

EVENT NOTIFICATION FORM

Event Details

Event name:

Location of event:

Has this event been held before?

Yes No

If 'Yes', is it the first time you've organised the event?

Yes No

Please attach a site plan with your completed form.

Is the event to be held on public land?

Yes No

Is the event wholly or mainly in the open air?

Yes No

Event date(s)

Start date:

Finish date:

Start time:

Finish time:

Date(s) for set-up / clean-up

Start date:

Finish date:

Start time:

Finish time:

Estimated total number of people attending the event (include spectators, volunteers, staff etc):

Estimated number of people attending the event at any one time (include spectators, volunteers, staff etc):

Details of the person who is responsible for health and safety, noise control and overall running of the event, unless otherwise stated:

Name:

Mobile no:

Email:

Description of activity at your event

This section is very important to your application. It helps us to ensure you will have a successful and well-run event. If any of these details change it is up to YOU to inform us.

Description of activity (please note it may be easier to attach a full programme of activities to the application in order to speed up the process):

RISK ASSESSMENTS MUST BE CARRIED OUT FOR YOUR EVENT

Are there **Risk Assessments** available for your event? Yes No

If 'Yes', please provide copies.

If you are unsure as to this term, further information, including a risk assessment template visit www.lincolnshireprepared.co.uk and click on 'Lincolnshire Event Safety Partnership.'

Are **First Aid** facilities and/or personnel available at the event? Yes No

If 'Yes', please provide the following information.

Name of the organisation(s) providing the medical cover:

Contact name for the lead provider:

Contact number for the lead provider:

Is the organisation registered with the Care Quality Commission? Yes No

What level of cover is being provided? (See below)

Item	Number
Ambulances	
First Aiders	
Paramedics	
Doctors	
Nurses	
Emergency Care Practitioners	

Is **Fire Fighting Equipment** (FFE) provided on site? Yes No

If 'Yes', please provide full details.

Will there be **Volunteer Marshals / Professional Paid Event Stewards** working at your event? Yes No

If 'Yes', please provide the following information:

Name of operator / supplier:

Number of marshals / stewards:

Training / Qualifications:

Contact name: Contact number:

Will there be **Security** at your event? Yes No

If 'Yes', please provide the following information:

Name of operator / supplier:

Number of security officers:

Qualifications / Security industry accredited:

Contact name: Contact number:

Please provide full details of the provisions in place for **Disabled People** at your event.

Please provide full details of the provisions in place for **Lost/Found Children and Vulnerable Persons** at your event.

Do you have a **Lost /Found Children and Vulnerable Persons Policy**? Yes No
If 'Yes', please provide a copy.

Do you have **Public Liability Insurance** cover in place for your event? Yes No
If 'Yes', please provide a copy of your insurance certification and schedule when you submit this form.

If you are organising a public event you will need to have public liability insurance cover in place (at least £5m cover).

Do you plan to use the **Public Highway** at your event? Yes No
If 'Yes', please provide full details:

Are you applying for a road closure? Yes No
If 'Yes', please provide copies of your traffic management and signage plans.

Will there be any **Traffic** on-site during your event? Yes No
If 'Yes', please provide full details of parking facilities provided or arrangements that are in place.

In the event of adverse weather or an emergency, do you have a **Contingency Plan** in place? Yes No
If 'Yes', please provide full details:

Health and safety at your event

Will you be having any of the following at your event? (Please tick)

	Yes	No
Fireworks/Pyrotechnics		
Bonfires/Barbecues		
Portable generator/Power supply		
Petrol / Petroleum spirit		
Fairground equipment If 'Yes', please advise exactly what equipment is to be on site (use a separate sheet of paper if necessary):		
Inflatables (e.g. bouncy castles) If 'Yes', please advise exactly what equipment is to be on site (use a separate sheet of paper if necessary):		
Marquees/Tents/Gazebos		
Portable staging If 'Yes', please provide full details (use a separate sheet of paper if necessary):		
Temporary grandstands		
Market stalls		
Barriers/Fencing		
Overnight Camping		
Motor vehicles (stationary)		

	Yes	No
Carnival/Procession		
Animals, if 'Yes' , please provide further details in box below		
Other sports		
Water activities (e.g. foreshore boat, berthing facilities)		
Aerial activity (e.g. kite flying, aeroplanes, helicopters)		
Other (please specify):		

Will you be having any of the following activities playing a substantial part in your event?

	Yes	No
Live Music		
Recorded Music		
Dancing		
Performance of plays		
Films		
Boxing/Wrestling		
Will you be using a public address system at your event?		
Will you be applying for a charitable street collection licence?		
Will you be applying for a street trading licence?		
Will you be providing or supplying alcohol? If 'Yes' , please give details:		

If you answered 'Yes' to any of the questions in the table above, please contact East Lindsey District Council's Licensing Team on 01507 613011

Will you be providing or selling food? Yes No

If 'Yes', please give details including any names of operators/suppliers and their contact details.

Do you require water at your event? Yes No

If 'Yes', how do you intend to supply it?

Please note that food hygiene legislation applies to any activity that involves handling food and drink.

Please detail your plans for recycling at your event (use separate sheet at back of form if necessary):

How will the remaining litter be removed from the event site and the streets surrounding the event?

Does your event require access to Council run **public toilets**? Yes No

If 'Yes', please contact: East Lindsey District Council's Neighbourhood Services Team on 01507 601111 to discuss your requirements.

PLEASE NOTE: Charges may apply if events require public toilets to be open outside normal opening times.

Noise at your event

The Council, at the same time as wanting to promote events in the East Lindsey District, has a duty of care under the Environmental Protection Act, to prevent noise nuisance. Please be aware that if you are planning on having PA systems, amplified music or any other form of 'noisy' activity, you must, as the Event Organiser, ensure that the level of noise is monitored and controlled.

Publicity

Do you give permission for your contact details to be added to a database, for use internally and by members of the public enquiring about the event? Yes No

How are you planning to advertise your event?

Do you plan to display directional signs, banners, posters? Yes No

If 'Yes', please indicate where you will be doing so.

PLEASE NOTE: Lincolnshire County Council (LCC) Highways request that posters, banners, etc, are not positioned on street furniture, roundabouts, pedestrian crossings or railings along the public highway.

If you do this and LCC Highways become aware, the items will be removed.

Your details

Name (please print):

Signature: Date:

Address (including postcode):

Telephone No: Mobile No:

E-mail:

Name of Organisation represented:

Position within Organisation (if applicable):

Additional information

Checklist

Have you included the following documentation:

- Event Site Plan / Layout
- Event Risk Assessments (to include set up, the event, clear up).
- Lost/Found Child and Vulnerable Persons Policy
- Copies of valid insurance documentation (the documents required need to include certificates and schedules showing details of the name of the insured, a reference / policy number, the level of insurance (public liability insurance cover to be no less than £5m) and the period of insurance cover.)

Please return your completed Event Notification Form and additional documentation to:

Magna Vitae Trust for Leisure & Culture, Events Team, c/o Fairfield Enterprise Centre,
Lincoln Way, Fairfield Industrial Estate, Louth, Lincolnshire LN11 OLS
or email it all to: events@mvtlc.org

*Your information will be processed in accordance with the law, in particular the Data Protection Act 1998.
The information you provide will only be used for Magna Vitae purposes unless we are required by law to do otherwise.*

MV Event Notification V3 0117