

# Application to hold an Event

## Type of Event.

### Event Detail

Title of Event:	
Event Start Date and Time:	
Event End Date and Time:	
Build Start Date and Time:	
Break Down End Date and Time	
Max number of attendees:	
Audience Profile: E.g. Families, Young People, Old People?	
IS the event open to the public?	
Is the event ticketed?	
Description of Event: E.g. Promotional, Community, Parade, Festival, Sporting, Celebration, Corporate, Market, Private Party, Performance, Charity	
Website for event:	

What benefits will this event bring to the local community?	

### Organiser Details

Event Organiser:	
Contact Name:	
Contact Email:	
Contact Telephone:	
Address:	
Emergency contact and number on the day of the event:	
Previous event management experience:	

## Financial

Contact name:	
Contact email:	
Organisation:	
Address:	
Telephone number:	
How will the event be funded?	
What is the budget for this event?	

## Insurance

Name of Insurance Company	
Type of Cover	
Policy Number	
Amount of Liability	

## Event Activities

Fireworks		Dance		Marquees	
		Recorded Music		Inflatables (bouncy castles etc.)	
Henna Tattoos					
Live Entertainment		Films/Movies/ Video screening		BBQ (cooking food)	
Other regulated activities		Live music		Lasers	
		Fairground rides		Beauty Treatments	
		Sporting activities			

Temporary Toilets		Litter bins		Skips	
Recycling bins		Litter pickers		Water waste	

Barriers or fencing		Generators		Signage	
Seating or tables		Lighting		Volunteers	
Stewards/security		Trackway		First Aid/Medics	
Vehicles on site for set up		Vehicles on site during event		Vehicles on site for break down	
Stages		Marquees		Other temporary structures	
PSA towers		Use of Public Electricity Supply		Use of Gas or Liquid from pressurised containers	

**If any of the activities above are marked as YES – Please insert details in event plan**

### Event Safety Information

Will you have a communication method between staff and crew during the event that is consistent and reliable?	
Will you have means of preventing and fighting fires during the event?	
Will you have a means of ensuring that temporary structures are structurally safe and legally compliant?	
Will you have a clear safe method of evacuating the event in an emergency?	
Will you have a green and sustainable policy for your event?	
Will you have facilities for those with disabilities attending your event?	
Will you have a method of looking after lost children or searching for missing children?	
Any other Event Safety Information?	

**If any of the activities above are marked as YES – Please insert details in event plan**

### Required Consents and Permissions

Will there be any food vendors at the event?	
Will there be any stalls and concessions selling items at the event?	
Will the event require any road closure orders or notices?	
Will the event require parking bay suspensions?	
Will the event include the sale of alcohol?	
Will you have any marquees, staging or other temporary structures?	
Do you intend to have any performance involving children?	
Do you intend to distribute any leaflets at the event?	
Do you intend to have any charity collections?	
Do you intend to play recorded music of any sort including background music?	

**If any of the activities above are marked as YES – Please insert details in event plan.**

## GUIDANCE

### Type of Event

- **Physical Characteristics** – Reference should be made to paragraph 2 to describe the event. If the type does not appear briefly describe the event.
- **Restricted Events** – Reference should also be made to paragraph 6 which describes activities where Trust Policy is to decline applications involving such activities.

### Event Detail

- **Audience numbers** – It is important to document expected audience figures this will inform your Event Management and Health & Safety planning resources and determine licence requirements. Many venues and sites will have limitations on capacity.
- **Ticketing** - Ticketing an event has a direct effect in terms of the Safe Management of your audience. Planning capacity and managing flow of an audience into your event is vital. Please follow links below.

### Financial

- **Event funding** - It is important to demonstrate to a venue that you all your funding has been agreed, and your budget reflects your ability to cover your required expenditure.
- **Budget** - It is important to demonstrate to a venue or site owner that you have sufficient funds to pay for everything that you may need in planning and staging a safe event.
- **Insurance** – Organisers will be expected to have or to take out appropriate public liability and if necessary employers liability insurance. Details of the policy should be provided.

### Event Safety Information

- **Communication** - You must tell us about the method of communication you intend to use to help you coordinate the emergency procedures. We will expect a detailed communication plan to be created, and to form part of your event plan.
- **Preventing and fighting fires** - You will need to detail what provision you have made to help deal with a fire at your event. This will include fire extinguishers, fire proofing and alarm systems. Please look at the links to find out more.
- **Temporary Structures** - You will need to be very clear about any temporary structures that might form part of your event. There might be a requirement for planning permission.
- **Evacuation Plan** - You will need to have a comprehensive plan for evacuating the site of your event. An important element is the methods you will use to communicate this plan to the public
- **Sustainability** - We would like your event to be as "green" as possible, i.e. use recycling bins when possible. If you would like to find out more please check the links below for further information.
- **Lost Children & Vulnerable Adults** - You have a duty of care to provide welfare for the attendees at your event, this must include some provision for lost children. You will be expected to provide a plan showing how you will achieve this.
- **Provision for people with disabilities** – You will be expected to make provision for attendees with disabilities.

- **Severe Weather Plan** – You must include details of contingency plans in case of severe weather, including high winds, high temperatures and flooding.

## Consents and Permissions

- **Food Vendors** - Confirm any food vendors who will be on site as part of your event as stipulated by the Local Authorities Environmental Health Team in order to comply with the Food Safety Act regulations. <https://www.bathnes.gov.uk/services/environment/food-safety/catering-events>
- **Sale of Alcohol** – It is important to confirm any retail sales of alcohol, this will determine your licence requirement. <https://www.bathnes.gov.uk/services/business/licences/alcohol-and-entertainment>
- **Road Closures** - <https://www.bathnes.gov.uk/services/streets-and-highway-maintenance/highway-improvements-traffic-management/temporary-traffic>
- **Parking Suspensions** - <https://www.bathnes.gov.uk/services/parking-and-travel/parking-bay-suspension>
- **Marquees, staging or other temporary structures** – Full details to be provided in the event plan - This may be simply market stalls and a marquee, larger events and festival may include stages, grandstands, lighting towers, gantries, site offices etc. Please provide details such as size, height, width, maximum wind loads and a wind monitoring plan.
- **Child Performance Licence** - Children of compulsory school age who wish to take part in performances may need to apply for a licence from their Local Authority.
- **Animals at Events** - If your event involves animals then you should contact the City Vet who will carry out any checks to ensure the animal provider holds an appropriate licence, and he/she will assess if the arrangements on and off site are appropriate. <https://www.bathnes.gov.uk/services/business/licences/animals>
- **Leaflets** - If you or your sponsors are intending distribute leaflets it is important to inform the land owner of your intentions so they can check you have planned for adequate litter collection in your event plan.
- **Charity Collection Permit** - Please address in event plan. Any charity collection must be licenced by the council licencing team. <https://www.bathnes.gov.uk/services/business/licences/charity/do-i-need-street-collection-permit>
- **Music Licensing** - If you are intending to play music you will need to contact Performing Rights Society to obtain a licence. For advice on noise at events visit: [https://www.bathnes.gov.uk/sites/default/files/best\\_practice\\_guide\\_for\\_events\\_ways\\_to\\_prevent\\_noise\\_disturbance.pdf](https://www.bathnes.gov.uk/sites/default/files/best_practice_guide_for_events_ways_to_prevent_noise_disturbance.pdf)

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