



## OUTDOOR EVENT APPLICATION

Name of event	<input type="text"/>		
Event location – Site name	<input type="text"/>		
Event location – Street	<input type="text"/>		
Event location – Postcode	<input type="text"/>		
Event date(s)	<input type="text"/>		
Event reference number (Office use only)	<input type="text"/>	Date	<input type="text"/>

### SECTION ONE – ORGANISER DETAILS

Name of organisation	<input type="text"/>		
Name of event organisers	<input type="text"/>		
Contact address – street	<input type="text"/>		
Contact address – town	<input type="text"/>		
Contact address – county	<input type="text"/>		
Contact address – postcode	<input type="text"/>		
Telephone numbers	Work: <input type="text"/>	Home: <input type="text"/>	
	Mobile: <input type="text"/>	Alt: <input type="text"/>	
Email address	<input type="text"/>		
Event public enquiries contact number	<input type="text"/>		

**Note: Please give more than one contact number where possible**



## SECTION TWO – EVENT DETAILS

Description of event proposed

Is Organisation a  
(please select one box only)

Registered  
Charity?

Non-  
Registered  
Charity?

Other

Name of Charity  
(where applicable)

Charity registration number (where applicable)

Will all income raised go to the  
charity concerned?

YES

NO

If no, please give details

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

Approximate number of people expected to attend?

**Note: Under certain circumstances, a fixed number of people may be imposed by the licensing authority.**

Do you intend to use the following? (Written approval must be obtained from the local authority for their use)

Highway  
Directional  
Signs

Banners/  
Posters

Neither

Please provide full details of  
Signs/ posters etc

**Note: You are advised that the Council reserve the right to remove any unauthorised advertising and to recover the cost incurred from the event organisers**

## ATTRACTIONS

Do you intend to utilise or permit any of the following attractions at the event?

a) Aircraft/ helicopters

o) Market Stalls

b) Alcohol\*

p) Marquees

c) Water

q) Motor Vehicles (specify below)

d) Barrier/ Fencing

r) On site communication

e) Bonfire/ Barbecue (fire extinguisher to be supplied)

s) PA system

f) Carnival/ procession

t) Parachutists

g) Fairground equipment/ attractions

u) Portable generator

h) Fireworks/ pyrotechnics/ lasers (organised events only)

v) Portable staging



i) Food/ drink concessions

w) Re-enactment groups

j) Hot air balloons

x) Video/ Photography

k) Inflatables (eg bouncy castle)

y) Viewing stands

l) Live entertainment\*

z) Other

m) Live music/ broadcasting pre-recorded music\*

n) Living history or other

**Note** re h) Please give details of show provider plus start and finish times

**Note** re g) Please specify equipment and attractions

**Note** re i) Please list food/ drink concessions – include number of units to be used

**Note** re q) Please specify type of motor vehicles and approximate numbers expected

**Note** re: b), l) and m)\* A special licence may be required for these – please confirm that you have contacted the Local Authority Licensing Officer on 01277 312500

**Note** re aa) Please give further details of 'Other' attractions and number of units to be used

**Please add extra details where applicable**



**N.B. You may be contacted by the emergency services and the Council's Environmental Health Section to provide more specific information**

## **TRAFFIC MANAGEMENT**

**Do you require any of the following?**

\*Road closure

On street parking

Traffic diversion

Not applicable

If yes to any of the above, please provide full details:

**\*If you require a road closure order – please contact the County's Highways Team. Please allow 12 weeks for this to be arranged.**

**Will you require car parking space:**

YES

NO

If yes please supply details including anticipated numbers. (Please note that not all sites have parking facilities)

## **TOILET ARRANGEMENTS**

You will be required to ensure that the toilet facilities are adequate for the numbers expected to attend. If mobile toilets need to be hired please submit details of your proposals to include method of disposal and if toilets are hired, the name and address of the hire company. You will also need to ask the hirer for copies of COSHH forms for any chemicals used.

## **LITTER**

Please identify the method to be used in order to maintain the area free of litter and refuse:

**Notes re litter:**



1. The event organiser should ensure that the site is regularly litter-picked during the event and at the end of each day to ensure that the council's obligation under the Environmental Protection Act 1990 - Code of Practice on Litter and Refuse is discharged. If the event organiser fails to do this, then the council reserves the right to carry out the works in default and charge the event organiser the cost incurred.
2. It is the event organiser's responsibility to arrange removal of all rubbish from the site. You will not be permitted to use any council skip/litter bins etc for disposal.

### **CATERING**

Do you intend to have catering at your event?

YES

NO

- All caterers should have health and safety at work policy statement, and health and safety risk assessments
- Details of registration of the food business with a local authority must be submitted with this application.

### **SECTION THREE – INSURANCE**

1. Event organisers are required to hold a current policy of Insurance in respect of Public Liability or Third Party risks (including products liability where appropriate) and Employee Liability Insurance.
2. Organisers will be required to produce evidence of their insurance cover together with that of any exhibitor, band/ dance group, sub-contractor, caterer etc whom they have instructed/ authorised to appear at the event with this application.

### **RISK ASSESSMENTS**

1. Please complete and submit an Event Risk Assessment document
  2. Please complete and submit a Fire Risk Assessment document.
- **Please note the organiser will be deemed responsible for safety at public events**

### **FIRST AID**



It will be the event organiser's obligation to the public and event personnel for the health & safety at your event. The Council request a qualified First Aider is always available on site during your event. The size and nature of the event will dictate whether you will need an ambulance service on site

Details of First Aid cover:

## **SECTION FOUR – ADDITIONAL REQUIREMENTS**

A detailed draft site plan showing the positions of permanent structures, toilets, first aid, access in and out for emergency vehicles, stalls, marquees, arena, exhibition units, car parking etc and list of programme items is required. In respect of races etc a detailed route plan showing location of route marshals must be provided.

I have enclosed by email to [depotadmin@brentwood.gov.uk](mailto:depotadmin@brentwood.gov.uk), or posted, where necessary the following documentation:

- |                                       |                              |                                    |
|---------------------------------------|------------------------------|------------------------------------|
| Draft site/ route plan                | <input type="checkbox"/> Yes | <input type="checkbox"/> To follow |
| Draft event plan                      | <input type="checkbox"/> Yes | <input type="checkbox"/> To follow |
| Draft medical plan                    | <input type="checkbox"/> Yes | <input type="checkbox"/> To follow |
| Fire/ Risk assessment                 | <input type="checkbox"/> Yes | <input type="checkbox"/> To follow |
| Insurance for event organiser         | <input type="checkbox"/> Yes | <input type="checkbox"/> To follow |
| Insurance for individual participants | <input type="checkbox"/> Yes | <input type="checkbox"/> To follow |
| Risk assessment (Health & Safety)     | <input type="checkbox"/> Yes | <input type="checkbox"/> To follow |



Name of form filler

Position

<input type="text"/>	Date
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Please return to: [depotadmin@brentwood.gov.uk](mailto:depotadmin@brentwood.gov.uk)

**Additional information that you wish to send in hard copy can be posted or sent electronically to:**

**Brentwood Borough Council Works Depot  
The Drive  
Warley  
Essex  
CM13 3BH**