**Event Notification Form (ENF) for events in the Mid Devon District.**

**Please read all of the information carefully**

**Sharing information between Council departments and other partner agencies**

The council has a responsibility to promote social wellbeing and to work with other councils and partner agencies such as the Police, Fire & Rescue Service, Highways and the Health Service in order to preserve life, reduce accidents, reduce crime and disorder and improve health. To promote this social wellbeing and reduce crime and disorder the council may need to share your personal and sensitive information with other departments, other councils and/or partner agencies for example HM Revenues and Customs, Courts, Department of Works & Pensions, UK Immigration Control etc. Such information will only be shared where we are required to do so by law or with your consent.

Mid Devon Council and our partner agencies welcome events in the district and recognise the hard work it takes to organise them. Everyone who is planning to organise an event in the Mid Devon District, be it large or small, should complete a copy of this Event Notification Form, and submit it to the Council for review.

The organisation of an event is a considerable responsibility. If things go wrong organisers may be held responsible under civil, common or criminal law, particularly if it's found there is something wrong with the planning or control of the event.

This form is designed to help you run your event safely and legally, making sure that you have the necessary permissions, and that you comply with the relevant legislation and best practice. It will prompt you to consider the key areas involved in running your event. We always recommend you complete a Risk Assessment for your event, to reassure yourself and us that all risks have been considered.

Guidance is available on the HSE website [www.hse.gov.uk/event-safety/](http://www.hse.gov.uk/event-safety/). For outdoor events, further industry guidance is contained in ‘the purple guide’, which is available on–line at <http://www.thepurpleguide.co.uk/> .

**NB.** Please be aware that you need to submit all documents well in advance to enable Safety Advisory Group (SAG) partner’s time to review and feedback on your plans and assessments. Timing information is shown at Section 8.

Please make every effort to complete all sections. Many of the questions in the form have Yes / No answers. After review of the form, you may receive advice and/or recommendation as to any further action required. You may also be invited to a SAG meeting.

Please complete the form, then send it along with all your other relevant documents via e-mail to: sag@middevon.gov.uk

If you need this information in a different language or format or need any of the other event information, please email [sag@middevon.gov.uk](mailto:sag@middevon.gov.uk)

|  |  |
| --- | --- |
| 1. Event Organisation Details | |
| Event Name |  |
| Organisation promoting the event |  |
| Name of event organiser prior to the event (person responsible for all communications and clarification of arrangements in advance) |  |
| Phone number prior to the event |  |
| E-mail and/or postal address for advance correspondence |  |
| Do you agree to have your information on our website? | Yes / No |
| Do you agree to your contact details being on our website? | Yes / No |
| Name of event organiser on the day  (person or persons on site on the day responsible for health and safety, noise control and overall running of the event) |  |
| Phone number(s) during the event |  |

|  |  |
| --- | --- |
| 1. Event Type | |
| Is this a commercial event, i.e. run for business profit? | Yes / No |
| Is this a community event, i.e. run to fund local organisations? | Yes / No |
| Is this a sporting event? | Yes / No |
| Will this event involve raising money for charity? | Yes / No |

|  |
| --- |
| 1. Description |
| Please give a short description of the activities taking place, e.g. what is the event all about? *(approx 100 words – note: a detailed check list of activities is shown at section 7)* |
| Is your event part of a wider festival or are there other events being held or marketed in association with it? If so please give details. |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Event Timings | | | |
|  | Date(s) | Start Time(s) | Finish Time(s) |
| Start and finish times for public access (as advertised) |  |  |  |
| Required to enter site for event preparation |  |  |  |
| When the site will be vacated after the event |  |  |  |
| Noise created by the event activities, e.g. amplified music, fireworks, explosives, rides, etc. |  |  |  |

|  |  |  |
| --- | --- | --- |
| 1. Attendance | | |
|  | Date(s) | Number(s) |
| Estimated crowd numbers per day. |  |  |

