

Gwinear Gwithian Parish Council - Event Notification Form

For events that do not require a Road Closure



Our Event Notification Form is designed to support organisers to run events safely, ensure that all of the necessary permissions / licences are in place and that they comply with the relevant legislation through one single point of contact. It will prompt you to consider the key areas involved in running your event.

Many of the questions require yes/no answers, please delete as required.

Timescales: Please note that if you require permission to use Parish Council land for your event you will need to provide a minimum of **12 weeks notice** in order for applications to be processed and permissions to be issued in time for the event.

1. Event Organisers Details	
Event Name	
Organisation applying and 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)	
Address for correspondence	
Contact number prior to event	
Contact number during the event	
Email address	

2. Event timings	Start	Finish
Date of event		
Times of the event		
Do you need additional access to the site for set up and take down of your event? If Yes please provide details		<input type="checkbox"/> Yes <input type="checkbox"/> No

3. Location of Event	
Address	
Postcode	

4. Parish Council Property	
Will the event affect the use of or be held on Parish Council property?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
If Yes or Unsure please provide details	
If No please identify owners	
Please note: For use of Parish Council land you will need to supply a risk assessment and confirmation of public liability insurance (Min of £5 million) together with this Event Notification Form.	

5. Description	
Please give a short description of what the event is about	
<ul style="list-style-type: none"> a) What happens? b) How can visitors take part (activities / side shows)? c) Please tell us about any concessions that you have hired in for your event and provide a location plan detailing where they are going. 	
Please note: please ensure that you advise the Parish Clerk if you make any alterations or additions to your event once you have submitted your Event Notification Form.	
Is your event part of a wider festival or are there other events being held or marketed in association with it? If Yes please provide details	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your event held annually?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How many people (participants and spectators) do you expect at the event overall?	

6. Activities			
	Details	Please Tick	Office Use
Additional factors (score all that apply)	Onsite catering (Mobile / BBQ)		
	Temporary structures (incl. Marquees)		
	Fireworks and/or bonfire		
	Pop, rock or dance event		
	Dangerous good storage and use (incl. Gas bottles for catering)		
	Inflatables / Bouncy castle / Sideshow		
	Funfair rides		
	Other (please give details)		
Distance from major A&E facility (Truro)	Under 10 miles		
	Over 10 miles		
Nearest fire station (Name / town)			
Alcohol available			
Hours of darkness			

7. Licensed Premises	
Are you holding your event in licensed premises?	<input type="checkbox"/> Yes <input type="checkbox"/> No

8. Licensable Activities		
The following activities may require authorisation from the Cornwall Council's Licensing Service. Please indicate whether your planned event will include any of the following activities.		
If you answer 'Yes', please provide further details in the 'Planned Activities' box below.		
Plays or Films	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Live / Recorded Music	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Performance of Dance	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sale / Supply of alcohol	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Provision of late night refreshment (hot food / drink between 11pm – 5am)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Street Trading Stalls	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Charitable Collections	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Gambling (e.g. casino, betting, bingo, poker, lottery)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Planned Activities:		
<p>Please Note : if you have indicated that you are planning any of the above activities then you may need to apply for an additional permit from the Licensing Service. For more information see http://www.cornwall.gov.uk/advice-and-benefits/licenses-and-street-trading/</p>		

9. Waste	
How will the litter and waste produced at the event be managed?	
What toilet facilities will be provided?	
<p>Please note: Organisers have a statutory duty to ensure adequate arrangements are provided to collect and dispose of any waste arising from their event and this must not rely on any normally provided waste management services unless by prior arrangement.</p> <p>If your event is taking place on Cornwall Council land you may be required to provide the following before permission for use of land can be confirmed;</p> <ul style="list-style-type: none"> • A copy of your Waste Carriers Licence • Waste Transfer Notes • Evidence of Commercial Contract 	

10. Medical Provision			
Organisation providing cover			
Contact name			
Contact telephone number during event			
Email address			
No. of paramedics/doctors attending		No. of first aiders attending	
No. of ambulances attending			

11. Catering	
Are you having any catering at your event? If Yes , please list the organisations providing catering at your event	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes , please list the organisations providing catering at your event (if needed please provide information on an additional sheet or covering email)	
You may wish to check your catering providers Food Standards Agency National Food Hygiene Score	

