

NORTHUMBERLAND

Northumberland County Council

Event Notification Form

Northumberland County Council and partners (Northumbria Police Force & the North East Ambulance Service) operate Safety Advisory Groups (SAG's) across Northumberland, the purpose of which, where appropriate, is to comment on matters associated with events in relation to their impact on the Council and its partners.

By completing this form, an assessment can be carried out to identify if a SAG would be appropriate and to identify if any licences or consents may be legally required to enable the event to take place.

Please return by **email** to urban@northumberland.gov.uk or **post** to:

Public Protection Service
West Hartford Fire & Rescue HQ
Cramlington
Northumberland
NE23 3JP

Please Note:

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 microsite which gives advice on running events safely

<http://www.hse.gov.uk/event-safety/index.htm>

Separate applications have to be made for:

- a road closure
- to obtain permission to hold an event on Northumberland County Council owned land
- alcohol or entertainment etc. licence

For information on these separate applications and other aspects of events please refer to the **Festivals and Events** page on the Council's website

<http://www.northumberland.gov.uk/>)

When to submit an Event Notification Form - If a completed form is submitted more than 3 months before an event some services may not be able to make comment as other unanticipated factors arising in the meantime may affect their capacity to provide their service on the date of the event. **Where possible please do not submit an Event Notification Form more than 3 months before the event.**

Event title:	Start date:	
	Start time:	
Description of event	End date	
	Finish time:	
Is this a new or repeat event? (if a repeat please provide details of previous events)		REPEAT
Event Organiser/Contact:		

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		
	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 required, provide the following information:			
Date:			
Times:			
.			
Reason:			
Some of you will have made your own arrangements to close off the highway in conjunction with your order, For those of you that haven't can you please contact the respective Traffic Management Officer for your area on the following email addresses.			
Northern/South East- Kevin Scott on Kevin.Scott@northumberland.gov.uk			
Western/Central-Andy Murgatroyd on Andy.Murgatroyd@northumberland.gov.uk			
Please can you liaise directly with the suggested point of contact above to organise this, If you have made your own arrangements can you please let the designated officer know A.S.A.P and advise them of your plans			
		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	All road areas will be kept clear of structures to allow vehicles on site	
Has a Safety Event Plan been prepared? If yes please provide a copy (the Safer Events Guidance Document will assist in your completion of your plan)		
Is there a nominated health and safety person?	YES	NO
What qualification or experience, if any, do they have in event management?		
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 <u>all income raised</u> 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	
FOR NORTHUMBERLAND COUNTY COUNCIL USE ONLY	
Date of NCC SAG	
No further action	
Specific SAG partner(s) input – Which partners?	
Full SAG Proposed (Reasons and partners)	
Date(s) of full Area SAG meeting	