

Events Notification Form 2016

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 Thanet Safety Advisory Group for review. The Thanet Safety Advisory Group consists of representatives from various departments at your local authority, Kent Fire and Rescue, KCC Highways and Kent Police. Your information will not be passed on to any other party without your prior consent.

These forms are to be submitted at least 14 weeks in advance of the event date. All final additional documentation is to be supplied at least 4 weeks in advance of the event. Please contact us for extra guidance.

1. Contact Information

Name			
Organisation			
Registered charity	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes please provide number:	
Street Address			
Postcode			
Telephone Number	Daytime:	Evening:	
Mobile Number	Daytime:	Evening:	
E-Mail Address			
May we use these contact details for publicity purposes or to give to interested parties?	Yes: <input type="checkbox"/> If no, which number and name may we release? Name:	No: <input type="checkbox"/> Tel:	

2. Your Proposed Event

Event Name				
Build date and timings	Start		End	
Date(s) of event	Start		End	
Proposed times of event	Start		End	
De-rig date and timings	Start		End	
Opening Hours	Start		End	
Planned location of event				
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 <i>(Give as much detail as possible)</i>			
Is this a free Event?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/> Cost: £	
What is the anticipated maximum number of people attending the event at any one time (include all staff and performers)?			
How many stewards are you providing?			
Name of the organisation providing First Aid:			
Number of First Aiders at your event:			

For items 3 – 6 please refer to the Fees and Charges for Additional Resources for Events on our website <https://www.thanet.gov.uk/your-services/events-and-exhibitions/event-organisation-and-land-hire/land-hire-arrangements/>

3. Road Closures

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 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:		
<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) 		

Please note KCC Highways and TDC require 12 weeks' notice of any road closures for coordination purposes.

4. Street Cleansing and Waste Management

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

5. Parking

Will your event require any public car parks to have their opening hours extended?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Will your event require the suspension of parking bays?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>

6. Utilities

Does your event require an electricity supply? Please state the electricity demand required.	Yes: <input type="checkbox"/> Amps	No: <input type="checkbox"/>
Does your event require a water supply?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>

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"/> Commercial Trade Stands	<input type="checkbox"/> Dance Performance	<input type="checkbox"/> Electricity
<input type="checkbox"/> Fairground/Mechanical 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* (eg. Amplified music)
<input type="checkbox"/> Lotteries/Raffles* (including ticket sales)	<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"/> Temporary Structures (ie. Marquees, staging, gazebos)
<input checked="" type="checkbox"/> Train rides			

Other:

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 and for less than 499 people.

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.

Please contact our local licensing department for more information by e-mailing licensing@thanet.gov.uk or telephone 01843 577413.

Fees and Charges

Thanet District Council operates a scale of fees and charges for the use of Council land. This is to cover the cost to the Council of administering the Event Application documentation. Details of these will be enclosed in your Event Application Pack and can be found on <https://www.thanet.gov.uk/your-services/events-and-exhibitions/event-organisation-and-land-hire/land-hire-arrangements/>.

Please provide the contact details for invoices.

Name of Organisation	Address	Email address	Contact telephone numbers (including mobile number)

What happens next?

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 and send out the Event Application Pack including the Application Fee and information on standard charges. You will find a link on our website (<https://www.thanet.gov.uk/your-services/events-and-exhibitions/safety-guidance-for-events-on-council-premises/>) that will take you to an event management plan and risk assessment template for your completion. These documents should be submitted along with a copy of your public liability insurance (minimum £5million cover) and payment of the Application Fee will then secure the site for your requested date. Additional documentation may be requested during the processing of the application. Only once all paperwork has been received and agreed by the Events Safety Advisory Group we will then calculate a quote for your requirements and send this with an Intention to Permit letter. When this quotation is agreed by the Event Organiser the Events Team will raise an invoice for the Event Hire Fee and other departments will be in contact to confirm any arrangements and arrange payment for additional services. At this point a Memorandum of Agreement will be sent to the Event Organiser for signature; once this has been returned and all payment for charges received the Events Team will then be in a position to send out the Permission to Occupy letter and signed Memorandum of Agreement to complete the process for granting the request.

Date

Date	
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If you have any queries regarding completing this form please contact: The Events Team
events@thanet.gov.uk / 01843 577735

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