**Event Notification Form** A picture containing text, clipart

Description automatically generated

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| Our Event Notification Form is designed to support organisers to run events safely, ensure that all of the necessary permission / licences are in place and that they comply with the relevant legislation and any permissions. It will prompt you to consider the key areas involved in running your event.  Many of the questions require yes/no answers, please answer as required. If you answer ‘yes’ to some of the questions, additional links are provided to the relevant Council or other websites which will help you establish whether you need to provide additional information.  Please note you may need to provide up to 12 weeks notice of your event if you require permission to use council land (incl. Public Open Spaces and Car Parks), or need to request a formal Temporary Traffic Regulation Order (TTRO) from Rutland County Council in order for applications to be processed and permissions to be issued in time for the event.  Once you have submitted your notification form we will provide further advice on how to apply should this be needed. | |
| **1. Event Organiser(s) Details** | |
| **Event Name:** |  |
| **Organisation applying and charity /business number if applicable:** |  |
| **Name of event organiser(s):**  (Person or people responsible for health and safety, noise control and overall running of the event on the day) |  |
| **Address for correspondence:** (Including postcode) |  |
| **Contact number prior to event:** |  |
| **Contact number during the event:** |  |
| **Email address:** |  |

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| **2. Event Timings** | **Start** | **Finish** |
| **Date of event:** |  |  |
| **Times of the event (use 24hr clock):** |  |  |
| **Date and time of site access required for set-up:** |  | |
| **Date and time of when site will be vacated:** |  | |

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| **3. Event Location** | | | |
| Have you made contact with the owners of the property and obtained their permission to use it for the event? (See Section 4 for use of Council property) | | | Yes  No |
| **Address:** (Including postcode) |  | | |
| **Map available:** | Yes  No | | |
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| **4. Council Property (including public open spaces and car parks)** | | | |
| **Will the event affect the use of, or be held on, Council owned property?** | | Yes  No  Unsure  If **“Yes”** or **“Unsure”** please provide details of the land: | |
| **Please Note:** We strongly advise that you enquire at the earliest possible opportunity about obtaining the Council’s consent, as landowner, to use public property as the venue for the event. The Council will provide an in principle decision as soon as reasonably practicable and, if such consent is given, the Council will also provide details of any formal Licence required to grant the right to use the property and will provide a note of any costs involved. Please contact [events@rutland.gov.uk](mailto:events@rutland.gov.uk) | | | |

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| **5. Event Description** | |
| **Please provide a description of the event:** (For example, what happens during the event; are there any activities or side shows, how can visitors take part etc.) | |
| **Please Note:** Please ensure you advise the Local Authority if you make any alterations, amendments or additions to your event once you have submitted your Event Notification Form. [View HSE Guidance on "Running Events Safely"](http://www.hse.gov.uk/event-safety) | |
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| **Please provide details if your event is part of a wider festival or other events are being held or marketed in association with it.** | |
| **Is your event held annually?** | Yes  No |
| **How many people (including participants & spectators) do you expect at the overall event?** |  |
| **What is the maximum number of people you expect to be in attendance at any one time?** |  |
| [View HSE Guidance on "Managing Crowds Safely"](https://www.hse.gov.uk/pubns/indg142.htm) | |

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| **6. Event Type** | |
| Commercial event: | Yes  No |
| Not for profit event: | Yes  No |
| Registered charity event: | Yes  No |
| Unregistered charity event: | Yes  No |
| Will all income raised go to the charity concerned? | Yes  No  N/A |
| **Please Note:** If you plan to raise money for charity at your event you may need to apply for a street collection permit [Visit our website for information on "Street Collections"](https://www.rutland.gov.uk/my-business/licensing/licences-and-conditions/street-collection/). | |

