

## West Suffolk Safety Advisory Group Event Notification Form - Initial Outline

This form will be circulated to members of the Joint District Safety Advisory Group (SAG) for the purpose of notifying key agencies (Police, fire, ambulance service, Licensing, Highways, Emergency Planning and so on) that an event is taking place.

This form acts as the initial brief to highlight to members of the SAG the nature and size of your event. It will enable key agencies to provide advice and guidance on specific aspects of your event (road closures, licensing requirements and so on) helping to inform safe planning and delivery of your event, minimising the risk to public safety and promoting licensing objectives.

Whilst this is an initial notification of your event, please complete each section in as much detail as possible so that the relevant key agencies can provide a commensurate level of support and guidance. Depending on the nature, scale and history of your event, a SAG will not always be requested and the SAG is not a statutory body.

### 1. Event details

Please complete each section and provide as much detail as possible in relation to the type and nature of your event.

1.1 Name of event	
1.2 Type of event	
1.3 Date(s) of event	
1.4 Nature of event	<input type="checkbox"/> Charitable event <input type="checkbox"/> Commercial event <input type="checkbox"/> Private event <input type="checkbox"/> Voluntary or community event
1.5 Description of event activity	(Please provide an overview of what will be happening)

1.6 Event audience	<p>Is the event open to:</p> <p><input type="checkbox"/> under 18's</p> <p><input type="checkbox"/> adults (18+) only</p> <p><input type="checkbox"/> families</p> <p><input type="checkbox"/> whole community (open to all ages)</p> <p><input type="checkbox"/> campers (overnight)</p> <p>Please state expected numbers:</p> <p>Spectators -</p> <p>Participants (including staff and performers) -</p> <p>Campers -</p> <p>Maximum total of all persons on site at any one time -</p>
1.7 Event start and finish times (24 hour clock)	<p>Set up start date and time -</p> <p>Start of event date and time -</p> <p>Finish of event date and time -</p> <p>Site cleared by date and time -</p>
1.8 Is there a charge to the public to attend or take part in the event?	<p><input type="checkbox"/> The event will involve a charge to the public</p> <p><input type="checkbox"/> The event is free to the public</p> <p><input type="checkbox"/> The event is advance ticket only</p> <p><input type="checkbox"/> The event is pay at the gate or upon entry.</p>
1.9 Has the event been held before?	(If yes, please provide details)
1.10 If your event has been held before, do you plan to operate as per previous events or will there be any significant changes?	

## 2. Event organiser's details

Please complete each section

Event organiser'	
Name of organisation	

Address	
Email	
Phone number	
Mobile	
Website	
Has your organisation and/or the event manager (or any person connected with the organisation of the event) ever been convicted or found negligent in the planning or staging of an event?	

### 3. Event location

Please complete the location details of your event. If your event is in more than one location or on a public highway please specify the details. If possible please include a site map. A plan will also be required with any licence needed for the event.

Main location of event (include postcode)	Landowner(s) (including address)
Have you been granted permission to use the land by the landowner?	
If yes, please state the person(s) who granted permission and their contact details	

## 4. Licensing details

Please complete each section. The information contained within this section will help determine whether a licence is required.

4.1 If this event is reliant on an existing licence on issue please give the licence number or reference	
4.2 Licensable activity 1. Will there be alcohol at the event?	<input type="checkbox"/> There will be no alcohol at the event <input type="checkbox"/> We are selling alcohol <input type="checkbox"/> We are serving alcohol ( <b>no</b> sale) <input type="checkbox"/> Public can bring their own
4.3 Licensable activity 2. Will there be regulated entertainment?  (If you have ticked yes to one or more of these, your event will need to be covered by a licence)	<input type="checkbox"/> Live music <input type="checkbox"/> Performance of a play(s) <input type="checkbox"/> An exhibition of a film(s) <input type="checkbox"/> Playing of recorded music <input type="checkbox"/> Performance of dance <input type="checkbox"/> Boxing or wrestling entertainment
4.4 If you require a licence for your event have you spoken with the Licensing Authority?	<input type="checkbox"/> No licence required <input type="checkbox"/> The venue is already licensed <input type="checkbox"/> We are unsure if a licence is required <input type="checkbox"/> We are in contact with the licensing authority <input type="checkbox"/> We have submitted an application for a TEN <input type="checkbox"/> A TEN has been approved

## 5. Event health and safety details

Please complete each section.

