****

**NORTHUMBERLAND SAFETY ADVISORY GROUP (SAG).**

**WHAT IS THE SAFETY ADVISORY GROUP**

The Northumberland Safety Advisory Group is operated by the Public Protection Service of Northumberland County Council and includes 17 internal and external partner agencies and services including (Northumbria Police, North East Ambulance Service and the Council’s Highways Service and Licensing Team). A full list of agencies and their contact details can be found at the end of this document.

SAGs provide a forum for discussing and advising on public safety at an event. They aim to help organisers with the planning and management of an event and to encourage cooperation and coordination between all relevant agencies. They are non-statutory bodies and so do not have legal powers or responsibilities and are not empowered to approve or prohibit events from taking place. Event organisers and others involved in the running of an event, retain the principal legal duties for ensuring public safety.

**WHAT WILL HAPPEN TO YOUR EVENT NOTIFICATION FORM**

Your completed form will be circulated to all SAG members to allow them to consider the event and its potential impact(s). If one or two SAG partners have concerns over an event or wish to provide you with advice they may contact you directly to discuss this. If three or more partners have concerns or where concerns are of a more serious nature you may be invited to a meeting where these can be discussed directly.

**WHAT THE SAG DOES NOT DO**

Some events may require licenses or other forms of consent or permit for example the sale or supply of alcohol or the provision of regulated entertainment under the Licensing Act 2003 or road closures where events take place on a highway.

Similarly, you may require the permission of the landowner to hold an event on their land. In some instances the landowner may be Northumberland County Council.

***The SAG does not deal with the application, processing or issuing of any of these matters however, the advice the SAG gives you may be heavily influenced by whether you have the necessary permissions in place.***

**WHEN TO CONTACT THE SAG**

The amount of advice you require will depend on both the size and complexity of the event and your knowledge and experience in event organisation. It is always better to engage early with the relevant agencies and obtain their advice as the application process for some types of licenses and permits can take several weeks or months.

The Event Notification Form can be submitted at a number of stages in the event planning process. The amount of information provided on the form will determine the type and nature of advise the SAG partners can provide. Forms submitted too early may lack essential details needed to assess the form. Forms submitted too late may leave insufficient time for additional licenses or permits to be applied for should these be identified as necessary. Advise on when to submit the form can be obtained by contacting the SAG chairman on [Liam.Howley@northumberland.gov.uk](mailto:Liam.Howley@northumberland.gov.uk)

**HOW TO RETURN THE FORM**

Please return by **email** to [urban@northumberland.gov.uk](mailto:urban@northumberland.gov.uk) or **post** to:

Public Protection

West Hartford Fire & Rescue HQ

West Hartford Business Park

Cramlington

NE23 3JP Tel: 01670 623782

**IMPORTANT LEGAL INFORMATION**

**Safety Advisory Groups - will not undertake any role associated with the organisation or management of an event and completion and return of this form does not remove the need to obtain the relevant consents and licences, the responsibility for which ultimately rests with the event organiser. By notifying the authority of an event this in no way absolves the organiser from any health and safety responsibility nor does it infer that Northumberland County Council has any responsibility for health and safety in relation to the event.** **Event organisers are strongly recommended to visit the HSE website which gives advice on running events safely**[**http://www.hse.gov.uk/event-safety/index.htm**](http://www.hse.gov.uk/event-safety/index.htm)

