
APPLICATION

TO HOLD AN EVENT ON HAVANT BOROUGH COUNCIL LAND

NOTE

1. This application must be completed and returned 5 weeks prior the event (minimum). If the forms and paperwork are not received within the timeframe, the application may not be processed.
2. All sections should be answered or your application may be delayed.
3. Please read the Conditions of Hire document prior to completing this form (this can be found on the Havant Borough Council website)
4. You will receive an acknowledgement within 14 working days once your application has been received by an HBC officer.
5. If you change any details on your application after submitting the first application, you must resubmit the amendments for consideration.

Application return address:

Community Officer (Events)
The Public Service Plaza,
Civic Centre Road,
Havant, Hampshire
PO9 2AX

If you have any queries please contact:

023 9244 6495
EventsHBC@havant.gov.uk

ORGANISERS DETAILS

Name

Organisation

Position

Address

Telephone

Event public enquiries number

Email

Website

GENERAL INFORMATION

1 Name of event

2 Location required

3 Dates required

4 Start time Finish time

5 If the area is required outside these times for setting up etc. please give details.

6 Anticipated attendance figure

If the anticipated number exceeds 499 this application and a more in-depth traffic management form will be reviewed by HBC's Safety Advisory Group

7 Is the event:

Commercial Charity / Fundraising

Free to the public Open and accessible to all

Members only Tickets charged at

Other (Please state)

8 Please provide a full description of the event including attractions and activities.

9 Have you contacted Havant Borough Council licensing department to enquire about:

	Yes	No
Temporary Event Notices – music	<input type="checkbox"/>	<input type="checkbox"/>
Premises licenses	<input type="checkbox"/>	<input type="checkbox"/>
Selling of Alcohol	<input type="checkbox"/>	<input type="checkbox"/>

10 Please state the reference number the licensing department provided

COLLECTION AND REMOVAL OF LITTER, REFUSE AND OTHER WASTE

11 Please give details of the arrangements to collect and remove litter, refuse and other waste from the area during and after the event.

CATERING

12 Do you wish to sell food and/or drink?

Yes

No

If you require any further information regarding food provision, please contact the Food & Safety Team on (023) 9244 6654.

13 Please provide details of refreshments to be sold, for each food business include trading name and address, local authority where registered and type of food.

Company	Authority	Food type

Please send details of any additional suppliers as a separate document.

14 Please state bar opening / closing times

Bar to open at

and close at

CAR PARKING

Please outline your parking arrangements for event staff, contractors and volunteers. (How many event vehicles will there be, where will they park and how do you intend to manage the parking of those vehicles?) Please also show car parking arrangements on your event site map.

Where will visitors to your event park their cars (please include number of designated spaces for disabled)?

How will you direct visitors safely to your event from the car park (e.g. road crossing arrangements etc)?

Are there any Council operated car parks that need to be closed in order to hold the event? If yes, please specify the location of the car park and the amount of space required for the event. A minimum of 2 months notice is required.

TRAFFIC MANAGEMENT & ROAD SAFETY

Please refer to guidance notes for further information

Will you need to apply for any of the following on the public highway?

Road/footpath closure

(If yes, please contact Legal Services on 02392 446216)

Signs, cones or traffic management

On street parking restrictions

If you have ticked any of the above, please provide an overview of the locations, dates and times below and provide a detailed traffic management plan.

The above options require a minimum of 6 months notice.

PA EQUIPMENT

15 Do you intend to use public address equipment or have amplified music at the event? Yes No

If yes, please give details.

STRUCTURES ETC

16 Will there be any of the following items at the event? (please tick)

Stages Electrical installations

Towers / structures Marquees / gazebo

Temporary seating

17 If you have ticked any of the above, please provide details.

TOILET FACILITIES

18 Are there public toilets available at the location applied for? Yes No

19 Do you intend to provide additional portable toilets? If yes, see Events Safety Guide for additional information Yes No

MEDICAL FACILITIES

20 Please provide details of First Aid cover at the event.

(a) Number of Paramedics

(b) Number of trained First Aiders

(c) Number of First Aid posts

(d) Number of ambulances

21 If you have ticked any of the above, please provide details.

ADDITIONAL INFORMATION OR REQUESTS

22 Will radio communication be provided at the event? Yes No

If yes, which staff / locations will have radios.

23 If an event safety control is required, where will it be accommodated / located?

DECLARATION

Please ensure that the following documentation is enclosed with this application.

Risk Assessment Site plan

Public Liability Insurance Certificate Traffic Management Plan
(£5million minimum)

I confirm I have read the Conditions of Hire for Events on Parks and Open Spaces and agree to comply with them.

Signed (Hirer) Date

Print name

MARKETING

We would like to promote your non profit event through our social media page Whats on in Havant Borough:

www.facebook.com/havantboroughcommunity

Please provide a short description of the event (how you wish it to be seen, max 150 characters) along with an image.

