

Event Notification Form



What happens to my information?

This form is an application to undertake an event on land owned by Swanscombe and Greenhithe Town Council. Your event notification form and public liability certificate will be considered by the Town Council in order to determine whether the event can take place.

Time Limits – Any notification form would be required to be received a minimum of 14 weeks prior to any event taking place, except minor events when the required notice period will be a minimum of 4 weeks. This must enable time for the information to be considered by an appropriate meeting of the Town Council.

1. Contact Information

Name of event organiser			
Organisation			
Registered charity	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes please provide number:	
Street Address			
Postcode			
Telephone Number			
Mobile Number			
E-Mail Address			

2. Your Proposed Event

Event Name				
Date(s) of event	Start date		End date	
Proposed times of event	Start time		End time	
Location of event				
May the details supplied in 2 above be used for publicity purposes or given to interested parties?				
a) <input type="checkbox"/> Yes <input type="checkbox"/> No b) If yes, which name and contact details can we release?				
Has the event taken place before?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please state when:		
Description of Event				
What is the anticipated maximum number of people attending the event at any one time (include all staff and performers)?				

3. Programme of Activities

Programme of activities and the timings for the day, including any performances (e.g. the start and finish times of any musical performances)

Time	Activity

4. Waste management

Will your event require the site to be cleaned?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Who will undertake this?		
Will your event require the use of toilets?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
How will these be provided?		

5. Parking

Will your event require car parking?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Where will this be provided?		
How will this be managed?		

6. Utilities

Will your event require a power supply?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
How will this be provided?		

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"/> Dance performance	<input type="checkbox"/> Drones	<input type="checkbox"/> Electricity
<input type="checkbox"/> Fairground rides	<input type="checkbox"/> Fireworks	<input type="checkbox"/> Food/drink concessions*	<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* (e.g. amplified music)	<input type="checkbox"/> Lotteries/raffles* At the time of the event
<input type="checkbox"/> Lotteries/raffles* Sold before the event	<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"/> Ticket Sales*
<input type="checkbox"/> Temporary Structures (i.e. Marquees, staging, gazebos)	<input type="checkbox"/> Train rides	<input type="checkbox"/> Other: Please specify	

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.

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.

8. Traders / Stall Holders

2.2a Details of any traders/commercial traders and charity stalls that will be at the event, please ensure that you check any safety documentation of traders (please continue on a blank sheet of paper if required)

Name of Organisation	Concession Type

9. Sale of Alcohol

If you are selling alcohol at the event, please explain below how you will manage the sale of alcohol.

Please note a Temporary Events Notice will be required.

10. Catering Requirements (Food, drink, water)

For **each** catering supplier/food stall that is attending the event, please provide the following information:
Please continue on a separate sheet where necessary.

Name of Business	
Address of Business	
Contact Telephone number	
Name of local authority that they are registered with	
National food hygiene rating	
Name of Business	
Address of Business	
Contact Telephone number	
Name of local authority that they are registered with	
National food hygiene rating	

Notes Section / any further comments (please continue on a blank sheet of paper if required):

What happens next?

Your application will be considered by members of the Town Council at the next appropriate meeting.

The Town Council may request additional information in relation to your event.

The Town Council will require copies of a Risk Assessment for the event as well as any appropriate public liability insurances prior to the event taking place.

Name (printed)	
Date	

If you have any queries regarding completing this form please contact:
info@swanscombeandgreenhithetowncouncil.gov.uk or telephone 01322 385513
Please keep a copy of this form for your own records.