|  |  |
| --- | --- |
| 1. Location(s) of event, including public open spaces | |
| How many locations? |  |
| Address(es) / Site(s)  Please include postcodes  (If in a field, wooded land or open area please define by using an ordnance survey grid reference) |  |
| Is the event being held on Mid Devon District Council land? | Yes / No |
| Do you have landowner permission? | Yes / No |
| If ‘Yes’, please provide name of landowner and permission details. |  |

|  |  |  |
| --- | --- | --- |
| 1. Event Breakdown | | |
| 1. Please tick any of the lines below that apply to your event, leave all others blank 2. Activities marked with a \* require a licence under the 2003 Licensing Act   Licensing for activities marked with \*\* are dependent on audience numbers, times of activities and whether amplified or non-amplified. | | |
|  | Details | Tick |
| Event Activities  (If you tick any box with a \* or \*\* refer to the licensing Box 8 below) | Supply of Alcohol\* |  |
| Provision of late night refreshment (hot food & drink between 23:00-05:00)\* |  |
| Boxing or Wrestling Entertainment\* |  |
| Plays\*\* |  |
| Films\*\* |  |
| Live Music\*\* |  |
| Recorded Music\*\* |  |
| Performance of Dance\*\* |  |
| Indoor athletics or sport\*\* |  |
| Outdoor athletics or sport |  |
| VIP visit |  |
| Pop, rock or dance event\* |  |
| Classical or folk event\* |  |
| Fetes or fund raisers\* |  |
| Cycle or running event |  |
| Agricultural show |  |
| Parade or carnivals |  |
| Fireworks display |  |
| Aviation sport and display |  |
| Amplified speech or music\*\* |  |
| Motor sport, rallies and displays\*\* |  |
| Marine or waterway event |  |
| Celebrations or party\*\* |  |
| Event Venue | Indoor |  |
| Arena or stadium |  |
| Outdoor, with defined boundaries |  |
| Outdoor, widespread or street |  |
| Audience accommodation  (not required for parks & open spaces) | All seated |  |
| Mixed (at least 50% seated) |  |
| Standing |  |
| Audience age  and profile | All ages, in family groups |  |
| All ages, not in family groups |  |
| Mainly adults |  |
| Mainly children and young people |  |
| Mainly elderly |  |
| Additional Factors | Queuing outside for over one hour |  |
| Traffic movement in crowd area |  |
| Parking on site |  |
| Livestock |  |
| Trade concessions |  |
| Temporary structures |  |
| Bouncy castle or sideshow |  |
| Onsite catering |  |
| Overnight camping |  |
| Helicopter operations |  |
| Dangerous goods storage and use e.g. gas bottles |  |
| Funfair rides |  |
| Distance from major accident and emergency facility | Under 5 miles |  |
| 5 – 10 miles |  |
| Over 10 miles |  |
| Distance from Fire Station | Under 3 miles |  |
| 3 – 5 miles |  |
| Over 5 miles |  |

|  |  |
| --- | --- |
| 1. Licensing | |
| If you wish to serve a Temporary Event Notice (TENs), refer to the information at :  [Temporary Event Notices - MIDDEVON.GOV.UK](https://www.middevon.gov.uk/business/licensing/alcohol-and-entertainment-licences/temporary-event-notices/) | |
| If you require a Street Collection Licence, refer to the information and complete the application form at : [Charity Collections - MIDDEVON.GOV.UK](https://www.middevon.gov.uk/business/licensing/charity-collections/) | |
| Are you holding your event in a licensed premises, i.e. does it have an existing premises license? | Yes / No |
| If Yes, please refer to the [Online licensing register - MIDDEVON.GOV.UK](https://www.middevon.gov.uk/business/licensing/online-licensing-register/) to obtain your license number and give the number here | Licence Number: |
| If you require a premises licence, refer to the information and complete the application form at :  [New premises licence - MIDDEVON.GOV.UK](https://www.middevon.gov.uk/business/licensing/alcohol-and-entertainment-licences/premises-licences/new-premises-licence/) | |
| **Minimum Timings Application / Notification** | |
| Temporary Road Closure | 3 Months |
| Premises Licence | 2 Months |
| Street Collection Permit | 28 Days |
| Temporary Event Notice | 10 Working Days |

