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| **Charnwood Borough Council****Event Notification Form**  |  |

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| This notification form is designed to support event organisers to run events safely and ensure that all of the necessary permission / licences are in place to comply with the relevant legislation and any permissions required. It is also used as part of the application process for using land owned by Charnwood Borough Council (CBC), or Loughborough Market place, for your event. For further information about how to apply to hold an event on our land please see our website at [www.charnwood.gov.uk/planning\_an\_event](http://www.charnwood.gov.uk/planning_an_event).Many of the questions require Yes / No answers, please check the relevant box as required. Links are provided to our, or other, websites – these provide further information about how to plan your event and apply for the necessary licences or permissions. The Privacy Notice at the end of this form explains how we will use your data.Please note - you may need to provide up to twelve weeks’ notice of your event if you require permission to use land owned by Charnwood Borough Council or Loughborough Market place, or need to request a formal Temporary Traffic Regulation Order (TTRO) from us, or from Leicestershire County Council. Please see our website at [www.charnwood.gov.uk/temporary\_road\_closures](http://www.charnwood.gov.uk/temporary_road_closures).Please complete the form (in Word if possible) and send it to eventplanning@charnwood.gov.uk.**Please advise us if you make any alterations, amendments or additions to your event once you have submitted your Event Notification Form.**  |
| **1. Event organiser(s) details**  |
| **Event name**  |       |
| **Name of organisation applying**  |       |
| **Charity / Business registration number (if applicable)** |       |
| **Name of event organiser(s)** (person or people responsible for health and safety, noise control and overall running of the event on the day) |       |
| **Postal address for correspondence**  |       |
| **Contact number prior to the event** |       |
| **Contact number during the event** |       |
| **Email address**  |       |
| **Telephone number for public enquiries**  |       |
| **Email address for public enquiries (if different from above)** |       |

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| **2. Event timings** | **Start** | **Finish**  |
| **Day(s) / Date(s) of event**  |       |       |
| **Times of the event (please use 24hr clock)** |       |       |
| **Date(s) and time(s) when site access will be required for set-up** |       |
| **Date(s) and time(s) when site will be vacated** |       |

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| **3. Location of event** |
| Have you made contact with the owners of the property and do you have their permission to use it for the event? (See Section 4 for use of Council property / Loughborough Market Place) |  Yes [ ]  No [ ]   |
| **Name of land owner** |       |
| **Location of event (address)**  |       |
| **Postcode for event address** |       |
| **Map available** (please submit with this application form if applicable) | Yes [ ]  No [ ]   |
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| **4. Land owned by Charnwood Borough Council (including public open spaces and car parks) / Loughborough Market Place** |
| **Will the event affect the use of, or be held on, property owned by Charnwood Borough Council or Loughborough Market Place?** | Yes [ ]  No [ ]  Unsure [ ]   |
| **If Yes or Unsure, please provide details of the land** (please submit a map with this application form if available) |       |
| **Please note:** We strongly advise that you enquire at the earliest possible opportunity about obtaining the Council’s consent to use land owned by Charnwood Borough Council, or Loughborough Market Place, as the venue for the event. Please see our website at [www.charnwood.gov.uk/planning\_an\_event](http://www.charnwood.gov.uk/planning_an_event) for information about how to apply, including the standard timeframes for applications, extra information required and hire charges (if applicable). If you might require any support / infrastructure from our Markets and Fairs team (e.g. power supply, market stalls etc.) for your event please contact them at the earliest possible opportunity on 01509 634713 or tco@charnwood.gov.uk. A minimum of six weeks’ notice is normally required. |

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| **5. Description of event** |
| **Please give a description of the event**For example:what happens during the event, are there any activities or side shows, how can visitors take part etc.      |
| [View advice on health and safety at the event](http://www.hse.gov.uk/event-safety) |
| **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:      | Yes [ ]  No [ ]   |
| **Is your event held annually?** |  Yes [ ]  No [ ]   |
| **How many people (including participants & spectators) do you expect at the overall event?** |       |
| **What is the maximum number of people you expect to be in attendance at any one time?** |       |
| [View more information and advice on managing crowds](http://www.hse.gov.uk/pubns/books/hsg154.htm)  |

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| **6. 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? | Yes [ ]  No [ ]  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. You can find out more about how to apply at: [www.charnwood.gov.uk/charity\_collections\_and\_lotteries](http://www.charnwood.gov.uk/charity_collections_and_lotteries) |
| **If you are planning to raise funds for charitable purposes at your event, please explain how this will be done:**      |

