



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

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 – CIRCLE ALL BOXES THAT APPLY

EVENT ORGANISER DETAILS

NAME: _____

ADDRESS WITH POSTCODE: _____

CONTACT DETAILS: HOME: _____ **MOBILE:** _____

EMAIL: _____

EVENT DESCRIPTION: (please give as much detail as possible, using another page if needed)

DATE(S) OF EVENT: _____

START & FINISH TIMES: _____

NUMBERS ATTENDING (APPROX): _____ **CHILDREN:** **ADULTS:**

WHERE IS YOUR EVENT BEING HELD? (address or exact location) _____

_____ **POST CODE:** _____

IS YOUR EVENT BEING HELD: **OUTSIDE** **OR** **INSIDE**

DO YOU HAVE PUBLIC LIABILITY INSURANCE **NO** or **YES** **IF YES PLEASE SEND ME A COPY**

HAVE YOU COMPLETED A RISK ASSESSMENT **NO** or **YES** **IF YES PLEASE SEND ME A COPY**

HAVE YOU HAD LAND OWNERS PERMISSION **NO** or **YES** **IF YES WHO DID YOU SPEAK TO?** _____

HAVE YOU GOT A SITE MAP SHOWING EMERGENCY ACCESS ROUTES, CROWD CONTROL AREA, & OTHER HAZARD SPOTTING AREAS? IF YOU DO PLEASE SEND ME A COPY.

MEDICAL:
DO YOU HAVE MEDICAL COVER IN PLACE? IF YOU DO, WHO IS PROVIDING THAT COVER?

LICENSING:

Is your event being held at a Licensed Premises?

YES

OR

NO

Is your event being held outside?

OUTSIDE

OR

INSIDE

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 the playing of recorded music*)

YES

OR

NO

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)

FOOD & WATER:

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

OR

NO

If YES please provide the name and address of all caterers at the event:

What hygiene facilities will be available for food handlers, e.g. hot water for hand washing and equipment washing facilities?

Do you intend to supply water at your event for drinking, cooking or food preparation?

YES

OR

NO

Identify the source of the water supply to be used at the event, e.g. mains water supply, private borehole.

REFUSE: What provisions have been made for the correct disposal of refuse?

FIRE PROTECTION:

Is there an existing Fire Risk Assessment in Place for the premises/area?

YES

OR

NO

Has the existing Fire Risk Assessment been reviewed to include this event or has a specific Fire Risk Assessment been created for this event?

YES

OR

NO

Has the Fire Risk Assessment advised of an increased risk as a result of this event taking place?

YES

OR

NO

Has the Fire Risk Assessment recommended that any additional measures are required during this event?

YES

OR

NO

Do you intend to publicly advertise your event?

YES

OR

NO

Has this event been run before? If yes, give date of last event _____

Is any part of the event to be held 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

Telephone: 020 8207 2277

Email: event.safety@hertsmere.gov.uk

NOTE: YOU MAY BE REQUIRED TO PROVIDE ADDITIONAL INFORMATION / DOCUMENTATION ON ANY ASPECT OF YOUR EVENT.