5.1 Will food be served at your event?  (If you are providing food or drink to the public you will be required to submit a list of catering suppliers)	<input type="checkbox"/> Food will not be provided <input type="checkbox"/> Food will be provided by professional caterers <input type="checkbox"/> Food will be provided by local restaurants <input type="checkbox"/> Attendees will bring their own (for individual consumption only) <input type="checkbox"/> BBQs will be permitted (bring your own) <input type="checkbox"/> Hot food and/or hot drink will be provided between 11pm and 5am
5.2 Will the event create any noise (music activity, spoken word, PA system and so on)?	<input type="checkbox"/> Recorded or live music will be played <input type="checkbox"/> Fireworks <input type="checkbox"/> Noise from the audience, spectators or participants <input type="checkbox"/> Other (please state)
5.3 Does your event have public liability insurance? (Please state the level of cover that is £10m)	<input type="checkbox"/> Public liability insurance (£ ) <input type="checkbox"/> Employer liability insurance (£ )

<p>5.4 Will there be any electricity or gas used at the event?</p> <p>(Please provide details of what and how it will be used)</p> <p>(Please note: you may be asked to provide safety inspection records)</p>	<p><b>Electricity</b></p> <p><input type="checkbox"/> There will be electricity on site (please state)</p> <p><input type="checkbox"/> There will be no electricity on site</p> <p><b>Gas</b></p> <p><input type="checkbox"/> There will be gas on site (please state)</p> <p><input type="checkbox"/> There will be no gas on site</p>
<p>5.5 Will there be any unusual and/or high risk activities taking place at the event?</p> <p>(Including set up and clear up)</p>	<p><input type="checkbox"/> Working or performing at height (including bungee)</p> <p><input type="checkbox"/> Pyrotechnics</p> <p><input type="checkbox"/> Vehicle movement</p> <p><input type="checkbox"/> Animal or livestock movement</p> <p><input type="checkbox"/> Other (please state)</p>
<p>5.6 Will any temporary structures be erected?</p>	<p><input type="checkbox"/> There will be no temporary structures</p> <p><input type="checkbox"/> There will be marquees</p> <p><input type="checkbox"/> There will be scaffolding</p> <p><input type="checkbox"/> There will be fencing</p> <p><input type="checkbox"/> There will be stage(s)</p> <p><input type="checkbox"/> There will be bouncy castles or inflatables</p> <p><input type="checkbox"/> There will be large banners or signage</p> <p><input type="checkbox"/> There will be a fun fair</p> <p><input type="checkbox"/> There will be a big top circus</p> <p><input type="checkbox"/> There will be animal or livestock enclosures</p> <p><input type="checkbox"/> Other (please state)</p>
<p>5.7 Who is providing first aid or medical cover?</p> <p>(Please provide details)</p>	
<p>5.8 Who is providing stewarding and/or security?</p> <p>(Please provide details)</p>	
<p>5.9 Do you intend to follow relevant guidance from HSG195 – the Purple Guide HSE publication 'A guide to health, safety and welfare at music and similar events' – for this event?</p>	<p><input type="checkbox"/> Yes I will be referencing HSG195</p> <p><input type="checkbox"/> No I do not intend to reference HSG195</p> <p><input type="checkbox"/> I am not sure if I need to reference HSG195</p> <p><input type="checkbox"/> I am not aware of publication HSG195</p> <p><input type="checkbox"/> I will be referencing other guidance (please state)</p>

## 6. Traffic management

Please complete each section.