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| **7. Activities**  |
|  | **Details** | **Please tick all that apply** |
| **Event venue** | Indoor (e.g. Parish Hall or Community Centre) | [ ]  |
| Arena or stadium | [ ]  |
| Outdoor, with defined boundaries  | [ ]  |
| Outdoor, widespread or street  | [ ]  |
| **Expected numbers per day**  | 500 or less  | [ ]  |
| 501 – 1,000  | [ ]  |
| 1,001 – 3,000  | [ ]  |
| 3,001 – 5,000  | [ ]  |
| 5,001 – 10,000  | [ ]  |
| More than 10,000 | [ ]  |
| **Audience accommodation** | All seated  | [ ]  |
| Mixed (seated and standing)  | [ ]  |
| Standing or active | [ ]  |
| **Audience age and profile** | Children | [ ]  |
| Families  | [ ]  |
| All ages, not in family groups  | [ ]  |
| Mainly adults  | [ ]  |
| Mainly young people/ adults (16-30 years)  | [ ]  |
| Mainly elderly  | [ ]  |
| **Additional factors** | Queuing over one hour  | [ ]  |
| Parking on site (non-permanent ) | [ ]  |
| Livestock (display with no public contact) [View Further Guidance](http://www.hse.gov.uk/agriculture/topics/visitor-attractions.htm) | [ ]  |
| Livestock (public contact with animals) [View Further Guidance](http://www.hse.gov.uk/agriculture/topics/visitor-attractions.htm)  | [ ]  |
| Parade/carnivals (vehicular) | [ ]  |
| Onsite catering (mobile/ BBQ) [View Further Guidance](http://www.kfma.org.uk/PDF/Food%20legislation/CIEH_Outdoor_Mobile_Catering_Guidance.pdf)  | [ ]  |
| State occasion or VIP visit | [ ]  |
| Motor display (static) | [ ]  |
| Traffic movement in crowd area  | [ ]  |
| Temporary structures (incl. marquees) [View Further Guidance](http://www.hse.gov.uk/event-safety/temporary-demountable-structures.htm)  | [ ]  |
| Overnight camping  | [ ]  |
| Marine or waterway event | [ ]  |
| Fireworks and / or bonfire  | [ ]  |
| Will a generator be used on site Estimated number:       | [ ]  |
| Pop, rock or dance event | [ ]  |
| Helicopter operations  | [ ]  |
| Dangerous goods storage and use (incl. gas bottles for catering)  | [ ]  |
| Inflatables/ bouncy castle/ sideshow (The European standard for inflatable play equipment is BS EN 14960:2013) [View Further Guidance](https://www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm) | [ ]  |
| Funfair rides [View Further Guidance](http://www.hse.gov.uk/pubns/books/hsg175.htm) | [ ]  |
| Aviation sport and display [View Further Guidance](https://www.caa.co.uk/Safety-initiatives-and-resources/Safety-projects/Airshow-review/CAA-review-of-public-air-display-arrangements-in-the-UK/) | [ ]  |
| Motorsport / stunt shows / extreme sports | [ ]  |
| Celebration | [ ]  |
| Elections | [ ]  |
| Agriculture | [ ]  |
| Religious Festival | [ ]  |
| Military presence | [ ]  |
| **Distance from major Accident and Emergency facility (e.g. Leicester, Nottingham, Derby)** | Under 10 miles | [ ]  |
| 10 miles or more | [ ]  |
| **Location** |       |
| **Nearest Fire Station (Location):**      |

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| **8. Licensed premises**  |  |
| **Are you holding your event in licensed premises?** (e.g. licensed for the sale / supply of alcohol, or for one of the licensable activities listed in section 9 below) | Yes [ ]  No [ ]   |
| **If Yes please provide:** |
| **Licence number** |       |
| **Licensing authority** |       |
| **Calculated maximum occupancy levels** |       |
| **Please note:** You must ensure that you check with the licence holder that all activities at your event are covered by the existing premises licence, if not you may need to apply to us (see section below). |

