also have an interest in your proposals.

Once the SAT members have had the opportunity to review your plans and discuss it formally at their monthly meeting, we will contact you with any comments / advice on the planned event, as well as any requirements for further information.

Note. To take advantage of free advertising for your event on the Council's website, via its "WHAT'S ON" page, please use the following link <http://www.north-herts.gov.uk/index/events.htm>

Section 2 – Event Overview

Name of event

Event location

Event date Anticipated number of people attending

Section 3 - Organiser Details

- Name of organisation
- Event organiser/s
- Contact address
- Postcode
- Tel. No. Home
- Mobile No.
- Email address

- Do you intend to use the following:

Highway Directional Signs Site Banners/Posters

- Please provide full details of all planned signage as written approval may be required from NHDC or the Police (photographs or artworks may be requested):

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

- Do you intend to utilise or permit any of the following attractions at the event? If so, please tick the appropriate box(s) **Note: Some of these may not be permitted at all sites.**

Fireworks/pyrotechnics	<input type="checkbox"/>	Live music (b)	<input type="checkbox"/>
Carnival/procession	<input type="checkbox"/>	Live entertainment (b)	<input type="checkbox"/>
Fairground equipment	<input type="checkbox"/>	Recorded music (b)	<input type="checkbox"/>
Aircraft (e)	<input type="checkbox"/>	Barrier/fencing	<input type="checkbox"/>
Parachutists (e)	<input type="checkbox"/>	Marquees (c)	<input type="checkbox"/>
Balloon launch (e)	<input type="checkbox"/>	Portable generator (a)	<input type="checkbox"/>
Hot Air Balloons (e)	<input type="checkbox"/>	Power supply	<input type="checkbox"/>
Animals (d)	<input type="checkbox"/>	Toilets	<input type="checkbox"/>
Motorcycles	<input type="checkbox"/>	Alcohol (for sale) (b)	<input type="checkbox"/>
Other motor vehicles	<input type="checkbox"/>	Food/drink concessions	<input type="checkbox"/>
Coconut shy	<input type="checkbox"/>	Lost children point	<input type="checkbox"/>
Inflatables (e.g. bouncy castle) (g)	<input type="checkbox"/>	Market stalls	<input type="checkbox"/>
Portable staging (c)	<input type="checkbox"/>	Re-enactment groups	<input type="checkbox"/>
P.A. System	<input type="checkbox"/>	On site communications	<input type="checkbox"/>
Water (limited supply at some sites)	<input type="checkbox"/>	Stewarding/security	<input type="checkbox"/>

Others: (please specify)

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Notes:

- (a) Generators are generally not permitted on the highway, and should be silenced and diesel powered.
- (b) A Licence may be required if your event is in public and includes music, dancing, singing or similar, and/ or if you are selling alcohol. For further information contact NHDC Licencing and Enforcement Dept.
- (c) For advice on erecting marquees and portable staging contact NHDC Building Control Dept.
- (d) For advice on animals as part of the event contact the NHDC Animal Warden
- (e) Authorisation for aviation events may be needed from the Civil Aviation Authority at Luton Airport.
- (f) All electrical work for your event must be undertaken by a suitably qualified person.
- (g) Use an accredited provider. Ensure the structures are anchored securely and are erected, supervised and dismantled by a competent person.

Section 5 - Traffic and Highways

- Depending to the nature of your event (e.g. procession, road race etc) you may need a road closure notice, or traffic diversion order, to be put in place. If so this will be advised by the SAT with information on how to apply.
- However, if you think that you may need one please give brief details below.
- **Note. If a formal traffic order is required, then please allow at least 6 months notice. Advice should be sought from Hertfordshire Highways on the type of closure required.**

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- If appropriate to your event, please provide details of the number, weight and size of delivery vehicles and/or participating vehicles and whether they intend to remain on site overnight.

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Section 6 - Waste Management

- You will be required to ensure that the public convenience facilities are adequate. Please submit details of your proposals to include method of disposal. If mobile portaloos are to be used, please advise on the number to be hired and the name and address of the hire company/contractor:

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- Please identify the method of waste collection / disposal to be used in order to keep the area free of litter and refuse:

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Notes:

- The event organiser should ensure that the site is regularly litter-picked during the event and at the end of each day to ensure that the Council's obligations under the Environmental Protection Act 1990 - Code of Practice on Litter and Refuse is discharged. If the event organiser fails to do this then the Council reserves the right to carry out the works in default and charge the event organiser the cost incurred.
- It is the event organisers responsibility to arrange removal of all rubbish from the site. You are not permitted to use any Council skip/litter bins etc. for refuse disposal. Advise for refuse removal can be sought from the NHDC Waste Management Dept.
- Where permanent catering facilities are available in the vicinity of the event site the organisers must advise the caterers at least **one month** before the event takes place of the refreshments that they will be providing.

Section 7 – Car Parking

- Will you be requiring car parking space for event staff? Yes No
and/or general public? Yes No

If yes, please indicate the approximate number of vehicles attending the event, and indicate, on your site plan, your proposed car parking area and how you intend to manage the parking of those vehicles.

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Section 8 - Insurance

- Event organisers are required to hold, and provide evidence of, a current policy of Insurance in respect of Public Liability or Third Party risks (including Product Liability where appropriate).
- Under no circumstances shall this be less than **£5m** and the Council reserves the right to require a higher limit if deemed necessary. Advice can be obtained from the NHDC Risk Manager.
- For all events/activities on the public highway, the minimum Public Liability insurance is **£10m.**
- Event organisers may be required to produce evidence of insurance cover of any exhibitor, band/dance group, sub-contractor, caterer etc. whom they have engaged to appear at the event.

Section 9 - Emergency Services

- You need to notify the Police and other appropriate Emergency Services about your event. This requirement will however be covered via the SAT which includes representatives from those services. If you have already contacted the Police, please advise below who you have contacted.

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Please supply details of the First Aid cover to be provided during your event.

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Section 10- Additional Requirements

- A detailed site plan showing the positions of stalls, marquees, arena, exhibition units, car parking and where music will be played etc., and list of programme items is required. In respect of races / processions etc. a detailed route plan is required which must also show location of route marshals.
- A detailed Risk Assessment and /or Safety Management Plan is required.
- A noise management plan is required if live or recorded music is to be played at the event. This must indicate when music is to be played and what steps will be taken to minimise noise disturbance to local residents.

Note: All documentation must be provided at least **3 months** before the event. Failure to comply may result in the Council refusing to grant permission for the holding of the event. If you need either a Premises License or a road closure we advise submission at least **6 months** before the event.

Section 11 – Acceptance by the Event Organiser

If permission is granted for the event. I hereby agree to comply with the conditions set out in this form, compliance with the Council’s Hire Terms and Conditions document, (if applicable), and all reasonable instructions given by all authorised Officers of the Council.

Signed

Position

Date

Note: Although providing the above information to NHDC for guidance, and advice on holding the proposed event, the person signing this form will be deemed as the event organiser, and as such has full responsibility for the ultimate management of the event.

Section 12 – Enclosures: I enclose the following documents (please tick):-

- A. Certificate of Public Liability Insurance (min £5m)
- B. Programme of Events
- C. Site Plan
- D. Risk Assessment / Safety Management Plan
- E. Noise Management Plan (if relevant)

Note: Enclosures A to D. above must be provided with all submitted forms.

Please send this completed form, together with all supporting documentation to the following:

**Community Development Department
North Hertfordshire District Council
Council Offices
Gernon Road
Letchworth
Herts
SG6 3JF**