



# HERTSMERE BOROUGH COUNCIL

## EVENT NOTIFICATION FORM



Civic Offices, Elstree Way, Borehamwood, Herts WD6 1WA

The Emergency Services, Local Authorities, Health Service and Utility companies should know when and what events are to take place within Hertsmere, to ensure community safety during the event period.

Useful information on organising public events (including "risk assessments") is contained in two guides, Safe and Successful Events for up to 500 visitors, and Safe and Successful Events for over 500 visitors, which are available for downloading at [www.hertsmere.gov.uk](http://www.hertsmere.gov.uk)

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

**Please complete and return this form to let us know about your event.**

**EVENT DESCRIPTION** *(please give as much detail as possible, please use another page if needed)*

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**WHERE IS YOUR EVENT BEING HELD?**

*(address or exact location)*

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**POST CODE:**

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**IS YOUR EVENT BEING HELD:**

Inside

Outside

- DO YOU HAVE PUBLIC LIABILITY INSURANCE **YES / NO** - IF YES PLEASE SEND ME A COPY
- HAVE YOU COMPLETED A RISK ASSESSMENT **YES / NO** - IF YES PLEASE SEND ME A COPY
- HAVE YOU HAD LAND OWNERS PERMISSION **YES / NO** - IF YES WHO DID YOU SPEAK TO?
- HAVE YOU GOT A SITE MAP SHOWING EMERGENCY ACCESS ROUTES, CROWD CONTROL AREA, & OTHER HAZARD SPOTTING AREAS **YES / NO** - IF YES PLEASE SEND ME A COPY

**MEDICAL COVER IN PLACE? YES / NO – WHO IS PROVIDING THAT COVER?**

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**EVENT ORGANISERS DETAILS:**

**NAME**

**POSITION:**

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**ADDRESS:**

**POST CODE:**

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**Contact Details**

**Daytime:**

**Evening:**

**Mobile:**

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**Email:**

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**DAY TO DAY CONTACT PERSON (IF DIFFERENT FROM ABOVE)**

**NAME:**

**POSITION:**

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**ADDRESS:**

**POST CODE:**

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**CONTACT DETAILS**

DAYTIME:

EVENING:

MOBILE:

EMAIL:

DATE(S) OF EVENT:

**TIME OF EVENT**

START: \_\_\_\_\_ FINISH (APPROX): \_\_\_\_\_

NUMBERS ATTENDING (APPROX) : \_\_\_\_\_

Target ages of attendees: Children  Adult

Is your event being held at a licensed premises? YES  NO  OUTSIDE  INSIDE

Do you intend to supply alcohol at your event? YES  NO

Do you intend to hold Regulated Entertainment? YES  NO

*(i.e. performance of play, live music or dancing, exhibition of films, boxing/wrestling, indoor sporting event or the playing of recorded music)*

If YES, you will be required to obtain a Temporary Event Notice. (A minimum of 10 working days notice is required. No more than 499 occupancy, if more than 499 a Premises Licence may be required)

Do you intend to supply food at your 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

Do you intend to supply water at your event (for drinking, cooking, food preparation or other domestic purposes, regardless of its origin and whether it is supplied from a distribution network, from a tanker, or in bottles or containers?) YES  NO

Do you intend to publicly advertise your event? YES  NO

Has this Event ever been run before? YES  NO   
If YES, give date of last event

Is any part of the event to be held on a Public Highway? YES  NO

If YES, please indicate whether on verge/footway/or carriageway

Completed forms should be returned to: Ellen Cozens, Technical Officer, Environmental Health, and Licensing, Civic Offices, Elstree Way, Borehamwood, Herts. WD6 1WA

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