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| **7. Event Activities** | | | | |
|  | **Details** | | | **Please Tick** |
| **Event venue:** | Indoor (e.g. Parish Hall or Community Centre) | | |  |
| Arena or stadium | | |  |
| Outdoor, with defined boundaries | | |  |
| Outdoor, widespread or street | | |  |
| **Expected numbers per day:** | Less than 500 | | |  |
| 501 – 1,000 | | |  |
| 1,001 – 3,000 | | |  |
| 3,001 – 5,000 | | |  |
| 5,001 – 10,000 | | |  |
| More than 10,000 | | |  |
| **Audience accommodation:** | All seated | | |  |
| Mixed (at least 50% seated) | | |  |
| Standing or Active | | |  |
| **Audience age and profile:** | Families | | |  |
| All ages, not in family groups | | |  |
| Mainly adults | | |  |
| Mainly young people/ adults (16-30 years) | | |  |
| Mainly elderly | | |  |
| **Additional factors:** (tick all that apply) | Queuing over one hour | | |  |
| Parking on site (non-permanent ) | | |  |
| Livestock (Display with no public contact) [View HSE Guidance](http://www.hse.gov.uk/agriculture/topics/visitor-attractions.htm) | | |  |
| Livestock (Public contact with animals) [View HSE Guidance](http://www.hse.gov.uk/agriculture/topics/visitor-attractions.htm) | | |  |
| Parade/Carnivals (Vehicular) | | |  |
| Onsite catering (Mobile/ BBQ) [View CIEH Guidance](http://www.kfma.org.uk/PDF/Food%20legislation/CIEH_Outdoor_Mobile_Catering_Guidance.pdf) | | |  |
| State occasion or VIP visit | | |  |
| Motor Display (Static) | | |  |
| Traffic movement in crowd area | | |  |
| Temporary structures (incl. marquees) [View HSE Guidance](http://www.hse.gov.uk/event-safety/temporary-demountable-structures.htm) | | |  |
| Overnight camping | | |  |
| Marine or waterway event | | |  |
| Fireworks and/ or bonfire | | |  |
| Will a generator be used on site | | | Estimated number to be used: |
| Pop, rock or dance event | | |  |
| Helicopter operations | | |  |
| Dangerous goods storage and use (incl. gas bottles for catering) | | |  |
| Inflatables/ Bouncy castle/ Sideshow (The European standard for inflatable play equipment is BS EN 14960:2013) | | |  |
| Funfair rides [View HSE Guidance](http://www.hse.gov.uk/pubns/books/hsg175.htm) | | |  |
| Aviation sport and display [View CAA Guidance](https://www.caa.co.uk/Safety-initiatives-and-resources/Safety-projects/Airshow-review/CAA-review-of-public-air-display-arrangements-in-the-UK/) | | |  |
| Motor Sport/ Stunt Shows/ Extreme Sports | | |  |
| Celebration | | |  |
| Elections | | |  |
| Agriculture | | |  |
| Religious Festival | | |  |
| Military presence | | |  |
| **Distance from major A&E facility (Kettering General Hospital or** **Leicester Royal Infirmary):** | | Under 10 miles | |  |
| Over 10 miles | |  |
| Name of A&E facility: |  | |
| **Nearest Fire Station (Name /Town):** | | | | |

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| **8. Licensed Premises** | |  |
| **Are you holding your event in licensed premises?** | | Yes  No |
| **If you have selected “Yes” above,**  **please provide:** | Licence Number:  Licensing Authority:  Calculated maximum occupancy levels: | |
| **Please Note:** You must ensure that you check with the licence holder that all activities at your event are covered by the existing premises licence, if not you may need to apply at your local authority | | |

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| **9. Licensable Activities** | |
| If this section does not apply to your event please tick  and go to section 10. | |
| The following activities may require authorisation from the Council’s Licensing Team. Please indicate whether your planned event will include any of the following activities.  If you answer **“Yes”**, please provide further details in the ‘**Planned Activities**’ box below. | |
| Plays or Films | Yes  No |
| Indoor Sporting Event | Yes  No |
| Boxing or Wrestling | Yes  No |
| Live / Recorded Music | Yes  No |
| Performance of Dance | Yes  No |
| Sale / Supply of alcohol | Yes  No |
| Provision of late night refreshment (hot food/drink between 11pm-5am) | Yes  No |
| Street Trading Stalls | Yes  No |
| Charitable Collections | Yes  No |
| Gambling (e.g. casino, betting, bingo, poker, lottery) | Yes  No |
| Adult Entertainment (e.g. lap-dancing, nudity) | Yes  No |
| Performing Rights Society (PRS) Licence [View PPLPRS Guidance](https://www.prsformusic.com/licences/live-performances/festivals) | Yes  No |
| **Planned Activities**  If you have selected **“Yes”** on any of the above, please provide more details about these planned events. | |
| **Please Note**: if you have indicated that you are planning any of the above activities please visit <https://www.rutland.gov.uk/licensing/alcohol-entertainment-gambling-licences> | |

