# Bridgend County Borough Council

# NOTIFICATION OF PROPOSED EVENT

Please indicate you preferred language for future communications

Welsh / English

|  |  |
| --- | --- |
| Name of event |  |
| Date, time, and duration  of event |  |
| Location of event – (including postcode) |  |
| Full name of enquirer |  |
| Address of enquirer  (including town and postcode) |  |
| Contact telephone number |  |
| E-mail address of enquirer |  |
| Name of event manager / organiser (If different from above) |  |
| Event manager mobile number |  |
| Type of event; e.g. Indoor / outdoor, musical / parade / carnival etc. |  |
| Who owns the land / venue? |  |
| Has permission been sought from the landowner? | **Yes No** |
| Will access to the site / event be restricted? |  |
| Has the event been held previously, if so when and where? |  |
| Proposed numbers to attend event? |  |
| Is there an entrance charge to the event? If so, how much? |  |
| At what age range is the event aimed? |  |
| Will any balloons or sky lanterns be released? | **Yes No** |
| The release of sky lanterns and celebratory balloons is prohibited on all council-owned land and property in Bridgend County Borough.  <http://www1.bridgend.gov.uk/services/property/sky-lanterns-and-celebratory-balloons.aspx> | |
| Will the event take place on, or affect the highway in any way?  If so, please provide your traffic management proposals along with this form. | **Yes No** |
| Will there be any road closures? | **Yes No** |
| **Licensing**  For information on licences, visit <http://www.bridgend.gov.uk/services/licencing.aspx>  See also <http://www.bridgendbites.com/legal/legal-considerations.aspx> | |
| Will any licensable activity take place?  i.e. Sale or supply of alcohol, regulated entertainment (music, dancing, films, plays, indoor sporting events), late night refreshment (hot food / drink between 23.00-05.00 hours)  If so, have you applied for licences from BCBC? | **Yes No**  **Yes No** |
| Will there be any special effects at the event, e.g. fireworks, lasers, strobes, smoke machines?  Have you applied for the appropriate licences from BCBC? | **Yes No**  **Yes No** |
| Will any traders (including the sale of food) be present at the event?  If yes, have you applied for a licence from BCBC? | **Yes No**  **Yes No** |
| Will you be providing any temporary water supplies for drinking, cooking, cleaning etc?    This includes a supply via pipes or via containers e.g. tankers, bowsers, static tanks or bottled water.    For example, drinking water points, food preparation, toilets, wash hand basins, showering facilities etc. | **Yes No** |
| Will there be any collection of monies at the event (e.g. Charitable collections etc.)?  If yes, have you applied for a licence from BCBC? | **Yes No**  **Yes No** |
| Are you/is your organisation covered by insurance? If so, please provide details.  Please provide a copy of your insurance policy with this document. | **Yes No**  **Name of Insurer:**  **Name of Insured:**  **Policy Number:**  **Amount of cover: £** |
| Have risk assessments been completed?  General Risk Assessment  Fire Risk Assessment  Medical Risk Assessment  If so, please provide copies with this document.  Further information available here <http://www.bridgendbites.com/safety-security/risk-assessment.aspx> | **Yes No**  **Yes No**  **Yes No** |
| Have you sourced First Aid Medical Cover?  If you have, please provide name & contact details of provider. | **Yes No** |
| Will any temporary structures be erected for the event? If so, please provide details. | **Yes No** |
| Will there be electrical systems in use at the event? | **Yes No** |
| Will there be welfare facilities available at the event? E.g. drinking water, disabled toilets etc. | **Yes No** |
| Have DBS checks been carried out on relevant personnel? If so, please provide copies with this document. | **Yes No** |
| Has an emergency/evacuation plan been developed? If so, please attach a copy to this document. | **Yes No** |
| Please refer to the latest Crowded Places Guidance  <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/619411/170614_crowded-places-guidance_v1.pdf> | |
| Are there any other details that you think that Bridgend County Borough Council should be aware of? |  |
| How do you propose to promote the event? |  |
| Event marketing description (maximum 50 words) |  |

Signed …….……………………………………

Date……………………………………………..