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| Event Notification Form **Version 2.0** | Swale BC Logo 2010 |

**What happens to my information?**

Your event notification form, event management plan, site plan, risk assessment and public liability certificate will be sent to the Events Safety Advisory Group for review and any advice and guidance referred back to you. The Events Safety Advisory Group consists of representatives from various departments at your local authority, Kent Police, Kent Fire and Rescue Service, SECAMB, NHS and KCC Highways. Your information will not be passed on to any other party without your prior consent.

**Time Limits** – The time limit for submitting draft event documentation to the Safety Advisory Group is 14 weeks in advance of your event and all final event documentation 4 weeks in advance of your event. Any delays to these timescales may affect the advice and guidance given by the agencies listed above.

## Contact Information

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| **Name of event organiser** |  | |
| **Organisation** |  | |
| **Registered charity** | Yes  No | If yes please provide number: |
| **Street Address** |  | |
| **Postcode** |  | |
| **Telephone Number** |  | |
| **Mobile Number** |  | |
| **E-Mail Address** |  | |

## Your Proposed Event

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Event Name** |  | | | | |
| **Date(s) of event** | Start date |  | End date |  | |
| **Proposed times of event** | Start time |  | End time |  | |
| **Location of event** |  | | | | |
| **May the details supplied in 2 above be used for publicity purposes or given to interested parties?** | | | | | |
| 1. Yes  No 2. If yes, which name and contact details can we release? | | | | | |
| **Who owns the land?** | Local Authority  Parish Council  KCC  Privately Owned  Other…………………………………………………………………………………………  ………………………………………………………………………………………………………. | | | | |
| **Has the event taken place before?** | Yes  No | If yes, please state when: | | | |
| **Description of Event** |  | | | | |
| **What is the anticipated maximum number of people attending the event at any one time (include all staff and performers)?** | | | | |  |

## Road Closures – *You will also need to fill in the Event Management Plan and Risk Assessment to get your road closure.*

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| **Are you requesting any road closures?** | Yes  No (go to section 4) |
| **If yes, please tell us why you feel that your event requires a road closure** |  |
| **Please select as appropriate the reason for the road closure. This helps us to determine which piece of legislation the road can be closed under. In most cases, the road can be closed under the Town Police Clauses Act, which means the notice will be issued by your local authority.** | Procession  Rejoicing  Illumination  Street thronged or liable to be obstructed  Other (please explain below) |
| **If above you selected other please explain what will be happening at your event** |  |
| **Please list ALL roads that you wish to close for your event and include the extent of the closure with either a brief description or a map.** |  |
| **Before a road closure can be approved the following documents MUST be submitted to your local authority and approved by KCC Highways Authority. Please note that a minimum notice period may be required by KCC.**   * **A copy of valid Public Liability Insurance** * **Health and Safety Risk Assessments** * **Signage Schedule** * **Plan of diversion route (if applicable)**   **Please note KCC Highways require 12 weeks’ notice of any road closures for coordination purposes.** | |

## Street cleansing and waste management,

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| --- | --- | --- |
| Will your event require additional street cleansing? | Yes | No |
| Will your event require the use of public toilets? | Yes | No |

## Parking

|  |  |  |
| --- | --- | --- |
| Will your event require the use of a car park? | Yes | No |
| Will your event require the suspension of parking bays? | Yes | No |

## Utilities

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| --- | --- | --- |
| Will your event require an electricity supply? | Yes | No |
| Will your event require a water supply? | Yes | No |

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| What activities might there be at Your Proposed Event?*Please check boxes as appropriate (activities are in alphabetical order).* |

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| --- | --- | --- | --- |
| Animals | Aircraft / parachutists | Archery / shooting | Balloon launch |
| BBQs | Bonfires | Boot Fair | Carnival procession |
| Coconut shy or other stalls | Dance performance | Electricity | Fairground rides |
| Fireworks | Food/drink concessions\* | Foreshore / berthing | Free admission to event |
| Gambling\* | Gas | Hot air balloons | Indoor sporting events |
| Inflatable’s / bouncy castles | Lasers/strobe lighting | Live entertainment\* (e.g. amplified music) | Lotteries/raffles\*  At the time of the event |
| Lotteries/raffles\*  Sold before the event | Market/Charity stalls | Motor vehicles (including motorbikes & scooters) | Plays / Films |
| Pyrotechnics/  special effects | Re-enacting groups | Sale of alcohol\* | Sale of food or drink between 23:00 – 05:00\* |
| Sporting Events | Street collections/  charity collections\* | Street Party | Ticket Sales\* |
| Temporary Structures (i.e. Marquees, staging, gazebos) | Train rides | Drones | Other: |

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| **Notes Section / any further comments:** |
|  |
| **Temporary Event Notice** |
| All activities marked with an (\*) indicate licensable activities that may require a temporary event notice, which you will need to apply for separately. A temporary event notice is a notification to the licensing authority that an individual intends to carry on licensable activities for a period not exceeding 168 hours.  Licensable activities include: Sale and Supply of Alcohol  The provision of late night refreshments to the public  Regulated entertainment  A temporary event notice application must be sent to the licensing authority and the police at least 10 working days in advance of a planned event. Please ensure that you have the necessary licenses in place. |
| What happens next? |
| Additional documentation could be requested in terms of Event Management plan, Risk assessments and Traffic management details. These documents should be submitted along with a copy of your public liability insurance (minimum £5million cover)  Once we have received your event notification form, we will be in touch to notify you if the land you have requested is available for hire (if event is being held on council property) on the date(s) provided. We will then book the land for you on a provisional basis.  Once all paperwork has been received and agreed by the Events Safety Advisory Group will a definite booking be made and permission to occupy the land granted.  We recommend that you contact your Parish or Town Council and Ward Councillor to notify them about your event. Details of your Parish/Town Council and Ward Councillor can be found on the Swale Borough Council website. www.swale.gov.uk/council |

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| **Name (printed)** |  |
| **Date** |  |

If you have any queries regarding completing this form please contact [events@swale.gov.uk](mailto:events@swale.gov.uk) or telephone 01795 417619

**Please keep a copy of this form for your own records.**