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| **10. Noise Management** | | | | |
| **Time(s) of live or recorded music** | **Start:** | | | **Finish:** |
| **Number of Stages:** |  | | | |
| **Type and size of sound system to be used:** (Provide a brief description of the sound system to be used. This should include amplification levels, speaker design, map of layout and orientation of stage, position of the front of house sound deck) | | | | |
| **Will you be using a Public Address System?** | | | Yes  No | |
| **Have you considered the impact of noise on neighbours at your event?** | | | Yes  No | |
| **Control Measures:** (Provide a brief description of the measures taken to control noise to prevent public nuisance and details of any off site monitoring points) | | | | |
| **Please Note:** For larger events you may be expected to supply a Noise Management Plan | | | | |
| **Name and contact details of sound engineer and/or consultant monitoring sound levels:** | |  | | |
| **Date and time that sound propagation tests will be undertaken** | | **Date:** | | **Time:** |
| **Is there a procedure for engaging with local residents pre-event and dealing with noise complaints received during the event?** | | | | Yes  No |
| Please provide details of the procedure for notifying residents about the event and logging / dealing with complaints during the event | | | | |

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| **11. Catering** | |
| **Are you having any catering (food and drink) at your event?** | Yes  No |
| If “**Yes”**,please list the organisations, businesses or individuals providing catering at your event: | |
| You may wish to check your catering providers by using [Food Standards Agency Food Hygiene Ratings](http://ratings.food.gov.uk/). Guidance is also available from [CIEH National Guidance for Outdoor and Mobile Catering](https://www.cieh.org/media/1254/cieh-national-guidance-for-outdoor-and-mobile-catering.pdf) | |

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| **12. Waste** | |
| **How will litter and waste produced at the event be managed?** |  |
| **If you are using an outside company to manage litter and waste please provide details of the company you are using, copies of the waste carrier’s license and any relevant documentation** |  |
| **What toilet facilities will be available?** |  |
| **Number of Toilets:** |  |
| **Please Note** that additional street cleansing services are chargeable by the Council. Litter bins are not to be used for waste arising from the event.  Organisers have a statutory duty to ensure adequate arrangements are provided to collect and dispose of any waste arising from their event and this must not rely on any normally provided waste management services. If applicable you will be required to provide the following:   * A copy of your waste carriers licence * Waste Transfer Notes * Evidence of Commercial Contract | |

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| **13. Water Supply** | |
| **Type of water supply** | Mains  Private  N/A |
| Please provide a brief description of the water supply (this should include meter info, pipe layout and sampling program; a map of the layout would also be useful - if needed, please provide information on an additional sheet or covering email). | |
| **Please Note:** You can refer to the Code of Practice BS 8551:2015 – Provision and Management of Temporary Water Supplies and Distribution Networks for guidance. | |

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| **14. Medical Provision** | | | |
| **Organisation providing cover:** (if applicable) | |  | |
| **Contact name for matters relating to medical provision:** | |  | |
| **Contact telephone number during event:** | |  | |
| **Email address:** | |  | |
| **No. of paramedics:** |  | **No. of first aiders attending:** |  |
| **No. of doctors attending:** |  | **No. of ambulances attending:** |  |
| **Other information:** | | | |

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| **15. Fire Safety** | | | |
| **Have you considered the following as part of your event planning?** | | | |
| Fire Warning | | | Yes  No |
| Means of escape | | | Yes  No |
| Fire Marshalls | | | Yes  No |
| Firefighting Equipment | | | Yes  No |
| Access for Fire Appliances | | | Yes  No |
| Arson | | | Yes  No |
| Assembly Points – for more information contact Leicestershire Fire and Rescue service. 0116 2105555 or [info@leics-fire.gov.uk](mailto:info@leics-fire.gov.uk) | | | Yes  No |
| Is your event within 150m of hard standing capable of supporting a Fire Appliance (12.5 tonnes) | | | Yes  No |
| **Please Note**: If you have 5 or more employees for your event or have a licence in force, a written Fire Risk Assessment is legally required. To notify an event or request a visit: <https://lfrs.egressforms.com/Form/RequestVisit>  For more information contact Leicestershire Fire and Rescue Service on 0116 2105555 (Fire Protection or Operational Planning) or email [info@leics-fire.gov.uk](mailto:info@leics-fire.gov.uk) | | | |
| **Firework Displays & Bonfires** | | | |
| Are you having any fireworks or bonfires? | Yes  No | | |
| **Times of Firework Display:**  (Please inform [info@leics-fire.gov.uk](mailto:info@leics-fire.gov.uk)) | **Date:** | **Start Time:**  **Finish Time:** | |
| **Estimated Bonfire Duration:** | **Date:** | **Start Time:**  **Finish Time:** | |
| **Location of Fireworks:** (if different to event location) |  | | |
| **Map of layout provided**: | Yes  No | | |
| **Name and contact details of Company or Person(s) firing and running the display and appropriate training/ experience:** |  | | |
| **Please Note:** The above information should be readily available as it will help you ensure your display is run safely. The guidance available below sets out the minimum standards expected from firework operators, clearly taking into account the size and location of the display.   * Organising firework displays - <http://www.hse.gov.uk/explosives/fireworks/using.htm> * Fire Safety – <https://leics-fire.gov.uk/your-safety/out-and-about/celebrating-safely/> | | | |

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| **16. Traffic Management and Highway Impact** | | |
| **Do you wish to erect bunting / banners / posters on the highway?**  **Please Note:** These items may require permission, please contact Rutland County Council Highways, Network Management Team via [highways@rutland.gov.uk](mailto:highways@rutland.gov.uk) | | Yes  No |
| **Detail below the impact, if any, your event may have on traffic, transport or parking:** (For example: Visitors queuing to get into the event obstructing traffic from continuing their usual journey or visitors parking on the side of the carriageway due to lack of event parking. For assistance and advice please contact [highways@rutland.gov.uk](mailto:highways@rutland.gov.uk)). | | |
| **Will your event require a closure of a public highway or implementation of parking restrictions?**  **Please Note:** If any public highway needs to be closed you will need to consult with Rutland County Council Highway via [[highways@rutland.gov.uk](mailto:highways@rutland.gov.uk)](mailto:highways@rutland.gov.uk). Once we receive your notification we will advise you on how to proceed with this consultation. For events that affect the highway, you will be expected to supply a Traffic Management Plan. | Yes  No | |
| If **“Yes”:**  List road / street names to be closed, the section of that road to be closed and location of ‘no waiting’ cones including which side of the carriageway:  List road / street names to be used as part of the diversion route: | | |
| **If applicable, please explain why you must use the highway and not an alternative off-highway location for your event** | | |
| **Will your event require a closure of a Footpath or Public Right of Way?** | Yes  No | |
| If **“Yes”**, please state the location of the closure, including where it starts and finishes: | | |
| **Detail below the affect, if any, your event may have on public transport routes?** Bus companies must be consulted with details of your closure and diversion routes; provide evidence of consultation with bus operators and provide a clear, concise plan of the alternative arrangements agreed with them. For assistance and advice please contact [transport@rutland.gov.uk](mailto:transport@rutland.gov.uk). | | |
| I/We agree to keep clear access at all times for emergency vehicles during the closure and acknowledge that the closure will apply to all other traffic. | | I/We Agree |

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| **17. Debrief Arrangements** |
| Please detail your event safety debrief plans: |
| Please outline if you have any debrief events already planned: |
| **Please Note:** You should provide information on any concerns or issues that occurred during your event and these should be logged and discussed after the event. Emergency services or local authority representatives may wish to attend any debrief which is arranged. Relevant information should be provided to us within one month. |

**Where to send completed forms:**

Completed forms should be saved and submitted to [events@rutland.gov.uk](mailto:events@rutland.gov.uk)

Please ensure that you advise us if you make **any alterations or additions** to your event once you have submitted your Event Notification Form to [events@rutland.gov.uk](mailto:events@rutland.gov.uk)

**What happens next?**

Once you have submitted your Event Notification Form, it will automatically be distributed to all Event Safety Group Members. All members will then liaise with you as the event organizer regarding any permissions, queries or additional requirements.

It is reminded that the Event Notification Form does not constitute that permission has been given to hold your event. The purpose of the Event Notification Form is to inform relevant authorities of your event as well as prompt you to think about the licences and permissions you may require.

**Privacy Notice (PN)**

Under Article 6(1) (e) of the General Data Protection Regulations, we are permitted to use data for our tasks; data protection law describes this legal basis for handling your information.

Event Safety Group Members include Rutland County Council’s internal teams and external key agencies, all of whom are involved in the event planning process. Any information you share or submit via this form will be shared with all Event Safety Group Members or other key agencies involved in the event planning process. From time to time, it may be required to forward your details or your enquiry to other key agencies in order to assist in the provision of services to you.

Any of the Event Safety Group members may contact you for further information or to invite you to an Event Safety Group Meeting.

Any information submitted will not be used for marketing purposes. However, your contact details within Highway sections of the Event Notification Form will appear on site notices for road closure applications. Your information will be stored, processed and destroyed in accordance with these provisions.

If you have any concerns or questions about how we look after your personal information, please contact our Data Protection Officer at dataprotection@rutland.gov.uk. Once this form has been submitted, the information contained within it, including your event notification form, will automatically be distributed to all Event Safety Group members.

**Acknowledgements**

We would like to acknowledge the help and assistance from Cornwall Council Event Planning team for allowing us to utilise this notification form to help provide a consistent approach when working with event organisers.