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If you are holding an event within the Burnley Borough Council area, completing our Event Notification Form is a first step which may help 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. It will prompt you to consider the key areas involved in running your event. By providing information about your event we can share it with local organisations such as the Police, Fire and Rescue, Ambulance Service, Lancashire County Council Traffic Management and Burnley Borough Council services and offer advice, support and safety information with regards to the safe running of your event.

Many of the questions require Yes / No answers. For some sections additional links are also provided to the relevant websites or Council website which will help you establish whether you need to provide additional information. For every event there must be a competent person with whom the Event Safety Advisory Group [ESAG] can liaise.

**Timescales:** Please note if you require permission to use council land [including, Public Open Spaces and Car Parks] and /or a Road Closure for the event you will normally 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.

It will be a condition of the permission to use council land and / or having a Road Closure that you complete this form, have it considered by ESAG, take on board advice and information from ESAG, and work in line with the commitments made in the finalised form.

## Section 1 : Event Details

Event Name:

Name of the organisation responsible for the event:

Type of organisation:

(e.g. local council, business, registered charity. Where appropriate, please give such details as your charity registration number)

Event Manager name and contact details:

*This is the person who is responsible for the event and will be in overall charge on the day/s of the event. This person should be on site and contactable for the duration of the event.*

Event Safety Officer contact details:

*This person should be on site and contactable for the duration of the event. This person should have competence to meet the needs of your event. Someone with personal experience and knowledge may be adequate for a small scale event. For large or complex events you may need professional help and advice. If the Event Manager and the Event Safety Officer are the same person, please use this box to give the details of the deputy.*

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## Section 2 : Event Location Details

Location of proposed event (add postcode if known):

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## Section 3 : Council Property including Public Open Spaces and Car Parks

Will the event affect the use of or be held on council property?

If YES, please provide details

If NO, please identify owners

Has the site off the proposed event any significant environmental or physical hazards that should be considered?

*For example a railway, river etc*

If YES, please provide further details

**Please Note:** For use of council land you will need to supply a risk assessment and confirmation of public liability insurance together with this Event Application Form.

## Section 4 : Description

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

b) What happens?

c) How can visitors take part (activities / side shows)?

**Please Note:** please let us know if you make **any alterations or additions** to your event once you have submitted your Event Notification Form – [eventsafety@burnley.gov.uk](mailto:eventsafety@burnley.gov.uk)

Has this event been held before?

If 'Yes' is it the first time you've organised the event?

Is the event to be held on public land?

Is the event mainly in the open air?

**Please attach a  
site plan with your  
completed form**

## Section 5 : Timings

### Event

Dates:  -

Time:  :  -  :

Estimated total number of people attending:

*(inc performers, spectators, volunteers, staff etc)*

Have you any previous experience of organising an event?

Details of the person who is responsible for Health and Safety, noise control and overall running of the event:

Mobile:

### Set-up/Take down

Dates:  -

Time:  :  -  :

Is the event free?  Price: £

**Please Note:** Any proposed entrance fees must be discussed with the appropriate department as compulsory admission charges may not be possible for legal reasons and this includes the sale of programmes

Name:

Email:

Full description of all proposed activity at your event:

*This section is very important to your application. It helps us to ensure you will have a successful and well-run event. If any of these details change it is up to YOU to inform us.*

**Please Note:** It may be easier to attach a full programme of activities to the application in order to speed up the process

## Section 6 : Health and Safety at your event

### Event venue

Indoor	Arena or stadium
Outdoor, with defined boundaries	Outdoor, widespread or street

### Audience accommodation and profile

All seated	Standing or Active
Mixed <i>(at least 50% seated)</i>	Families

### Expected numbers per day

All ages <i>(not in families)</i>	Mainly 16-30 years
Mainly adults	Mainly elderly

