

Bridgend Event Safety Advisory Group

Event Notification Form

Please indicate your preferred language for future communications: Welsh / English

		ESAG Action Required
Event name		
Event date (s)		
Event duration		
Event time		
Event location (including postcode)		
Full name of enquirer		
Telephone number		
E-mail address		
Event manager or organiser (if different to the enquirer)		
Telephone number		
E-mail address		
Type of event Provide a brief description		
If the event has been held previously, please provide details.		

		ESAG Action Required
Who owns the land / venue?		Pass on to BCBC land holding department
Has permission been sought from the landowner? Please provide details and supporting evidence.		Check information provided with BCBC land holding department.
Will the event take place on, or affect the highway in any way?		Pass on to highways
Proposed numbers to attend event?		Pass on to licensing
Will access to the site / event be restricted? Please provide details.		
At what age range is the event aimed?		
<p>Licensing For information on licences, visit www.bridgend.gov.uk/business/licensing/apply-for-a-licence/</p>		
Will any licensable activity take place? Please provide details.		Pass on to licensing

		ESAG Action Required
<p>Environmental Health and Public Protection</p> <p>Environmental health services in Bridgend County Borough, the Vale of Glamorgan and Cardiff are delivered by Shared Regulatory Services. www.srs.wales/en/Environmental-Health/Environmental-Health.aspx</p>		
Have you considered your responsibilities in relation to the Health and Safety at Work Act? Please provide details.		Pass on to SRS
Food Traders should be registered and inspected by the local authority in which they are based. There is a simple way to check this online at www.food.gov.uk/ratings It is recommended that you only allow traders who have a food hygiene rating of 3 or above trade at your event. Please provide details of any food traders.		

Signed Date.....

Next Steps for Event Organisers

1. Submit completed event notification form to events@bridgend.gov.uk
2. E-mail from ESAG acknowledging receipt of form
3. Form passed to relevant BCBC landholding department (e.g. Property, Parks, Coastal Defence, Town Centre, Highways, Harbour).
4. Once the relevant department (s) have granted initial permission for the event to go ahead, that department will advise what they require of in terms of an Event Plan, Risk Assessments, Event Checklist, and any other documentation.
 If the event is not taking place on BCBC property, event organisers will be signposted directly to the Event Plan and Risk Assessment templates and the Event Checklist.
5. Once the event organiser provides the full event plan and supporting documentation, it will be made available to all ESAG members for consideration.
6. Depending on the nature of the event, the organiser may be invited to attend an Event Safety Advisory Group (ESAG) meeting or the event will be considered by ESAG remotely. The organiser will be notified by e-mail if required to attend a meeting or of any requests for further information or additional safety measures to be implemented.