

Event Notification Form

Version 2.0

What happens to my information?

Your event notification form, event management plan, site plan, risk assessment and public liability certificate will be sent to the Events Safety Advisory Group for review and any advice and guidance referred back to you. The Events Safety Advisory Group consists of representatives from various departments at your local authority, Kent Police, Kent Fire and Rescue Service, SECAMB, NHS and KCC Highways. Your information will not be passed on to any other party without your prior consent.

Time Limits – The time limit for submitting draft event documentation to the Safety Advisory Group is 14 weeks in advance of your event and all final event documentation 4 weeks in advance of your event. Any delays to these timescales may affect the advice and guidance given by the agencies listed above.

1. Contact Information

Name of event organiser			
Organisation			
Registered charity	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes please provide number:	
Street Address			
Postcode			
Telephone Number			
Mobile Number			
E-Mail Address			

2. Your Proposed Event

Event Name				
Date(s) of event	Start date		End date	
Proposed times of event	Start time		End time	
Location of event				
May the details supplied in 2 above be used for publicity purposes or given to interested parties?				
a) <input type="checkbox"/> Yes <input type="checkbox"/> No b) If yes, which name and contact details can we release?				
Who owns the land?	<input type="checkbox"/> Local Authority <input type="checkbox"/> Parish Council <input type="checkbox"/> KCC <input type="checkbox"/> Privately Owned <input type="checkbox"/> Other.....			
Has the event taken place before?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please state when:		
Description of Event				
What is the anticipated maximum number of people attending the event at any one time (include all staff and performers)?				

3. Road Closures – You will also need to fill in the Event Management Plan and Risk Assessment to get your road closure.

Are you requesting any road closures?	<input type="checkbox"/> Yes <input type="checkbox"/> No (go to section 4)
If yes, please tell us why you feel that your event requires a road closure	
Please select as appropriate the reason for the road closure. This helps us to determine which piece of legislation the road can be closed under. In most cases, the road can be closed under the Town Police Clauses Act, which means the notice will be issued by your local authority.	<input type="checkbox"/> Procession <input type="checkbox"/> Rejoicing <input type="checkbox"/> Illumination <input type="checkbox"/> Street thronged or liable to be obstructed <input type="checkbox"/> Other (please explain below)
If above you selected other please explain what will be happening at your event	
Please list <u>ALL</u> roads that you wish to close for your event and include the extent of the closure with either a brief description or a map.	
<p>Before a road closure can be approved the following documents MUST be submitted to your local authority and approved by KCC Highways Authority. Please note that a minimum notice period may be required by KCC.</p> <ul style="list-style-type: none"> • A copy of valid Public Liability Insurance • Health and Safety Risk Assessments • Signage Schedule • Plan of diversion route (if applicable) <p>Please note KCC Highways require 12 weeks' notice of any road closures for coordination purposes.</p>	

4. Street cleansing and waste management,

Will your event require additional street cleansing?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will your event require the use of public toilets?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

5. Parking

Will your event require the use of a car park?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will your event require the suspension of parking bays?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

6. Utilities

Will your event require an electricity supply?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will your event require a water supply?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

7. What activities might there be at Your Proposed Event?

Please check boxes as appropriate (activities are in alphabetical order).

<input type="checkbox"/> Animals	<input type="checkbox"/> Aircraft / parachutists	<input type="checkbox"/> Archery / shooting	<input type="checkbox"/> Balloon launch
<input type="checkbox"/> BBQs	<input type="checkbox"/> Bonfires	<input type="checkbox"/> Boot Fair	<input type="checkbox"/> Carnival procession
<input type="checkbox"/> Coconut shy or other stalls	<input type="checkbox"/> Dance performance	<input type="checkbox"/> Electricity	<input type="checkbox"/> Fairground rides
<input type="checkbox"/> Fireworks	<input type="checkbox"/> Food/drink concessions*	<input type="checkbox"/> Foreshore / berthing	<input type="checkbox"/> Free admission to event
<input type="checkbox"/> Gambling*	<input type="checkbox"/> Gas	<input type="checkbox"/> Hot air balloons	<input type="checkbox"/> Indoor sporting events
<input type="checkbox"/> Inflatable's / bouncy castles	<input type="checkbox"/> Lasers/strobe lighting	<input type="checkbox"/> Live entertainment* (e.g. amplified music)	<input type="checkbox"/> Lotteries/raffles* At the time of the event
<input type="checkbox"/> Lotteries/raffles* Sold before the event	<input type="checkbox"/> Market/Charity stalls	<input type="checkbox"/> Motor vehicles (including motorbikes & scooters)	<input type="checkbox"/> Plays / Films
<input type="checkbox"/> Pyrotechnics/ special effects	<input type="checkbox"/> Re-enacting groups	<input type="checkbox"/> Sale of alcohol*	<input type="checkbox"/> Sale of food or drink between 23:00 – 05:00*
<input type="checkbox"/> Sporting Events	<input type="checkbox"/> Street collections/ charity collections*	<input type="checkbox"/> Street Party	<input type="checkbox"/> Ticket Sales*
<input type="checkbox"/> Temporary Structures (i.e. Marquees, staging, gazebos)	<input type="checkbox"/> Train rides	<input type="checkbox"/> Drones	<input type="checkbox"/> Other:

Notes Section / any further comments:

Temporary Event Notice

All activities marked with an (*) indicate licensable activities that may require a temporary event notice, which you will need to apply for separately. A temporary event notice is a notification to the licensing authority that an individual intends to carry on licensable activities for a period not exceeding 168 hours.

Licensable activities include:

- Sale and Supply of Alcohol
- The provision of late night refreshments to the public
- Regulated entertainment

A temporary event notice application must be sent to the licensing authority and the police at least 10 working days in advance of a planned event. Please ensure that you have the necessary licenses in place.

What happens next?

Additional documentation could be requested in terms of Event Management plan, Risk assessments and Traffic management details. These documents should be submitted along with a copy of your public liability insurance (minimum £5million cover)

Once we have received your event notification form, we will be in touch to notify you if the land you have requested is available for hire (if event is being held on council property) on the date(s) provided. We will then book the land for you on a provisional basis.

Once all paperwork has been received and agreed by the Events Safety Advisory Group will a definite booking be made and permission to occupy the land granted.

We recommend that you contact your Parish or Town Council and Ward Councillor to notify them about your event. Details of your Parish/Town Council and Ward Councillor can be found on the Dartford Borough Council website. www.dartford.gov.uk

Name (printed)	
Date	

If you have any queries regarding completing this form please contact: licensing@dartford.gov.uk or telephone **01322 343028**

Please keep a copy of this form for your own records.