**Event Notification Form**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Event title:** | | | | **Start date:** | | | |  | | | |
| **Start time:** | | | |  | | | |
| **Description of event**  E.g. live music, dancing, fun run, picnic, fete etc. Include any temporary structures e.g. stages, stalls, bouncy castles etc. | | | | **End date** | | | |  | | | |
| **Finish time:** | | | |  | | | |
|  | | | | | | | |
| **Is this a new or repeat event? NEW REPEAT**  (if a repeat please provide details of previous events) | | | | | | | | | | | |
| **Event Organiser/Contact:**  **Address:**  **Tel No:**  **Mobile No:**  **E-mail:** | | | | | | | | | | | |
| **Location of Event:** (Please enclose location plan if possible) | | | | | | | | | | | |
| **Has permission been obtained to use the land?**  **Who gave the permission?** | | | | | | | | | | | |
| **Outline of Event:** | | | | | | | | | | | |
| **Nature and extent of publicity:** | | | | | | | | | | | |
| **Number of anticipated visitors/spectators/participants:** | | | | | | | | |  | | |
| **Attendance profile expected: Adults** | | | | | | | | |  | | |
| **Children** | | | | | | | | |  | | |
| **Any special attendance factors?** | | | | | | | | | | | |
| **Will your event have military involvement?**  If so, what will this be? | | | | | | | | |  | | |
| **Does your event involve any of the following activities?** (please specify)  Sale of alcohol  Live or recorded music  Dancing  Any other form of entertainment (Please specify)  Street collections | | | | | | | | | **Y/N**  **Y/N**  **Y/N**  **Y/N**  **Y/N** | | |
|  | | | | | | | | | **Yes** | | **No** |
| **If your event involves any of the above have you applied for a licence?** (please provide details) | | | | | | | | |  | |  |
| **Does your event or any part of it take place on the highway?**  **Is a road closure required?** | | | | | | | | |  | |  |
| **If a road closure is required, please provide the following information (please note completion of this form does not constitute an application for a road closure) :**  **Date:**  **Times:**  **Names of roads to be closed:**  **Reason:**  Further details on road closures can be obtained from the officers below.  **Northern/South East- Kevin Scott on** [**Kevin.Scott@northumberland.gov.uk**](mailto:Kevin.Scott@northumberland.gov.uk)  **Western/Central-Andy Murgatroyd on** [**Andy.Murgatroyd@northumberland.gov.uk**](mailto:Andy.Murgatroyd@northumberland.gov.uk) | | | | | | | | | | | |
|  | | | | | | | | | **Yes** | | **No** |
| **Is the event likely to result in a significant increase in the volume of traffic from visitors to the event?** | | | | | | | | |  | |  |
| **Is there a risk that the additional event traffic will lead to traffic congestions/jams?** | | | | | | | | |  | |  |
| **Does the organisation of the event include plans for the control and management of event traffic?** | | | | | | | | |  | |  |
| **Is there any car parking provided?**  Please provide details | | | | | | | | |  | |  |
| **Will the event include any of the following?** | | |  | | | **Do you intend to undertake an appropriate risk assessment?** | | | | | |
| **Yes** | | **No** | **Yes** | | | | **No** | |
| Temporary grandstands or structures including marquees or tents | | |  | |  |  | | | |  | |
| Temporary electrical or gas supply | | |  | |  |  | | | |  | |
| Fairground equipment | | |  | |  |  | | | |  | |
| Use of pyrotechnics, fireworks or special effects? | | |  | |  |  | | | |  | |
| Provision of food and refreshments | | |  | |  |  | | | |  | |
| Do you intend to use any premises/buildings to provide temporary overnight accommodation? | | |  | |  |  | | | |  | |
| Will you be providing any facilities/land for caravans and camping? | | |  | |  |  | | | |  | |
| **Have arrangements been made for any of the following?** (please provide details) | | | | | | | | | | | |
| First aid | | |  | | | | | | | | |
| Please specify medical provider and level of cover: | | |  | | | | | | | | |
| Communications (two way radio/PA system) | | |  | | | | | | | | |
| Fire fighting equipment | | |  | | | | | | | | |
| Event signage – access routes/car parking | | |  | | | | | | | | |
| Provision of stewards/marshals | | |  | | | | | | | | |
| Provision of door supervisors/security staff | | |  | | | | | | | | |
| Refuse and litter control | | |  | | | | | | | | |
| Welfare facilities (toilets, drinking water) | | |  | | | | | | | | |
| Dealing with lost children | | |  | | | | | | | | |
| Access/Egress for Emergency Vehicles | | |  | | | | | | | | |
| **Has a Safety Event Plan been prepared?**  **If yes please provide a copy** | | | **YES** | | | **NO** | | | | | |
| **Is there a nominated health and safety person?**  **What qualification or experience, if any, do they have in event management?** | | | **YES** | | | **NO** | | | | | |
|  | | | | | | | | |
| **What level and type of insurance, if any, is in place for the event?** (please specify) | | |  | | | | | | | | |
| **What arrangements are proposed if it necessary to cancel the event at short notice?** (e.g. emergency or adverse extreme weather conditions) | | | | | | | | | | | |
| **Is this event:-** | | | **YES** | | | | **NO** | | | | |
| Commercial | | |  | | | |  | | | | |
| Council Event | | |  | | | |  | | | | |
| Community Event | | |  | | | |  | | | | |
| Charity | | |  | | | |  | | | | |
| **For Charity Event:**  Name of Charity –  Charity Registration number –  Will **all income raised** go to the Charity concerned? | | | | | | | | | | | |
| **FOR OFFICE USE ONLY** | | | | | | | | | | | |
| **FOR NORTHUMBRIA POLICE USE ONLY** | | | | | | | | | | | |
| **Date received at Force Resilience Unit** | |  | | | | | | | | | |
| **OIC at Force Resilience Unit** | |  | | | | | | | | | |
| **Will event have an Impact on resourcing/resilience** | |  | | | | | | | | | |
| **Planning Officers recommendations (A) (B) or (C) as below** | |  | | | | | | | | | |

**SAG PARTNERS CONTACT LIST**

|  |  |  |
| --- | --- | --- |
| **Name of Partner** | **Information of Service** | **Email address & Tel No** |
| **Network Management** | For any queries relating to parking, suspension of parking restrictions, parking enforcement, etc | [parkingservices@northumberland.gov.uk](mailto:parkingservices@northumberland.gov.uk) |
|  | For any queries relating to road closures, traffic management related issues around number of attendees, volume of traffic, etc | [roadclosures@northumberland.gov.uk](mailto:roadclosures@northumberland.gov.uk) |
| **A69** | For any queries relating to manage and maintain the A69 Carlisle to Newcastle Trunk Road on behalf of Highways England. This is a type 1 traffic sensitive trunk road in the West area of Northumberland and therefore road space bookings and event coordination is required. | [mgradwell@roadlinka69.co.uk](mailto:mgradwell@roadlinka69.co.uk)  01661 842842 |
| **Police Licensing Officer** | Northumbria Police Licensing Coordinator for Northern Area Command with responsibility for Northumberland. | Neil.kirkpatrick.5588[@northumbria.pnn.police.uk](mailto:stephen.cochrane.5708@northumbria.pnn.police.uk)  101 extension 74546 |
| **Police Operations Department** |  | [fru.events.@northumbria.pnn.police.uk](mailto:fru.events.@northumbria.pnn.police.uk)  0191 4373 613 |
| **Environmental Health, Trading Standards, Commercial Teams** | For any queries relating to: noise levels, age restricted sales, food vendors, health and safety of events etc | [urban@northumberland.gov.uk](mailto:urban@northumberland.gov.uk)  01670 623782 |
| **Fire & Rescue Service** | For any queries: responsible for assuring that the correct fire precautions are in place for events hosted in the Northumberland County area | [FireSafety1@northumberland.gov.uk](mailto:FireSafety1@northumberland.gov.uk)  01670 621140 |
| **Countryside and Green Spaces Manager,** | For any queries relating with the management of parks and green space owned and managed by the County Council. | [Jimmy.Reith@northumberland.gov.uk](mailto:mike.jeffrey@northumberland.gov.uk)  01670 620048 |
| **Licensing** | For any queries relating to TENS or event licences etc | [licensing@northumberland.gov.uk](mailto:licensing@northumberland.gov.uk)  01670 623856 |