

## *Breckland Safety Advisory Group* **EVENT NOTIFICATION FORM**

This Application Form should be completed (in BLOCK letters) by the person who is responsible for the Event and Planning. It should be submitted in plenty of time to ensure that the Safety Advisory Group members can provide as much advice and information as possible in advance, but no later than 28 days before the event.

Date(s) of Event

Day(s)

Type of Event and Description (i.e. sponsored walk, fun run, gigs, charity events, concerts, festivals, carnival etc.)

Event Manager/Organiser/Hirer/The Client (s)

Name	Address & Post Code	Daytime/Mobile Tel. No., Fax No. Email address

Location/Address of Event (Please give all addresses if more than one location)

Venue Owner/Address	Venue Address/Telephone No.

(If possible, please enclose a copy of a location plan, especially if the premises or land is not generally referred to by a postal address/postcode)

IS YOUR EVENT BEING HELD OUTSIDE?    YES/NO (delete as appropriate)

**Attendance:**

Numbers Attending	
Age range/Profile of those attending	
Time of Event (Start & Finish)	
Are you charging for admission?	

**Health and Safety** (delete as appropriate)

Have you carried out a risk assessment(s) of your Event? YES/NO

Have you carried out a fire assessment(s) of your Event? YES/NO

Name and Address of the nominated Event Safety Officer:

Name	Address & Postcode	Daytime/Mobile Tel. No., Fax No. Email address

**Additional Information** (delete as appropriate)

Is your Event going to serve alcohol? YES/NO

Is your Event going to have Regulated Entertainment? YES/NO

Is your Event going to be publicly advertised? YES/NO

Is your Event going to serve food? YES/NO  
If, Yes, what type?

Is your Event going to have music or dancing? YES/NO

Is your Event going to have to be licensed? YES/NO

Is your Event going to have temporary structures? YES/NO  
If YES, type, location & numbers?

Is your Event going to have public/product liability insurance cover? YES/NO

Is your Event going to onto the Public Highway? YES/NO  
If YES, likely to require road closure(s)?

Has this event been organised before? YES/NO  
If YES, where? Date?

Have you started to produce an "Event Management Plan"? YES/NO

Have got in principle agreement to hold your event from the landowner? YES/NO  
If Yes, who is the landowner? If No, please seek landowner permission?

## Breckland Safety Advisory Group

The role of the recently established Breckland Safety Advisory Group (SAG) is to promote good standards of safety at all public events in the district and ensure best practice is followed.

Key objectives of the group are to:

- Ensure as far as possible that risk to public safety is minimised for all large scale public events
- Maintain an overview of forthcoming events within the Breckland District area
- Act in an advisory capacity to both the organiser of an event and other agencies/ individuals involved
- Provide a forum within which the Local Authority and other agencies may develop a co-ordinated approach to spectator safety
- Advise and develop generic risk assessments/best practice where appropriate
- Ensure that there are in existence agreed contingency plans for dealing with major incidents

The Breckland SAG is chaired by the Council's Principal Licensing Officer. Core members of the group include officers from:

- Norfolk Constabulary
- Norfolk Fire & Rescue Service
- East Of England Ambulance NHS Trust
- Norfolk County Council Highway Authority
- Breckland Council Emergency Planning
- Breckland Council Environmental Health
- Breckland Council Licensing
- Breckland Council Environmental Services
- Breckland Council Communications Team

A range of Guidance material, including an Event Management Plan template can be downloaded free-of-charge via:

**[www.breckland.gov.uk/content/breckland-safety-advisory-group](http://www.breckland.gov.uk/content/breckland-safety-advisory-group)**

**Please use this space to add any further details in connection with your proposed event or additional information to the answers you have already supplied, where relevant.**