**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 name | Click or tap here to enter text. |
| Event description | Click or tap here to enter text. |

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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. |
| 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. |

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| Is this a free event? | YES [ ]  NO [ ]  |
| If no, will you be selling tickets? | YES [ ]  NO [ ]  |
| How many people do you think will be attending (including staff) at any point in time? (ie you may expect 250 at any one time but 5000 over the whole event) | Click or tap here to enter text. |
| How many people do you think will be attending (including staff) throughout the event? | Click or tap here to enter text. |

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| **Do you intend to use the following?** |
| Highway directional signs | YES [ ]  NO [ ]  |
| If yes, please detail | Click or tap here to enter text. |
| Site banners/posters | YES [ ]  NO [ ]  |
| If yes, please detail | Click or tap here to enter text. |

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| **Will the event involve any of the following?** (if you answer yes to any question, please provide further detail at the bottom) |
| Animals | YES [ ]  NO [ ]  |
| Fireworks/pyrotechnics | YES [ ]  NO [ ]  |
| Bonfire | YES [ ]  NO [ ]  |
| BBQ | YES [ ]  NO [ ]  |
| P.A. system | YES [ ]  NO [ ]  |
| Vehicles | YES [ ]  NO [ ]  |
| Licensable activity | YES [ ]  NO [ ]  |
| Generators | YES [ ]  NO [ ]  |
| Marquees/temporary structures | YES [ ]  NO [ ]  |
| Barrier fencing | YES [ ]  NO [ ]  |
| Temporary WC’s | YES [ ]  NO [ ]  |
| Stewarding/security | YES [ ]  NO [ ]  |
| On site caterers  | YES [ ]  NO [ ]  |
| Medical/welfare provision | YES [ ]  NO [ ]  |
| Inflatables | YES [ ]  NO [ ]  |
| Please give details where yes is ticked | Click or tap here to enter text. |

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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. |

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| Other permissions |
| I have applied for or will be applying for the following (please provide licence/notice reference or copies where possible) |
| Premises licence | YES [ ]  NO [ ]  |
| Please provide premises licence number | Click or tap here to enter text. |
| Temporary Event Notice (TEN) | YES [ ]  NO [ ]  |
| Please provide TEN reference | Click or tap here to enter text. |
| Landowner consent | YES [ ]  NO [ ]  |
| Road closure | YES [ ]  NO [ ]  |

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

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| 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

d) Event management plan

e) Risk assessment

Please email to the SAG.