12. Fire Safety		
Have you considered the following as part of your event planning?		
Fire Warning	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Means of escape	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fire Marshalls	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Firefighting Equipment	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Access for Fire Appliances	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Arson	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Assembly Points – for more information see www.cornwall.gov.uk/firesafetyguides	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the event being held in licensed premises?	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
If Yes , have you calculated maximum occupancy levels? A step by step guide can be found at www.cornwall.gov.uk/fireoccupancy	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
Please note: If you have 5 or more employees for your event or have a licence in force a written Fire Risk assessment is required. Further guidance can be found at www.cornwall.gov.uk/firerisktemplate		

13. Firework Displays & Bonfires (please skip if not applicable)	
Times of Firework Display (Please inform Fire Control on 01872 320205)	to
Estimated Bonfire Duration	to
Location of Fireworks (if different to above event location)	
Name & contact details of company running the display Or Person(s) firing & running the display and appropriate training / experience	
Source of Fireworks	
Delivery Date	
Where are the fireworks stored prior to set up	
Please note: The above information should be readily available as it will help you ensure your display is run safely. The following guidance sets out the minimum standards expected from firework operators, clearly taking into account the size and location of the display.	
<ul style="list-style-type: none"> Organising firework displays – http://www.hse.gov.uk/explosives/fireworks/using.htm Fire Safety – www.cornwall.gov.uk/fireworks A guide to safety for firework display organisers and operators – http://www.hse.gov.uk/pubns/priced/hsg123.pdf 	

14. Event Type		
Commercial event	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Not for profit event	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Registered charity event	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Unregistered charity event	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will all income raised go to the charity concerned?	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
Please Note: If you plan to raise money for charity at your event you may need to apply for a street collection permit from Cornwall Council. Further details can be found at http://www.cornwall.gov.uk/advice-and-benefits/licences-and-street-trading/street-collections-licence/		

15. Traffic Management	
<p>Have you considered traffic, transport or parking plans for your event?</p> <p>Please note: For large events you will be expected to supply a Traffic Management Plan to Cornwall Council – for more information see www.cornwall.gov.uk/eventtrafficplan</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Will your event require a road closure? If Yes, please complete the Event Notification Form Including Road Closure instead – for more information see www.cornwall.gov.uk/events</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Is the event being held on the road? If Yes, but no Road Closure required, please provide details</p> <p>For more information see www.cornwall.gov.uk/eventonhighway</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Will your event affect public transport routes?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Have you consulted with the bus companies? If Yes please provide details</p> <p>Please note: You will need evidence of consultation with bus operators, provide a clear concise plan of the alternative arrangements agreed with them.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<p>Do you wish to erect bunting / banners on the highway? For more information see www.cornwall.gov.uk/bunting</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

16. Checklist – have you attached:	
Have you completed all the Sections as best you can?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Proof of Public Liability Insurance (Min of £5 million) **	<input type="checkbox"/> Yes <input type="checkbox"/> No
Risk Assessments / Fire Risk Assessment **	<input type="checkbox"/> Yes <input type="checkbox"/> No
Event Safety Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No
Road Closure Application (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Traffic, transport or parking details <i>or</i> Traffic Management Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No
Route / Location Maps (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Event Management Plan (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Waste Carriers Licence / Waste Transfer Notes & Evidence of Commercial Contract	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Please note If you require the use of Parish Council land for your event, you need to give us a minimum of 12 weeks notice. Items marked **must be supplied along with the Event Notification Form in order for Council permission to be issued.</p>	

Thank you for notifying us of your event.

Where to send completed forms:

Please return your completed Event Notification Form along with supporting documents as identified above to: clerk@ggpc.org.uk

If you are unable to send by email, please post to Gwinear Gwithian Parish Council, Unit 3 Bosproval Farm Business Units, 46a Penhale Road, Carnhell Green, Camborne, TR14 0LU.

Please ensure that you advise the Clerk if you make any alterations or additions to your event once you have submitted your Event Notification Form.

What happens next?

Once received by the Clerk, the information will be processed and discussed at the next Parish Council meeting.

Data Protection: The information in this form will be used solely for notifying Parish Councillors and relevant external agencies of your event and will remain secure. Information will be used to help plan for the event to run smoothly with the appropriate requirements in place and will not be shared with any other organisation that is not involved in the event notification process. Under Freedom of Information legislation however, the Parish Council may get asked for copies of this event notification form which we must consider if appropriate for release. However, no personal data, including 3rd party personal data will be released without permission, or any other information that may be subject to a relevant exemption under the Freedom of Information Act (FOIA) or the Environmental Information Regulations (EIRs).