

## Event Notification Form

### Contact Details

Name of organisation or person promoting the event.	
Name of Safety Officer or person responsible for liaison with the Safety Advisory Group	
Telephone	
Email address	
Address	

### Event Details

Name of the event:	
Place of the event (including the postcode):	
Day and date of the event:	
Setup start time for event:	Setup finish time for event:
Start time of the event:	End time of event:
Description of the event including provision of facilities and activities taking place.	
How many people approximately, do you anticipate may attend the event, please provide details of spectators, exhibitors, participants event staff etc. separately:	
If this is a charitable event, the name and Charities Commission Registration number of the authorising charity:	
Will all monies raised go to this charity?	
Will there be an admission charge?	
<b>Traffic Management</b> Will the public highway be affected?  Do you intend to use a Traffic Management Company?  A Traffic Management Plan including details of the proposed route/s must be provided.  Contact Highways Department at North Yorkshire Council if you require road closures: <a href="mailto:Area2.Thirsk@northyorks.gov.uk">Area2.Thirsk@northyorks.gov.uk</a>	

*Please note requests for road closures should be made in the calendar year prior to your event where possible.*

**The following should be considered and arranged for your event where appropriate:**

- Event Insurance.
- General risk assessments.
- Fire risk assessment including details for any pyrotechnics (fireworks).
- Site plan/s indicating access and egress, evacuation routes, access for emergency vehicles and details of all the activities/structures/facilities, car parking, etc.
- Timetable/ programme of events/activities.
- Car parking arrangements for event staff, exhibitors and visitors etc.
- Crowd Management, including security/stewards/ marshals and briefings.
- Incident management arrangements
- Counter terrorism measures.
- Waste management including waste disposal.
- Arrangements for medical/first aid cover including completion of Yorkshire Ambulance Assurance forms. (Provided by the Safety Advisory Group).
- Licensing requirements, for example for the sale of alcohol and any entertainment such as music of any nature.
- Arrangements for lost children/vulnerable adults.
- Communications including PA system, radios, signage and public information.
- Arrangements for any sporting exhibitions.
- Provision of welfare facilities.

Please provide an Event Safety plan and risk assessments in good time before your event to be considered by members of the Safety Advisory Group.

You may be invited to attend a meeting of the Safety Advisory Group or please indicate if you wish to attend a meeting.

Yes I wish to attend a meeting of the Safety Advisory Group:

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*Please note that meetings are normally held during the working day at the Civic Centre Northallerton however site visits can be arranged where appropriate.*

**Contact details**

Email: [sag.ham@northyorks.gov.uk](mailto:sag.ham@northyorks.gov.uk)

Telephone: 0300 131 2 131.

Address: Environmental Health Service, North Yorkshire Council, Stone Cross, Rotary Way,  
Northallerton, DL6 2UU

Signed:

Capacity:

Date: