

Event Notification Form



The event notification form aims to help you run your event safely and legally by making sure that you have the necessary permissions and that you comply with any relevant legislation. It will prompt you to identify the key areas involved in running your event. Many of the questions require yes/no answers, please delete as required.

If you answer 'yes' to some of the questions, you can follow the links through to various websites to establish whether any additional information is required. In many cases events may not need permissions or licences.

If you are planning a large scale event, it will need to be considered by the Exeter Safety Advisory Group. This group includes representatives from Exeter City Council, Highways

and the Emergency Services. They will provide advice on your event management plan, which must include your Event Risk Assessment.

A Health and Safety Executive (HSE) website provides free guidance, advice and access to resources for running an event safely. Click here for more details: www.hse.gov.uk/event-safety/index.htm

Other detailed guidance and advice is available through a subscription to a regularly updated document service called The Purple Guide. The Purple Guide costs £25 per annum and can be obtained at: www.thepurpleguide.co.uk

Your attention is drawn to the Checklist at Section 15 of this form.

1. Event Organisers Details

Event Name:

Organisation applying:

Charity number (if applicable):

Name of event organiser (person or people responsible for health and safety, noise control and overall running of the event on the day):

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Address for correspondence:

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Contact number prior to event:

Contact number during the event:

Email address:

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2. Location of Event

Address:

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3. Event Dates and Timings

Set up From: / / To: / / Number of Days: Times (daily):

Open to Public From: / / To: / / Number of Days: Times (daily):

Take down From: / / To: / / Number of Days: Times (daily):

4. Description

Please give a short description of what the event is about.

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Is your event part of a wider festival or are there other events being held or marketed in association with it? If so please give details.

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How many visitors do you expect to the overall event?:

5. Council Property including Public Open Space

Is the event being held on Exeter City Council property? Yes No Unsure

If 'Yes' please provide details¹ and a site plan

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If 'No' please identify owners:

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Important note:

Exeter City Council Standard Conditions forbid fly-posting around the city. A copy of our Standard Conditions for granting of permission for organised use of council owned land is available by telephoning **01392 265890**

¹ Fees and charges for use of Exeter City Council Sites are available from:

- For Parks and Open Spaces telephone 01392 265890
- For The Matford Centre telephone 01392 665480
- For Piazza Terracina and Transit Shed telephone..... 01392 271611 / 265206
- For events on the river or the canal telephone..... 01392 265791

6. Waste

How will the litter and waste produced at the event be managed?

What toilet facilities will be provided?

7. Traffic Management

Have you considered traffic, transport or parking plans for your event? Yes No

If 'Yes', please attach details with this application. For larger events you will be expected to supply a Traffic Management Plan. For guidance on what information is required visit the Special Events page on the Devon County Council website: new.devon.gov.uk/roadsandtransport/make-a-request/special-events/

Will your event require a road closure? Yes No

For more information visit the Temporary Traffic Orders for Events page on the Devon County Council website:

new.devon.gov.uk/roadsandtransport/make-a-request/special-events/temporary-traffic-orders-for-events/

(please note it requires 12 weeks to process a road closure application)

Is the event being held on the highway? Yes No

If yes please provide details

Will your event affect public transport routes? Yes No

Have you consulted with the bus companies? Yes No

If 'Yes' please provide details

Do you wish to erect bunting / banners on the highway? Yes No

For more information visit the Banners and Decorations website page on Devon County Council website:

new.devon.gov.uk/roadsandtransport/make-a-request/banners-and-decorations/

Exeter City Council can provide a quotation for Cleansing Services and Bin Emptying.

Telephone **01392 265010** for details.

8. Medical Provision

Organisation providing cover:

Contact name:

Contact telephone number during event:

Email address:

Number of paramedics attending: Number of doctors attending:

Number of first aiders attending: Number of ambulances attending:

Note: All accidents at events on Exeter City Council land must be reported to the Council.

Telephone 01392 265456 to report an accident on Exeter City Council land.

9. Event Type

Commercial event	Yes	No
Not for profit event	Yes	No
Registered charity event	Yes	No
Unregistered charity event	Yes	No
Will all income raised go to the charity concerned? ³	Yes	No

³If 'Yes', click [here](#) If you plan to raise money for charity at your event you may need to apply for a street collection permit from our Licensing Department.

10. Catering

Are you having any catering at your event?	Yes	No
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If you are planning to sell your own food at the event, Environmental Health and Licensing can give you advice about how to do so safely. Telephone 01392 264147 to speak to a member of the team.

For larger events, The Chartered Institute of Environmental Health has produced National Guidelines for Outdoor and Mobile Catering; this publication is free to download from www.cieh.org and contains a number of checklists to help you manage food safety.

If you intend to use outside caterers, you can check their food hygiene rating at ratings.food.gov.uk. Caterers rated 3 or higher were broadly compliant with food hygiene legislation at the time of their last inspection; those rated 4 or 5 had good or very good hygiene respectively.

At least 14 days before the event, please provide a list of outside caterers and the type of food sold to environmental.health@exeter.gov.uk.

12. Licensable Activities (continued)

Recorded Music	Yes	No
Performance of Dance	Yes	No
Anything similar to live/recorded music or dance	Yes	No
Supply of alcohol	Yes	No
Provision of late night refreshment (hot food/drink between 11pm and 5am)	Yes	No
Charitable Collections	Yes	No
Gambling (e.g. casino, betting, bingo, poker, lottery)	Yes	No
Adult Entertainment (e.g. lap-dancing, nudity)	Yes	No

Planned Activities:

13. Trading Stalls

If your event includes stalls selling items then you also need to apply for a Yes No
Market Consent by emailing: markets@exeter.gov.uk or calling **01392 665480**

14. Firework Displays & Bonfires

Times of Firework Display

From: To:

Estimated Bonfire Duration

From: To:

15. Live and Amplified Music

If your event includes live and /or recorded amplified music, you will need to put measures in place to prevent any potential noise nuisance. The Noise Council's Code of Practice on Environmental Noise Control at Concerts (downloadable from the Chartered Institute of Environmental Health's website) provides further guidance; for larger events you may need to employ the services of an acoustic consultant to produce a suitable noise management plan.

16. Activities

Details			Office Use
Event venue	Indoor	Arena, stadium or Circus**	
	Outdoor; with defined boundaries	Outdoor; widespread or street	
Event activities (tick all that apply)	State occasion or VIP visit	Classical, folk or theatrical performance	
	Athletics or sport	Fetes or fund raisers	
	Pop, rock or dance event	Food & Drink show	
	Horticultural show	Agricultural show	
	Parade or carnivals	Fireworks display / pyrotechnics	
	Aviation sport and display	Motor sport and display	
	Marine or waterway event	Celebrations or party	
Expected numbers per day	Less than 500	501 – 1,000	
	1,001 – 3,000	3,001 – 5,000	
	5,001 – 10,000	More than 10,000	
Audience accommodation	All seated	Mixed (at least 50% seated)	
	Standing or Active		
Audience age and profile	Families	All ages, not in family groups	
	Mainly adults	Mainly children and young people	
	Mainly elderly	Conflicting or rival factions	
Time of Year	Spring or autumn event	Summer or winter event	
Additional factors (score all that apply)	Queuing over one hour	Parking on site	
	Livestock	Temporary structures (inc marquees)	
	Onsite catering	Overnight camping	
	Traffic movement in crowd area	Helicopter operations	
	Dangerous goods storage and use (inc gas bottles for catering)		
	On or beside open water (river/canal)	Bouncy castle or sideshow	
	Funfair rides	Alcohol available	
Distance from A&E facility*	Under 5 miles	5 – 10 miles	
	Over 10 miles		

* Royal Devon & Exeter Hospital EX2 5DW

** In addition to the general requirements of the Performing Animals (Regulations) Act 1925 Part I (para.2), Exeter City Council strictly prohibits any live animal circus performance to take place on its land.

17. Safeguarding Children

Consider provision for children, even if the event itself is not necessarily aimed at them, as children may accompany adults. Publicity material should indicate whether the event is suitable for children and if an adult needs to accompany them; or if children under a certain age are not allowed entry. Information about safeguarding children at events is in Part 22 of the Purple Guide.

18. Checklist – have you attached:

Have you completed all the sections as best you can?	Yes	No
Copy of your organisations Public Liability Certificate (minimum of £5 million) – check your exclusions!	Yes	No
Risk Assessments (containing Fire Risk Assessment)	Yes	No
Event Safety Plan (containing Emergency Fire Action Plan – Fire)	Yes	No
Road Closure Application (if applicable)	Yes	No
Route / Location Maps (if applicable)	Yes	No
Traffic, transport or parking details or Traffic Management Plan (if applicable)	Yes	No
Event Management Plan (if applicable)	Yes	No

Please return all of the above to: Environmental.protection@exeter.gov.uk

If you are unable to send by email, please post to Environmental Health and Licensing, Exeter City Council, Civic Centre, Paris Street, EX1 1RQ

The information in this form will be used solely for obtaining permission to hold an event and will remain secure. Information will not be shared with any other organisation that is not involved in the event application process.

19. Agreement to terms and conditions of use.

I / We are the Event Organiser(s).

I / We have obtained the relevant terms and conditions of use for Exeter City Council land for this event.

I / We agree to the terms and conditions for use of Exeter City Council land at this event and that the information provided here is true and correct to the best of my/our knowledge.

Signed Signed

Date

Useful Contacts List

Devon & Cornwall Police Middlemoor HQ, Exeter EX2 7HQ www.devon-cornwall.police.uk	08452 777444	British Red Cross Event Services Bradbury House, Apple Lane Sowton Industrial Estate, Exeter EX2 7HA www.redcross.org.uk/devon	0845 3315000
Devon & Somerset Fire & Rescue Service Service Headquarters Clyst St George, Exeter EX3 0NW www.dsfire.gov.uk	01392 872200	Exeter City Council Civic Centre, Paris Street Exeter EX1 1RQ exeter.gov.uk	01392 277888
South Western Ambulance Service Trust Headquarters Unit 3 Abbey Court, Sowton Industrial Estate, Exeter EX2 7HY www.swast.nhs.uk	01392 261500	Cleansing Services	01392 265010
St John Ambulance Harry Crook Centre, Raleigh Road, Bristol BS3 1AP www.sja.org.uk	0117 9786052	Environmental Health Licensing Public and Green Spaces Markets and Halls	01392 265193 01392 265702 01392 265370 01392 665480