Event Safety Advisory Group

If you are planning on holding an event, or one which involves a large gathering of people, our Event Safety Advisory Group (ESAG) would like you to provide basic details of your event by completing this form. This will allow the council, emergency services (police, fire and ambulance) and highways to assist with their planning and provide you with advice on a range of issues, including safety, street closures and licences required.

Please complete and return the form as soon as possible and send to [licensing@huntingdonshire.gov.uk](mailto:licensing@huntingdonshire.gov.uk)

Use additional sheets if necessary. Please do not wait until the details of your event are finalised.

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| **Event Details** |
| Event name: |
| Event duration:  Start (date/time):  End(date/time): |
| Event site address:  Postcode: |
| Event website address: |
| Is the event being held on council land? Yes ☐ No ☐ |
| Has permission for hire of land been requested? Yes ☐ No ☐ |
| Time and date of occupation (set-up): |
| Time and date of occupation (take-down): |

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| Please state the maximum number of people at any one time that you intend to allow to be present during the event.  Public:  Staff:  Performers:  Volunteers (if applicable):  Total: |
| Target audience age and range: |
| Please provide details of the event below including any other relevant details: |

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| **Temporary structures**  Please provide details of any temporary structures, including size and details of providers below: |
| **Inflatables**  Will you be hiring inflatable attractions for the event? (for example, bouncy castle) Yes ☐ No ☐  If yes, please provide details, it will be expected that such structures will be included within your risk assessment. |
| **Insurance**  Please provide details of insurance cover below including Public Liability / Third party risks and attach a copy of certificate, where available: |
| **First Aid Provision**  Have you undertaken a medical risk assessment? Yes ☐ No ☐  If yes, please provide contact details of supplier and numbers: |
| **Security/Stewards/Marshalls/Crowd control**  Are you planning to engage security stewards? Yes ☐ No ☐  If yes, please give details of the company employed and numbers to be deployed: |

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| **Alcohol**  Will alcohol be available on site? Yes ☐ No ☐  If yes, please provide full details: |
| **Performances**  Will the event include: public dancing/karaoke/live bands/disco? Yes ☐ No ☐  If yes, please provide full details: |

# Event activities (optional)

Please tick the appropriate activities you intend to utilise or permit at the event. The provision of an event timetable would also be helpful. We will expect you to cover these activities in more detail in your risk assessment:

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| Fireworks/pyrotechnics ☐ | Live music ☐ |
| Carnival/procession ☐ | Live entertainment ☐ |
| Fairground equipment/rides ☐ | Lost child point ☐ |
| Aircraft ☐ | Horses/donkeys, other animals ☐ |
| Parachutists ☐ | Re-enactment groups ☐ |
| Hot air balloons ☐ | Living history or other ☐ |
| Balloon launch ☐ | Toilets ☐ |
| Inflatables ☐ | Drinking water on site ☐ |
| Motorcycles ☐ | Food/drink concessions ☐ |
| Other motor vehicles ☐ | Power supply ☐ |
| Portable generator ☐ | Barbecue ☐ |
| Bonfire ☐ | Portable staging ☐ |

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| Fireworks/pyrotechnics ☐ | Live music ☐ |
| Market stalls ☐ | PA system ☐ |
| Camping ☐ | On site communications ☐ |
| Water related activities ☐ | Barrier/fencing ☐ |

Other (please specify):

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| **Environment** |
| **Public rights of way**  Please state whether there are any footpaths, bridleways or roads that are normally open to the public affected or used as part of the event? |
| **Directional signage**  Please state whether you are proposing to make use of directional signing on the highway to direct the public to the event? |
| **Road closures**  Please state whether or not you anticipate the need for any road closures or traffic diversions: |
| **Parking on the highway**  Please state whether or not you have made any considerations for the restriction or control parking on the highway in the vicinity of your event? |
| **Parking (location)**  Where are you expecting the majority of the public to park? |
| **Parking (spaces)**  Please state the amount of allocated parking spaces for the following: Event staff:  External staff:  Public:  Total: |

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| **Vehicle movements**  Please state whether any vehicles will be driven across anything other than roads? Yes ☐ No ☐  If yes, please state what type of vehicles, for what purpose and how many? |
| **Toilets**  Please state whether there will be toilets available on site / premises Yes ☐ No ☐  If yes, please provide details of the facilities, and if applicable any details of providers:  If no, please provide details of suitable alternative (for example, existing onsite public toilets): |
| **Other details**  Please provide any other relevant details of the event, which may be detrimental to the environment and/or surrounding environment of the site/premises: |

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| **Contact details** |
| **Your details:**  Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other: |
| Surname:  Forename(s): |
| Address:  Postcode: |
| Email: |

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| Telephone numbers Daytime:  Evening:  Mobile:  Fax: |
| Alternative contact details (if you provide alternative contact details, we will use these in preference to those provided above): |
| **Event manager details**  Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other: |
| Surname:  Forename(s): |
| Address:  Postcode: |
| Email: |
| Telephone numbers Daytime:  Evening:  Mobile:  Fax: |
| Alternative contact details (if you provide alternative contact details, we will use these in preference to those provided above): |

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| **Document checklist – the following documents have been enclosed** |
| At least one copy of the risk assessment for the above listed event. ☐ |
| Copy of standalone fire risk assessment. ☐ |
| At least one copy of the site plan for the above listed event. ☐ |
| Details of insurance that will cover the above listed event, employees, public, and value. Including all relevant certificates and documentation. ☐ |
| Details of medical/first aid cover that will be present at the above listed event. ☐ |
| All details of any company that is providing staff for the event including stewarding, security etc. ☐ |
| Any/all licences details relevant to the above listed event and/or premises. ☐ |
| Any other management control documents. ☐ |

# Privacy Notice

All personal information that you provide us is managed in accordance with our Privacy Policy. Please visit the [Privacy Notice for Community - Regulation and](https://www.huntingdonshire.gov.uk/licensing/community-regulation-and-enforcement-privacy-notice/) [Enforcement](https://www.huntingdonshire.gov.uk/licensing/community-regulation-and-enforcement-privacy-notice/) on our website where you can find out information about how we handle your information and your rights of access.

# Declaration

I confirm that the above details are correct and that I am over 18 years of age. I also confirm that any/all licences have been and/or will be applied for prior to the event.

Signed:

Print name:

Date: