

Event Notification Form

Contact Details

Name of organisation or person promoting the event	
Name of Safety Officer or person responsible for liaison with the Event Safety Advisory Group	
Address of person listed above (including postcode)	
Telephone (Work)	
Telephone (Home)	
Telephone (Mobile)	
E-mail address	

Event Details

Name of the event:	
Place of the event (including the postcode):	
Day and date of the event:	
Start time of event:	End time of event:
Description of the event:	
If this is a charitable event, the name and Charities Commission Registration number of the authorising charity:	
Will all monies raised go to this charity?	
Setup start time for event:	Setup finish time for event:
Will there be an admission charge:	What will the admission price be:

Do you intend to use a public highway:	Do you consider that a road closure order will have to be obtained:																																				
If using a public highway, provide details of the proposed route:																																					
If you intend to provide pyrotechnics, please provide details:																																					
How many people, approximately, do you anticipate may attend the event:																																					
How will the area be maintained to keep it free of litter and refuse:																																					
Details of car parking arrangements for staff and visitors:																																					
Details of the first aid cover to be provided:																																					
You must attach a detailed site plan showing the positions of stalls, marquees, arena, exhibition units, car parking etc and a list of programme items. If this is not enclosed, please provide reasons why you have not enclosed it:																																					
Will alcohol be sold at the event. If yes, provide details:																																					
Do you intend to provide music (of any nature) or the making of music (eg Karaoke). If yes, provide details:																																					
Do you intend to provide sporting exhibitions. If yes, provide details:																																					
<p>Please tick the relevant boxes to any of the following facilities that you intend to provide:</p> <table border="0"> <tr> <td>Fairground Equipment</td> <td><input type="checkbox"/></td> <td>Lost Children Point</td> <td><input type="checkbox"/></td> <td>Barriers/fencing</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Parachutists</td> <td><input type="checkbox"/></td> <td>Marquees</td> <td><input type="checkbox"/></td> <td>Balloon Launches</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Portable generators</td> <td><input type="checkbox"/></td> <td>Power supply</td> <td><input type="checkbox"/></td> <td>Animal displays</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Toilets</td> <td><input type="checkbox"/></td> <td>Motorcycles</td> <td><input type="checkbox"/></td> <td>Other motor vehicles</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Inflatables</td> <td><input type="checkbox"/></td> <td>Portable Staging</td> <td><input type="checkbox"/></td> <td>Bonfire/barbecue</td> <td><input type="checkbox"/></td> </tr> <tr> <td>P A system</td> <td><input type="checkbox"/></td> <td>Stewarding</td> <td><input type="checkbox"/></td> <td>Security</td> <td><input type="checkbox"/></td> </tr> </table>		Fairground Equipment	<input type="checkbox"/>	Lost Children Point	<input type="checkbox"/>	Barriers/fencing	<input type="checkbox"/>	Parachutists	<input type="checkbox"/>	Marquees	<input type="checkbox"/>	Balloon Launches	<input type="checkbox"/>	Portable generators	<input type="checkbox"/>	Power supply	<input type="checkbox"/>	Animal displays	<input type="checkbox"/>	Toilets	<input type="checkbox"/>	Motorcycles	<input type="checkbox"/>	Other motor vehicles	<input type="checkbox"/>	Inflatables	<input type="checkbox"/>	Portable Staging	<input type="checkbox"/>	Bonfire/barbecue	<input type="checkbox"/>	P A system	<input type="checkbox"/>	Stewarding	<input type="checkbox"/>	Security	<input type="checkbox"/>
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Market Stalls	<input type="checkbox"/>	Water	<input type="checkbox"/>
On site communications	<input type="checkbox"/>	Food/drink (excluding alcohol)	<input type="checkbox"/>
Re-enactment groups	<input type="checkbox"/>		
<p>Has a fire risk assessment been carried out in accordance with the Fire Safety Order 2005? (Guidance for this can be found at www.firesafetyguides.communities.gov.uk – Guide for ‘Open All Events’)</p> <p>If you intend to use Pyrotechnics please provide details within the risk assessment.</p> <p>A site plan indicating access and egress for emergency vehicles must also be submitted.</p> <p>All Public events must have public liability insurance – Please provide evidence:</p>			
<p>Would you wish to attend a meeting of the Event Safety Advisory Group to discuss your event? Please note that meetings are normally held at 10am on a working day.</p>			
Signed:			
Capacity:			
Date:			

Please send this completed form, together with any supporting documentation including the fire risk assessment to:

Rossendale Borough Council
 Rossendale Event Safety Advisory Group
 Lee Childs
 The Business Centre
 Futures Park
 Bacup
 OL13 0BB