

ESSENTIAL REFERENCE PAPER "B"

East Herts Safety Advisory Group EVENT NOTIFICATION FORM & ROAD CLOSURE REQUESTS

This form should be completed by hand or electronically by the person responsible for planning the community event (road closure, festival, fete or carnival) and be submitted as soon as possible.

Please note that the Safety Advisory Group (SAG) does not grant formal permission to organisers for public events. The SAG does not accept any liability for any loss or damage at any event.

There is extensive information and advice regarding safety considerations when arranging an event on the East Herts Council website: www.eastherts.gov.uk/safeevents or available via the Community Safety Team, 01279 655261 or e-mail safe.events@eastherts.gov.uk.

Please tick this box if you have referred to the guidance document

Please complete and return this form as early as possible and note that at the request of Herts. County Council Highways, 6 months notice may be required for some road closures.

RETURNING THE FORM

By hand or post: The Community Safety Team, East Herts Council, Wallfields, Pegs Lane, Hertford, Hertfordshire, SG13 8EQ,

By email: safe.events@eastherts.gov.uk

Enquiries: The Community Safety Team: 01279 655261

Please fill in all relevant areas (*use separate sheets if necessary*)

Name of event

Event location

(*provide exact location,
postcode*)

Organisers details

Name of organiser

Contact address (*including
postcode*)

Contact telephone number(s)

Email address

Event details	
Has this event been run before?	Yes / No
If yes, give date of last event, and name of organiser.	

Event description – *please tell us about your proposed event*

Day(s) & Date(s) of Event:		
Time of Event:	Start:	Finish:
Numbers attending (approx):		

	Adults	Children
Estimated numbers of:		

Is the event: <i>(please tick)</i>	Charitable	
	Non-commercial	
	Commercial	
	Funding raising	
	Community service event	

Licensing				
Is your event being held at licensed premises?	Yes		No	
Do you intend to supply alcohol at your event?	Yes		No	
Do you intend to hold regulated entertainment? (i.e. performance of play, live music or dancing, exhibition of films, boxing/wrestling, indoor sporting event or playing of recorded music)	Yes		No	

*If yes, you may be required to obtain a Temporary Event Notice (TEN). A minimum of 10 **working** days notice is required (no more than 499 occupancy, if more than 499 a Premises Licence may be required). For more information contact East Herts Council Licensing on 01279 655261. If you submit your TEN in advance of the 10 working day deadline, it can help the responsible authority (Hertfordshire Constabulary) process the paperwork and deal with any queries you may have.*

Event activities, structures and facilities

Do you intend to supply food at the event? (*bought in snacks, food prepared or cooked at home, to be cooked on site, hot or cold, to be provided by a caterer etc*)

Yes

No

Please note, a licence is required to provide hot food and drinks on site between 2300 and 0500.

If yes, list details of the food type, name of business and the local authority they are registered to:

Do you intend to publicly advertise the event?

If yes, please state how e.g. flyers, posters, internet

Yes

No

Do you intend to use Highway directional signs?

Yes

No

Do you plan on having stewarding or security at the event?

Yes

No

Is your event being held: (*please tick*)

Inside:

Outside:

Both:

Do you intend to utilise or permit any of the following at the event? (*Please tick*)

Aircraft	<input type="checkbox"/>
Animals	<input type="checkbox"/>
Balloon launch	<input type="checkbox"/>
Barriers/fencing	<input type="checkbox"/>
Carnival/procession	<input type="checkbox"/>
Fairground equipment	<input type="checkbox"/>
Fireworks	<input type="checkbox"/>
Hot air balloons	<input type="checkbox"/>

Motorcycles	<input type="checkbox"/>
Other motor vehicles	<input type="checkbox"/>
Parachutists	<input type="checkbox"/>
Portable generator	<input type="checkbox"/>
Portable staging	<input type="checkbox"/>
Power supply	<input type="checkbox"/>
Stalls (e.g. market, food tents)	<input type="checkbox"/>
Toilets	<input type="checkbox"/>

Inflatable's e.g. bouncy castle

Water

Marquees

Other (please specify)

Have you created a detailed site plan showing the positions of structures, car parking, etc
If you have ticked yes you must attach your plan to this form.

Yes	<input type="checkbox"/>
Attached	

No	<input type="checkbox"/>

Insurance

You should have insurance in respect of public liability or third party risks (minimum limit of indemnity of £5m)

State name of insurer and policy number and attach a copy:

Traffic, highways and access

Who owns the land your event is being held on?

Please provide the landowners contact details:

Has permission been sought from the landowner?

Yes

No

Please indicate if it will take place on a verge, footway or carriageway

Do you anticipate the need for a road closure?

Yes

No

*If yes, then you **must** clearly state the start and the finish points for every road you would like closed. For example High Street from junction x to junction y OR write "entire length"*

Name of road	Start point	End point	Times of closure

Hertfordshire Highways require you to have public liability insurance with minimum indemnity of £5m, please ensure a copy, **valid for this event**, is attached.

Do you anticipate the need for a traffic diversion?

Yes	
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No	
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Do you anticipate the need for on street parking restrictions?

Yes	
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No	
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Do you need any other form of temporary traffic management?

Yes	
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No	
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If you have ticked yes to any of the four questions above you should attach a location plan to this form

Attached	
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Is there clear access of (at least) 3.1 metres for the Fire Service and other emergency vehicles?

Yes	
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No	
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Please note Hertfordshire Highways require a minimum of 6 months notice if a traffic order is required.

Health and safety			
Has an event risk assessment been completed?	Yes		No
<i>If you have ticked yes you must attach your risk assessment to this form</i>	Attached		
Who wrote your risk assessment:			

Should it be required at your event, please supply details of first aid cover to be provided:

Additional information

Please state any concerns you would like to seek advice about:

If applicable, please indicate who you have made contact with about your event prior to completing this form:

Authority	Contact details	Made contact?
East Herts Council	Wallfields, Pegs Lane, Hertford, SG13 8EQ. Switchboard: 01279 655261 ext. 1596 Safety Advisory Group: safe.events@eastherts.gov.uk	
	Environmental Health: 01279 655261 ext. 1483	
	Licensing: 01279 655261 ext. 1521	
	Community Safety: 01279 655261 ext. 1596	
Hertfordshire Constabulary	Event Planning Department Lyton Way, Stevenage, SG1 1HF. 01438 757063 / 01438 757218	
Hertfordshire County Council	Hertfordshire Highways Hertfordshire County Council, Highways, Environment, First Floor, NW Block, County Hall, Pegs Lane, Hertford, Herts, SG13 8DN NM.East@hertfordshire.gov.uk 0300 1234047	
Hertfordshire Fire and Rescue	Station Commander Fire and Rescue Services, Old London Road, Hertford, SG13 7LD. 0300 123 4040	

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