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| **9. Licensable activities**  |
| If this section does not apply to your event please tick [ ] and go to section 10. |
| The following activities may require authorisation from Charnwood Borough Council’s Licensing Team. Please indicate whether your planned event will include any of the following activities.  If Yes, please provide further details in the ‘**Planned activities**’ box below. |
| Plays or films  | Yes [ ]  No [ ]   |
| Indoor sporting event  | Yes [ ]  No [ ]   |
| Boxing or wrestling | Yes [ ]  No [ ]   |
| Live / recorded music | Yes [ ]  No [ ]   |
| Performance of dance | Yes [ ]  No [ ]   |
| Sale / supply of alcohol | Yes [ ]  No [ ]   |
| Provision of late night refreshment (hot food/drink between 11pm-5am) | Yes [ ]  No [ ]   |
| Street trading stalls | 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 [ ]   |
| Performing Rights Society (PRS) licence [View Further Guidance](https://www.prsformusic.com/licences/live-performances/festivals) | Yes [ ]  No [ ]   |
| **If you have selected ‘Yes’ on any of the above**, please provide more details about these planned activities:      |
| * If you have indicated that you are planning any of the above activities please visit [www.charnwood.gov.uk/licence\_alcohol\_and\_entertainment](http://www.charnwood.gov.uk/licence_alcohol_and_entertainment) for further information.
* If you are applying to Charnwood Borough Council to use the Town Centre, Market Place, Queen’s Park or Southfields Park for your event we may be able to approve the use of our own premises licence for **some** of the activities listed above. Please check our website at [www.charnwood.gov.uk/premises\_licenses](http://www.charnwood.gov.uk/premises_licenses) or call 01509 634710.
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| **10. Noise management**  |
| **Time(s) of live or recorded music** | **Start** | **Finish** |
|       |       |
| **Number of stages** |       |
| **Will you be using a public address system?** (i.e. microphone plus speaker(s) only) | Yes [ ]  No [ ]   |
| **Will you be using a sound system?** (i.e. a system of microphones, amplifiers and loudspeakers used to amplify speech or music in a large building or at an outdoor gathering) | Yes [ ]  No [ ]   |
| **Type and size of sound system to be used** (Please provide a brief description of the sound system to be used. This should include amplification levels, speaker design, map of layout and orientation of stage, position of the front of house sound deck).      |
| **Have you considered the impact of noise on neighbours at your event?** | Yes [ ]  No [ ]   |
| **Please provide a brief description of the measures that will be taken to control noise** to prevent public nuisance, including details of any off-site monitoring points:      |
| **Please note:** For larger events you may be expected to supply a Noise Management Plan. |
| **Name and contact details of sound engineer and / or consultant monitoring sound levels** |       |
| **Date and time that sound propagation tests will be undertaken** | **Date** | **Time** |
|       |       |
| **Is there a procedure for engaging with local residents pre-event and dealing with noise complaints received during the event?** | Yes [ ]  No [ ]   |
| **Please provide details of the procedure for notifying residents about the event and logging / dealing with complaints during the event:**      |

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| **11. Catering**  |
| **Are you having any catering (food and drink) at your event?** **If Yes,** please list the organisations, businesses or individuals providing catering at your event :      | Yes [ ]  No [ ]   |
| You may wish to check your catering providers by using [Food Standards Agency National Food Hygiene Score](http://ratings.food.gov.uk/). Also you can get advice from [CIEH National Guidance for Outdoor and Mobile Catering](https://www.cieh.org/uploadedFiles/Core/Policy/Publications_and_information_services/Policy_publications/Publications/CIEH_Outdoor_Mobile_Catering_Guidance_Final_Consultation.pdf) |

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| **12. Waste** |
| **How will litter and waste produced at the event be managed?** |       |
| **If you are using an outside company to manage litter and waste please provide details of the company you are using and copies of the waste carrier’s license and any relevant documentation.**  |       |
| **What toilet facilities will be available?** |       |
| **Number of toilets** |       |
| 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.  |

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| **13. Water supply** |
| **Type of water supply**  | Mains [ ]  Private [ ]  N/A[ ]   |
| Please provide a brief description of the water supply (this should include meter information, pipe layout and sampling program.  A map of the layout would also be useful).     If needed please provide information on an additional sheet or covering email. |
| **Please Note:** You can refer to the Code of Practice BS 8551:2015 – Provision and Management of Temporary Water Supplies and Distribution Networks for guidance.  |

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| **14. Medical provision** |
| **Organisation providing cover (if applicable)** |       |
| **Contact name for matters relating to medical provision** |       |
| **Email address** |       |
| **Contact telephone number during event** |       |
| **No. of paramedics** |       | **No. of first aiders attending** |       |
| **No. of doctors attending** |       | **No. of ambulances attending** |       |
| **Other** |       |