### Specific to the event

Portable Toilets [including Disabled]	
Security	Stewarding CCTV
Barriers	Fencing
Parking on site [non-permanent ]	
Lost Children point	
On site communications <i>(PA systems / loudhailers)</i>	
Animal / Livestock <i>(Display with no public contact)</i>	
Animal / Livestock <i>(With public contact)</i>	
Market Stall	Car Boot
Vehicular Parade/Carnival	<input type="text"/>
Pedestrian Parade/Carnival	<input type="text"/>
Food and Drink	Alcohol
Live cooking displays	Food preparation
Onsite catering	<input type="text"/>
Mains Water <i>(Limited supply on some sites)</i>	
State occasion	VIP visit
Commemoration event	
Motor Vehicle Display <i>(Classic car or similar)</i>	<input type="text"/>
Motor Cycles	<input type="text"/>
Pedal Cyclists <i>(including large cycle race event)</i>	
Traffic movement in crowd area	
Temporary structures	<input type="text"/>
Overnight camping	
Lake event	River event
Canal event	Water event
Berthing Facilities	Foreshore boat
Fireworks	Bonfire
Pyrotechnics	Chinese Lanterns

Pop event	Rock event	Dance event
Re-enactment Displays / Living History [other]		
Helicopter operations [including rides]		
Train Hire	Train use	Steam fair Rally

Dangerous goods	<input type="text"/>
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Inflatables	Bouncy castle	Sideshow
Ice rink		
Market Stalls	Car Boot	
Fairground rides		
Coconut shy	Rifle range	
<b>Aerial activity:</b>	kite flying	
	aeroplanes	
	drones	
	hot air balloons	
	parachutists	
	balloon launches	

Portable Generators		
Portable Lighting		
Power Supply		
Mobile Elevated Work Platforms		Cranes
Bungee jumping		Diving activity
Weightlifting	Strongman event	
Circus activities	Fire eating	Knife throwing
Climbing wall[s]	Climbing frames	
Obstacle course	Zip wires	Abseiling
Motor Sport	Stunt Shows	Extreme Sports

Other

Nearest Hospital

Nearest Fire Station

Nearest Police Station

Will you be having any of the following activities playing a substantial part in your event?

Live Music

Will you be using a public address system at your event?

Live Entertainment

Will you be applying for a charitable street collection licence?

Recorded Music

Will you be applying for a street trading licence?

Dancing

Provision of Late Night Refreshment

Performance of plays

*(Supply of hot food and drink to members of the public between 2300hrs and 0500hrs)*

Films

Will you be providing or supplying alcohol, please give details?

Boxing

Wrestling

**Please Note:** If you answered Yes to any of the questions above please contact Burnley Borough Councils licensing department [licensing@burnley.gov.uk](mailto:licensing@burnley.gov.uk) or Telephone 01282 425011.

**Please Note:** A premises licence or temporary event notice may be required if your event includes either the sale of alcohol or the provision of regulated entertainment

## Section 7 : Managing The Risk

# RISK ASSESSMENTS MUST BE CARRIED OUT FOR YOUR EVENT

Are there Risk Assessments available for your event? *(please provide copies)*

If you are unsure about what a risk assessment is please visit [www.hse.gov.uk/risk/risk-assessment](http://www.hse.gov.uk/risk/risk-assessment)

## Section 8 : Contingency and Emergency Planning

You should notify the Police and other appropriate Emergency Services of your event.

	Contacted	By	PRINT NAME	Date
Police [Operational]	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Police [Traffic]	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fire and Rescue	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ambulance Service	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
St. John Ambulance	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Red Cross	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Other:</b>				
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please provide full details of access routes that Emergency Services will be able to use to access any incident at the event?

## Section 9 : Fire Safety

If your event takes place in or around any premises, including temporary structures such as marquees or temporary buildings, you must carry out a specific Fire Risk Assessment. Please note that we advise that marquees are put in place by an organisation which meets the standards of the relevant governing body: [muta.org.uk](http://muta.org.uk)

Here you will identify all fire hazards and the controls you will use to mitigate these risks. It should include a plan of the building or structure involved in the event. Further guidance is available from [gov.uk/government/uploads/system/uploads/attachment\\_data/file/14891/fsra-open-air.pdf](http://gov.uk/government/uploads/system/uploads/attachment_data/file/14891/fsra-open-air.pdf)

Have you completed and attached a Fire Risk Assessment for your event?

**Please Note:** *If a fire risk assessment is not attached it is unlikely the event can be fully considered by the council*

Have you considered the following as part of your event planning?