6.1 Does your event take place on a public highway?	<input type="checkbox"/> The event does not go onto a public highway <input type="checkbox"/> The event partly uses a public highway <input type="checkbox"/> The event is all on a public highway
6.2 Are you applying for road closures?	<input type="checkbox"/> We are applying for road closures <input type="checkbox"/> We are not applying for road closures <input type="checkbox"/> We are unsure if we need to apply for any closures
6.3 Will there be any parking requirements or provision for your event?  (please provide full details)	
6.4 Will there be any traffic control requirements for your event (for example directions, coning, temporary speed limits)?  (please provide full details)	

## 7. Supporting information

The Safety Advisory Group recommends that as a minimum the following documents should be in place for your event:

- ☐ Public liability insurance
- ☐ Event safety and management plan
- ☐ Event risk assessments
- ☐ Marketing and promotional material
- ☐ Event site plan
- ☐ Licence (if licensable activities)

**Please note:** If booking an event on public land you will normally be required to provide this information to the landowner to secure the site.

**Please note:** The Safety Advisory Group will request that the above documents are made accessible to SAG members for the purpose of checking measures for public safety, sharing information and contingency planning between key agencies.

**Important:** The above documentation should be provided to the Safety Advisory

Group as early as possible (three months) to enable time for circulation to all SAG members for review and feedback to be provided to event organisers. Any licence required may, by law, need to be applied for **at least two months** prior to your event so please factor this in to your event preparations and a licence application may need to be made **in advance** of any SAG consideration of your event.

## 8. Privacy notice

West Suffolk Council is a Data Controller and can be contacted at:

West Suffolk House  
Western Way  
Bury St Edmunds  
Suffolk, IP33 3YU.

Email: [data.protection@westsuffolk.gov.uk](mailto:data.protection@westsuffolk.gov.uk)  
Phone: 01284 757173.

The Data Protection Officer can be contacted at the same address.

When you fill in this initial event notification form, we will collect some personal information as contact details in case we need to speak with you further about your event.

Your data will be shared with members of the Suffolk Advisory Group but no other third parties unless used for council purposes, in order to enquire and receive information relating to your notification, prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation.

Your data will be kept for seven years in line with our information retention policy.

You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Automated decision making and processing is not used during this application. Please contact the Data Protection Officer for further information or go to our website where your rights are explained in more detail. If you would like to receive an explanation of your rights in paper format please contact the Data Protection Officer.

Any complaints regarding your data should be addressed to the Data Protection Officer in the first instance. If the matter is not resolved you can contact the Information Commissioner's Office at: Wycliff House, Water Lane, Wilmslow, Cheshire, SK9 5AF  
Tel: 0303 123 1113.

If you do not provide the information required, then we may not be able to provide you with comprehensive advice relating to your event.

For more information on our Data Protection Policy please go to our website: [How we use your information](#) or email: [data.protection@westsuffolk.gov.uk](mailto:data.protection@westsuffolk.gov.uk)

## 9. Declaration

I confirm that the information contained within this document is accurate and correct to the best of my knowledge.

I understand that the Joint District Safety Advisory Group for West Suffolk (and its members) acts solely as an advisory body and cannot accept any responsibility for any aspect of my or our event.

I understand that the responsibility for safety at my or our event remains solely with the event organiser.

Print name	
Role within the event	
<b>Signed</b>	
<b>Date</b>	

## Information and submission details

**Send your completed form and documentation to: [sag@westsuffolk.gov.uk](mailto:sag@westsuffolk.gov.uk)**

Commercial Environmental Health Team Leader  
Regulatory Services  
West Suffolk Council  
West Suffolk House  
Western Way  
Bury St. Edmunds  
Suffolk  
IP33 3YU

**Please reduce very large electronic file sizes prior to document submission.**