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| **15. Fire safety**  |
| **Have you considered the following as part of your event planning?** |
| Fire warning  | Yes [ ]  No [ ]   |
| Means of escape | Yes [ ]  No [ ]   |
| Fire marshals | Yes [ ]  No [ ]   |
| Firefighting equipment | Yes [ ]  No [ ]   |
| Access for fire appliances | Yes [ ]  No [ ]   |
| Arson | Yes [ ]  No [ ]   |
| Assembly points – for more information contact Leicestershire Fire and Rescue service. 0116 2872241 or info@lfrs.org | Yes [ ]  No [ ]   |
| Is your event within 150m of hard standing capable of supporting a Fire Appliance (12.5 tonnes)? | Yes [ ]  No [ ]   |
| **Please Note**: If you have five or more employees for your event, or have a licence in force, a written Fire Risk Assessment is legally required. To notify an event or request a visit [lfrs.egressforms.com/Form/RequestVisit](https://lfrs.egressforms.com/Form/RequestVisit) For more information contact Leicestershire Fire and Rescue Service on 0116 2872241 (Fire Protection or Operational Planning) or email info@lfrs.org |
| **Firework displays & bonfires**  |
| Are you having any fireworks or bonfires? | Yes [ ]  No [ ]   |
| **Times of firework display (if applicable)**(Please inform [Leicestershire Fire and Rescue Service](http://www.leicestershire-fire.gov.uk/contact-us)) | **Date**      | **Time**From       to       |
| **Estimated bonfire duration (if applicable)** | **Date**      | **Time**From       to       |
| **Location of fireworks**  (if different to above event location) |       |
| **Map of layout provided?**  | Yes [ ]  No [ ]   |
| **Name & contact details of company running the display or person(s) firing & running the display (please provide details of relevant training / experience)** |       |
| **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:* Organising firework displays - [www.hse.gov.uk/explosives/fireworks/using.htm](http://www.hse.gov.uk/explosives/fireworks/using.htm)
* Fire Safety – [www.leicestershire-fire.gov.uk/](http://www.leicestershire-fire.gov.uk/)
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| **16. Traffic management and highway impact** |
| **Do you wish to erect bunting / banners / posters on the highway?** Please note: these items may require permissions or you may need to consult with Leicestershire County Council Highways, Network Management Team via eventsnetworkmanagement@leics.gov.uk or by calling 0116 3052163. | Yes [ ]  No [ ]   |
| **Have you considered the impact your event may have on every day traffic, transport or parking?** For example: Visitors queuing to get into the event obstructing every day traffic from continuing their usual journey or visitors parking up on the side of the carriageway due to lack of event parking.      | Yes [ ]  No [ ]   |
| **Please provide details of your plans to minimise the impact on every day traffic, transport or parking:**      |
| **Will your event require a closure of a public highway or implementation of parking restrictions?** | Yes [ ]  No [ ]   |
| List road / street names to be closed, the section of that road to be closed and location of ‘no waiting’ cones including which side of the carriageway:       |
| List road / street names to be used as part of the diversion route:      |
| **Will your event require a closure of a Footpath or Public Right of Way?** **Please state the location** of the closure, including where it starts and finishes:      | Yes [ ]  No [ ]   |
| **Please Note:** If any public highway needs to be closed you will need to consult with Leicestershire County Council Highways and/or the Local Authority in whose area it is located. Once we receive your notification we will advise you on how to proceed with this consultation. For events that affect the highway, you will be expected to supply a Traffic Management Plan. |
| **If applicable, please explain why you must use the highway and not an alternative off-highway location for your event:**      |
| **Will your event affect public transport routes?** Bus companies must be consulted with details of your closure and diversion routes. You will need to provide evidence of consultation with bus operators and provide a clear, concise plan of the alternative arrangements agreed with them. | Yes [ ]  No [ ]   |
| **I/We agree** to keep clear access at all times for emergency vehicles during the closure and acknowledge that the closure will apply to all other traffic | I / We Agree [ ]  |

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| **17. Debrief arrangements**  |
| Please detail your event safety debrief plans:      |
| Please give details if you have any debrief events already planned:      |
| **Please Note:** You should provide information on any concerns or issues that occurred during your event and these should be logged and discussed after the event. Emergency services or local authority representatives may wish to attend any debrief which is arranged. Relevant information should be provided to us within one month of the date of the event. |

**What happens next?**

Once you have submitted your Event Notification Form, it will automatically be distributed to all Event Planning Group Members. All members will then liaise with you regarding any permissions, queries or additional requirements.

**Privacy Notice (PN)**

Under Article 6(1) (e) of the General Data Protection Regulations, we are permitted to use data for our tasks; data protection law describes this legal basis for handling your information.

Event Planning Group Members include Charnwood Borough Council’s internal teams and external key agencies, all of whom are involved in the event planning process. Any information you share or submit via this form will be shared with all Event Planning Group Members or other key agencies involved in the event planning process. From time to time, we may be required to forward your details, or your enquiry, to other key agencies / partners. If your event is taking place on land owned by Charnwood Borough Council, or Loughborough Market place, your event planning documents (including your notification form) may also be sent to our wider consultation group. Any of the Event Planning Group members may contact you for further information or to invite you to an Event Safety Group or Planning Meeting.

Any information submitted will not be used for marketing purposes. However, your contact details within Highway sections of the Event Notification Form will appear on site notices for road closure applications. Your information will be stored, processed and destroyed in accordance with these provisions.

For information about how and why we may process your personal data, your data protection rights or how to contact our Data Protection Officer, please view our Privacy Notice at [www.charnwood.gov.uk/privacynotice](http://www.charnwood.gov.uk/privacynotice).