

Dartford Borough Council Event Notification Form

If you are proposing to hold an event which involves a large gathering of people or the erection of a temporary structure, the Dartford Borough Council 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.

Name of event

Event location

(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 Yes/No Site Plan attached Yes/No

Section One - Organiser Details

Name of organisation

Event organiser/s

Contact Address

..... Postcode

E-mail address

Tel No. - Home Fax No. Mobile No.

Tel No. - Work

Section Two - Event Details

Event date Start time Finish time

Description of event proposed

.....

Estimated Maximum Number of Persons Attending	Staff	+	Performers	+	Public
At any one time:		+		+	
During the event:		+		+	

Is this a (please indicate type of event):

Commercial Yes/No Fund raising Yes/No Non-commercial Yes/No Community Service Yes/No

Charity Event Yes/No Name of Charity

Charity Registration Number

Will all income raised go to the Charity concerned? Yes/No.

Date/time to enter site for preparation

Start time each day Finish time each day

Date/time the site will be vacated after the event

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?

Approximate number of people expected to attend

Possible alternative site

Possible alternative date

Do you intend to utilise or permit any of the following attractions at the event? If so, please tick the appropriate item (some of these may not be permitted at all sites)

Fireworks/Pyrotechnics	Live music
Carnival/procession	Live entertainment
Fairground equipment	Lost children point
Aircraft	Barrier/fencing
Parachutists	Marquees
Balloon launch	Portable generator
Hot Air Balloons	Power supply
Horses/donkeys/animals	Toilets
Motorcycles	Alcohol
Other motor vehicles	Food/drink concessions
Coconut shy	Barbecue
Inflatable's	Train hire
Portable staging	Bonfire
P.A. System	Foreshore boat
Stewarding/security	Living history or other

On site communications Market stalls
Water (limited supply at some sites) Re-enactment groups
Other: (please specify)

Is any footpath, bridleway or highway affected by the proposal? Yes/No

Do you anticipate the need for: Highway Directional Signs?
Road closure Traffic diversion
On street parking restriction Car park closure

(N.B. If a formal traffic order is required, then please allow at least 12 weeks notice.)

Car parking spaces for: Event Staff Yes/No approx. number.....
Public attending Yes/No approx. number.....

Section Three - Insurance

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

What is the name of the insurer:

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

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:

**Senior Licensing Officer
Licensing Section (SAG)
Dartford Borough Council
Civic Centre
Home Gardens
Dartford
Kent
DA1 1DR.**

**COPIES OF THIS APPLICATION MAY BE FORWARDED TO NORTH KENT POLICE,
KENT FIRE & RESCUE SERVICE AND THE HIGHWAYS MANAGER.**