|  |  |
| --- | --- |
| 1. Documentation | |
| The law states that for any event you must have Public Liability Insurance a minimum limit of indemnity of £5 million. Please provide a copy of your certificate when submitting this form, or a date when it will be available. | Date available. |
| Have you completed a Risk Assessment form for the event? | Yes / No |
| Have you completed an Event Management Plan for your event? | Yes / No |
| If the answer is ‘Yes’ to either of the last two above please provide copies. If the answer is ‘No’ provide a reason below for not supplying the information. | |

|  |  |
| --- | --- |
| 1. Traffic Management | |
| Is the event held on the public highway? | Yes / No |
| If ‘Yes’ please give details |  |
| Could it have an impact on public highway traffic? | Yes / No |
| If ‘Yes’ please give details |  |
| Will your event require a road closure?  **NB.** Road closures must be submitted at least 3 months in advance | Yes / No |
| Do you wish to erect advertising banners, information signs or direction signs on the highway? | Yes / No |
| If the answer is Yes to any of the above, go to this link on the Devon County Council web site for further advice and information:  <https://new.devon.gov.uk/roadsandtransport/make-a-request/special-events/temporary-traffic-orders-for-events/> | |

|  |  |
| --- | --- |
| 1. Medical provision | |
| Event organisers have a responsibility to ensure that their events are safe and should ensure there is appropriate medical cover available to all those attending or involved in delivering the event. The medical cover on site should be suitable so it minimises the effects of the event upon the statutory healthcare services and event organisers are encouraged to engage with the local Safety Advisory Group (SAG) where one is convened.  Every event should have an appropriate level of medical cover which should be based on a comprehensive needs assessment. The needs assessment should carry out by the event organiser and the chosen medical provider in line with the relevant guidance documents associated to that event. Useful guides on the minimum and safe levels of cover dependant on the event type that should be reviewed by event organisers include:   * [The Purple Guide](https://www.thepurpleguide.co.uk/) * Guide to Safety at Sports Grounds ‘Green Guide’ | |
| Briefly describe your medical provision: | |
| Organisation providing cover |  |
| Contact name |  |
| Contact number during event |  |
| Email address |  |
| Number of paramedics attending |  |
| Number of doctors attending |  |
| Number of first aiders attending |  |
| Number of ambulances attending |  |
| **Please complete a separate event notification form for South West Ambulance Service Trust.**  **Event Medical Cover: Guidance for Event Organisers and notification form:**  [www.swast.nhs.uk/p/notify-us-of-your-event](http://www.swast.nhs.uk/p/notify-us-of-your-event) | |

|  |  |
| --- | --- |
| 1. Welfare | |
| What toilet facilities are available / will be provided? |  |
| What provision have you made for drinking water? |  |

|  |  |
| --- | --- |
| 1. Waste | |
| How will the litter and waste produced at the end of the event be managed and disposed of?  Trade waste from any commercial activity, e.g. concessions or a commercial event, must be collected and disposed of by a licensed waste carrier, not Mid Devon District Council. Make sure you obtain a copy of their Waste Licence Certificate for your records. |  |

|  |
| --- |
| 1. Food Vendors |
| You must ensure that all food provided at your event is safe to eat and prepared and handled in appropriate facilities to meet the requirements of food law. You should ensure that any food vendors that attend your event are registered with the relevant local authority, and it is advised that you check their [Food Hygiene Rating](https://ratings.food.gov.uk/) and set a minimum rating you will accept for inclusion at your event.  The Food Standards Agency has [guidance on providing food at community and charity events.](https://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events#:~:text=If%20you%20sell%20or%20supply%20food%20for%20free,%20cook,)  Any questions relating to caterers should be directed to [health@middevon.gov.uk](mailto:health@middevon.gov.uk)  Please provide details of the food vendors that will be at your event below: |

|  |
| --- |
| 1. Animal Contact |
| Please provide detail of any animal contact that will take place during the event below:  You should refer to the industry guidance [“Preventing or controlling ill health from animal contact at visitor attractions”](https://visitmyfarm.org/resources/code-of-practice) to ensure that you have adequate controls in place. |