**EVENT NOTIFICATION FORM**

## The role of the Safety Advisory Group (SAG) is to encourage events, whilst ensuring that event organisers hold their events safely and legally. The responsibility for the management, health, safety and welfare of an event remains with the event organiser(s).

The SAG does not issue any approvals for events nor does the group have the power to stop, limit or place restrictions upon any event. This is without prejudice to the Council or other agencies acting under their own legal powers.

Please complete this form with as much information as you can for proposed events in the districts of Broadland District Council and South Norfolk Council.

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| **Event organiser details** | |
| Full name | Click or tap here to enter text. |
| Contact telephone number | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |

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| **Event details** | |
| Event location (including postcode) | Click or tap here to enter text. |
| Event name | Click or tap here to enter text. |
| Event description(please provide as much detail as possible) | Click or tap here to enter text. |

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| Nature of event | | Air display/motor racing | | | | | Yes | | | | No |
| Dance/DJ/rave | | | | | Yes | | | | No |
| New Year/national celebration | | | | | Yes | | | | No |
| Pop/Rock concert | | | | | Yes | | | | No |
| Bonfire/firework display | | | | | Yes | | | | No |
| Sporting | | | | | Yes | | | | No |
| Classical concert | | | | | Yes | | | | No |
| Community/charity | | | | | Yes | | | | No |
| Other – please state: | | | | |  | | | | |
| Proposed date(s) | Start time | | | Finish time | Site arrival time | | | | Site vacation time | | |
| Click or tap here to enter text. | Click or tap here to enter text. | | | Click or tap here to enter text. | Click or tap here to enter text. | | | | Click or tap here to enter text. | | |
| Have you run this event before? | | | | | | Yes | | | | No | |
| Have you run a different event before? | | | | | | Yes | | | | No | |
| If yes, please provide details | | | | | |  | | | | | |
| Is this a free event? | | | | | | Yes | | | | No | |
| Will you be issuing tickets in advance and/or on the gate | | | | | | Advance | | | | On the gate | |
| Audience Profile | | | Predominantly adults only (18+) | | | | |  | | | |
| Predominantly children/young adults | | | | |  | | | |
| Full mix | | | | |  | | | |
| Full mix in family groups | | | | |  | | | |

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| Anticipated attendance (including staff) | Over 20, 000 |  |
| Under 20, 000 |  |
| Under 10, 000 |  |
| Under 5, 000 |  |
| Under 3, 000 |  |
| Under 1, 000 |  |
| Under 500 |  |
| Alcohol sales | Yes | No |
| Temporary demountable structures | 5+ large structures (staging, towers, grandstands, etc) |  |
| 1-5 large structures (staging, towers, grandstands, etc) |  |
| 5+ small structures (trailer stage, pop up, inflatables, rides) |  |
| 1-5 small structures (trailer stage, pop up, inflatables, rides) |  |
| Traffic management | High impact on the **wider** road network (extensive road closures, traffic management works, diversionary routes, etc.) |  |
| High impact on the **local** road network (multiple road closures & diversionary routes) |  |
| Low impact on the local road network (single road or rolling closure, minor diversion) |  |
| No traffic management required |  |

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| Is there anything that you feel we should know about your event that has not been covered in the above topics? |
| Click or tap here to enter text. |

**How we use your data**

Broadland District Council or South Norfolk Council takes your privacy seriously and will only use your personal data to verify the identity of individuals connected to your event, offer advice and support to ensure an event is safe, identify any actions for SAG core members, keep a record of events within the districts, facilitate an audit trail in the event of an accident or unsafe practice and/or support investigations.

Each Council is what is known as the ‘Data Controller’ for your data, and act as independent, sole data controllers. The Council where the event is located is the ‘Data Controller’ for your personal data for the duration following document submission, the event and any subsequent debriefs/investigations.

We will share the data collected on this form with other relevant members of the SAG so they may review your documentation and where appropriate other invited guests to the SAG i.e. experts in a particular area relating to the event.  We may also use or pass information to certain third parties to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

Who we may and will share your personal data with will be contained within the privacy notice.

Full details of the privacy notice can be found by visiting our [website](https://www.southnorfolkandbroadland.gov.uk/council/data-protection/south-norfolk-council-data-protection).

I confirm that the information provided on this form is accurate, to the best of my knowledge.

|  |  |
| --- | --- |
| Signed | Click or tap here to enter text. |
| Date | Click or tap here to enter text. |

**Useful Enclosures**

a) Certificate of public liability insurance

b) Site plan showing entrances, exits, temporary structures, licensable areas, etc

c) Programme of the event

Please email this form and any relevant enclosures to the [SAG](mailto:sag@southnorfolkandbroadland.gov.uk).