



Havant

BOROUGH COUNCIL

Event Application Form

If you are proposing to hold an event which involves a large gathering of people the Havant Safety Advisory Group (SAG) would like you to provide basic details of your event by completing this form in type, or writing in block capitals in **BLACK INK**. This will allow the Council and emergency services (fire, ambulance and police) to assist with their planning and provide you with advice on safety street closures and licences. Please return the completed form as soon as possible. Do not wait until the details for your event are finalised.

Event Details

1. Name of Event:

2. Event Location:

3. Event Date:

(Please enclose the relevant part of an ordnance survey map or give an ordnance survey location if possible. A site plan showing proposed positions of stalls, marquees, arena, exhibition units, car parking would also be helpful.)

Location Plan attached

Site Plan attached

4. Brief Description of Proposed Event:

.....
.....
.....

Specifically - Is this a (please tick one box only)

Commercial

Fund raising

Non-commercial

Community service event

Charity event

Name of Charity:

Charity Registration Number:

Will all income raised go to the Charity concerned? (Please tick) Yes No

Is the event limited to friends/relatives? Yes No
(in the case of a school to staff/children/parents)

Is the event free? Yes No Admission Price? £

Will you be selling programmes? Yes No Price? £

5. Event date(s): Start Time Finish Time

6. Date to enter site for preparation:

.....

Start Time Each Day Finish Time Each Day

7. Date/time the site will be vacated after the event:

.....

8. Estimated Maximum Number of Persons Attending:

(1) At any one time

(2) During the event:

Public

Staff:

Performers:

Alternative Arrangements

9. Is there a possible alternative site? Yes No Where?

10. Is there a possible alternative date? Yes No When?

Contact Details of Organiser

11. Name of Organisation?

.....

12. Name of Person in overall control of event?

.....

13. Contact Address

.....

..... Postcode:

14. E-mail address.....

15. Telephone Number Landline:

Mobile:

Highway and Traffic Implications

16. Are any footpaths, bridleways or roads that are normally open to the public affected or used as part of the event? Yes No

17. Are you proposing any directional signing on the highway to direct the public to the event? Yes No

18. Do you anticipate the need for any road closures and traffic diversions? Yes No

19. Have you considered the need to restrict or control parking on the highway in the vicinity of your event? Yes No

20. Are there any car parks to be closed in order to hold the event? Yes No

21. How many parking spaces will be available for persons working at the event.

22. How many dedicated parking spaces will be available for the public attending the event.

IMPORTANT NOTES

If a formal traffic order is required, then please allow at least 12 weeks notice to process the order.

If you have said "Yes" to questions Q16 to Q20 above you must complete the Traffic Management Information Form F6 referred to in the Guidance Notes.

If you have not identified any dedicated parking and are proposing to rely on public car parks and parking on the highway then you will also be expected to complete the Traffic Management Information Form F6 referred to in the Guidance Notes.

Event Activities

23. Please tick the appropriate boxes to show the activities you intend to utilise or permit at the event? (some of these may not be permitted at all sites).

- | | | | |
|------------------------|--------------------------|---------------------|--------------------------|
| Fireworks/Pyrotechnics | <input type="checkbox"/> | Live Music | <input type="checkbox"/> |
| Carnival/procession | <input type="checkbox"/> | Live Entertainment | <input type="checkbox"/> |
| Fairground equipment | <input type="checkbox"/> | Lost Children Point | <input type="checkbox"/> |
| Aircraft | <input type="checkbox"/> | Barrier/Fencing | <input type="checkbox"/> |
| Parachutists | <input type="checkbox"/> | Marquees | <input type="checkbox"/> |
| Balloon launch | <input type="checkbox"/> | Portable Generator | <input type="checkbox"/> |

- | | | | |
|--------------------------------------|--------------------------|-------------------------|--------------------------|
| Hot Air Balloons | <input type="checkbox"/> | Power Supply | <input type="checkbox"/> |
| Horses/Donkeys Other Animals | <input type="checkbox"/> | Toilets | <input type="checkbox"/> |
| Motorcycles | <input type="checkbox"/> | Alcohol | <input type="checkbox"/> |
| Other Motor Vehicles | <input type="checkbox"/> | Food/Drink Concessions | <input type="checkbox"/> |
| Coconut Shy | <input type="checkbox"/> | Barbecue | <input type="checkbox"/> |
| Inflatables (e.g. Bouncy Castle) | <input type="checkbox"/> | Re-enactment Groups | <input type="checkbox"/> |
| Portable Staging | <input type="checkbox"/> | Bonfire | <input type="checkbox"/> |
| P.A. System | <input type="checkbox"/> | Foreshore Boat | <input type="checkbox"/> |
| Stewarding/Security | <input type="checkbox"/> | Living History Or Other | <input type="checkbox"/> |
| On Site Communications | <input type="checkbox"/> | Market Stalls | <input type="checkbox"/> |
| Water (Limited Supply at some sites) | <input type="checkbox"/> | | |
| Other: (Please Specify below) | <input type="checkbox"/> | | |

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Insurance

24. Has Insurance been arranged in respect of Public Liability or Third Party risks (including products liability where appropriate)? Yes No

25. What is the name of the insurer?

.....

26. What is the value of cover? £.....
(Recommended that this should not be less than £5 million)

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If permission is granted for the event, I hereby agree to comply with the conditions set out in this form and any departmental terms and conditions and all reasonable instructions given by all authorised Officers of the Council.

Signed

Position

Date

Please send this completed form, together with any supporting documentation to:

**Jackie Rogers,
Havant Borough Council,
Environmental Health Services,
Civic Offices,
Havant,
Hants,
PO9 2AX**