Fire Warning	Fire Marshalls	Fire Fighting Equipment	Assembly Points
Means of Escape	Arson	Access for Fire Appliances	

Is Fire Fighting Equipment [FFE] provided on site?

If 'Yes', please provide full details.

Will there be Volunteer Marshals / Professional Event Stewards working at your event?

If 'Yes', please provide the following information:

Name of operator / supplier:

Number of marshals / stewards:

Training / Qualifications:

Contact name:

Contact number:

## Section 10 : Medical Provision

First Aid personnel must NOT hold any other roles at the event. First Aid personnel must be suitably qualified to deliver first aid at a public event.

Are First Aid facilities to be provided at the event?

If 'Yes', please provide the following information:

Organisation providing cover

Contact name

Contact telephone number during event

Email address

No. of paramedics attending

No. of first aiders attending

No. of doctors attending

No. of ambulances attending

Has a medical risk assessment been completed?

Score:

## Section 11 : Security

Are First Aid facilities to be provided at the event?

If 'Yes', please provide the following information:

Name of operator / supplier:

Number of security officers:

Qualifications / Security industry accredited [SIA]:

Contact name:

Contact number:



## Section 12 : Disabled Persons

Please provide full details of the provisions in place for Disabled People at your event.

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## Section 13 : Children and Vulnerable Adults - Lost / Found Procedure

It is reasonable that at most events children and / or vulnerable adults may be present. As an organiser you will need to have a formal procedure in place to deal with a lost or found child or vulnerable adult at your event. Please provide full details of the provisions in place for **Lost Children and Vulnerable Persons** at your event.

*Please identify your Lost / Found children point on your site plan*

**Appropriate staffing** - Where non-professional care workers are being utilised to receive such children and vulnerable adults, please the state measures that are in place to protect your staff and the received child / person. E.g. DBS certification checks, no lone working policy etc.

**Please note:** *Lost children personnel cannot have a dual role such as first aid or security*

Do you have a lost children and vulnerable persons policy?

If 'Yes', please provide a copy.

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## Section 14 : Noise at your event

The Council, at the same time as wanting to promote events in the Burnley, has a duty of care under the Environmental Protection Act to prevent noise nuisance. Please be aware that if you are planning on having PA systems, amplified music or any other form of 'noisy' activity, you must, as the Event Organiser, ensure that the level of noise is monitored and controlled. It is the event organiser's responsibility to limit the impact that their event has on the surrounding area and local residents.

## Section 15 : Insurance

Do you have Public Liability Insurance cover in place for your event?

If 'Yes', and your event is on council land or involves a road closure, please provide a copy of your insurance certification and schedule when you submit this form.

**If you are organising a public event you will need to have public liability insurance cover in place (the recommended level of cover is at least £5m).**

If your event is taking place on council land you must also provide a copy of all relevant third party Public Liability/Third Party policies and ensure you have a copy in your event file.

**Please Note:** *If your event is taking place on private land you are advised to ensure that you have adequate insurance protection in place to cover the event. You do not need to submit copies of the documents to the Event Safety Advisory Group.*

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## Section 16 : Catering at your event

Will you be providing or selling food?

If 'Yes', please give details including any names of operators / suppliers and their contact details along with any food certificate score ratings.

You may wish to check your catering providers **Food Standards Agency National Food Hygiene Score**. Please complete the Burnley Council form 'Outdoor or Event Caterer Questionnaire.' This form must be completed and returned to the Councils Environmental Health team at least 14 days before your event. Any queries on this please email [envhealth@burnley.gov.uk](mailto:envhealth@burnley.gov.uk).

If needed please provide information on an additional sheet or covering email

**Please Note:** *Food hygiene legislation applies to any activity that involves handling food and drink.*

How will the remaining litter be removed from the event site and the streets surrounding the event?

## Section 17 : Toilets

What toilet facilities will be provided and how many and location?

Does your event require access to Council run public toilets?

**Please Note:** Charges may apply if events require public toilets to be open outside of normal opening times.

Do you require water at your event?

*(Consider making free drinking water available on site, particularly in the summer months)*

If 'Yes', how do you intend to supply it?

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## Section 18 : Waste

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

Please detail your plans for recycling at your event (use separate sheet if necessary):

How will the remaining litter be removed from the event site and the streets surrounding the event?

**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.

If your event is taking place on Burnley Borough Council land you may be required to provide the following before permission for use of council land can be confirmed:

- A copy of your Waste Carriers Licence
- Waste Transfer Notes
- Evidence of Commercial Contract for waste removal and recycling

## Section 19 : Highway Considerations / Traffic Management

Do you need a closure of a road, street, footpath or public right of way?

Do you plan to use the Public Highway at your event?

Please provide a copy of the route.

Are you applying for a road closure?

Will there be any Traffic on-site during your event?

If 'Yes', please provide full details of parking facilities provided or arrangements that are to be put in place?

If Yes, please provide details of any traffic management plans you intend to put in place with relevant contact [email / mobile number] details of the traffic management company?

Will you require Traffic Diversions?

Will you require on street parking restrictions?

Will you require car park closures?

Are you planning to use Highway directional signs or banners posters to advertise your event?

If Yes, please provide details.

**Please Note:** Written approval must be obtained from the relevant authority in advance.

**Please see the [Temporary Highway signs application form from Lancashire County Council](#)**

Will your event affect public transport routes?

Have you consulted with local bus companies and other public transport operators?

If Yes please provide details

**Please Note:** You will need evidence of consultation with bus operators, provide a clear concise plan of the alternative arrangements agreed with them.

Do you have a contingency plan in place?

If Yes, please provide details

## Section 20 : Publicity

How are you planning to advertise your event?

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## Section 21 : Communications

There are three main areas of communication for your event in terms of event safety:

- Letting residents and businesses in the surrounding area know about your event plans before the event, the earlier the better.
- Internal communications on the day of the event.
- Communicating with your audience on the day.

Event communications – Surrounding Residents

*Please document how you will let surrounding residents and businesses know about your event plans?*

Event day communications – internal

*Please document your plans for your event day communication for event staff and emergency services, both on site and off site, here.*

Event day communications – Audience

*Please document your plans for communication with your audience on the day here.*

**Additional requirements:**

Where appropriate a detailed site plan showing the positions of stalls, marquees, arena, exhibition units, car parking etc. and list of programme items is required. In respect of races etc. a detailed route plan which must also show location of route marshalls, must be provided.

**This must be forwarded prior to the event in accordance with the following:**

Total attendance for the event	Application deadline [before the event]
up to 500	4 weeks
501 - 1000	6 weeks
1001 - 3000	10 weeks
3001 - 5000	12 weeks
5001 – 10,000	16 weeks
More than 10,000	20 weeks

**In relation to an event being held on Council land, I hereby agree to comply with the conditions set out in this form and any departmental terms and conditions and all reasonable instructions given by all authorised Officers of the Council.**

**Please Note:** Council officers reserve the right to visit the event to ensure that all legal and statutory requirements (including Health and Safety / Food safety) are being met as identified within the Event Management Plan / Event Notification Form and as detailed within risk assessments completed by the organiser for the event.

**Additional Information:**

**PRINT NAME:**

**Signature:**

**Capacity:**

**Date:**

**Please Note:** You should make every effort to undertake your own research as to the necessary requirements for organising an event. Useful references such as industry published codes of practice guidance and Health and Safety Executive [HSE] guidance at events can normally be found on the HSE website <http://www.hse.gov.uk/event-safety/>

# CHECKLIST

Have you completed and attached?

**Terms and Conditions for use of Council Owned Venues and Land**

**Proof of Public Liability Insurance [Minimum of £5 million]**

**Risk Assessments**

**Fire Risk Assessment**

**Evidence of consultation with the Police, other appropriate Emergency Services**

**Event Management Plan fully completed**

**Full Contact details of event organiser**

**Waste Carriers Licence / Waste Transfer Notes and Evidence of Commercial Contract**

**Traffic Management Plan**

**Plan / Map [Route showing roads to be closed and all proposed diversions]**

**Evidence of consultation with public transport operators in the area**

**Any additional evidence such as emails, correspondence, drawings, photographs, plans showing proposed layout of the site for the event?**

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If you are unable to send material electronically and need to send the documentation hard copy, please send to:

**David Lawrence**

People and Development, Burnley Borough Council,  
Town Hall, Manchester Road, Burnley, BB11 9SA