EVENT NOTIFICATION FORM

* This form will be circulated to members of the [St Albans District Safety Advisory Group](https://www.stalbans.gov.uk/safety-advisory-group-events) (SAG) for the purpose of notifying key agencies that an event is taking place. It asks for information about the nature and size of your event to enable key agencies to provide advice on public safety.
* **This form does not constitute an application for an event to take place on St Albans District Council land, nor does it constitute an application for services such as parking, planning, licencing, scheduled monument consent, permission to hold a market or road closures.** It is the responsibility of the event organiser to secure all licences and permissions relevant to the event from the authorities responsible for those areas.
* If you have questions, you may find answers at <https://www.stalbans.gov.uk/events>, or you can email [events@stalbans.gov.uk](mailto:events@stalbans.gov.uk).
* Please note you may be asked to provide supplementary information/documentation (see section 7) and you may be invited to attend a meeting of the Safety Advisory Group. You can also request to attend a meeting to get advice on the safe management of your event.

1. YOUR EVENT

Please complete each section and provide as much detail as possible in relation to the type and nature of your event. **(Please tick as appropriate – double click on the box and select ‘checked’ and then click ok)**

|  |  |
| --- | --- |
| **Name of Event** |  |
| **Brief description** |  |
| **Date of Event** |  |
| **Nature of Event** | Charitable event  Voluntary / Community Event  Commercial event  Private event |
| **Event Audience** | Under 18’s  Adults (18+) only  Families  Whole community (open to all ages) |
| **Roughly how many people do you expect to attend?** |  |
| **Event Start/Finish times** | Set up start date/time -  Start of event -  Finish of event –  Site cleared by (date/time) - |
| **Is there a charge to the public to take part?** | (If yes, please provide details) |
| **Has the event been held before?**  **If yes, do you plan to make changes or will the event be delivered as previously?** | This is a new event for this location  This event has been delivered in this location before  Details: |

2. EVENT ORGANISER’S DETAILS

|  |  |
| --- | --- |
| **Name of Event Organiser/Manager** |  |
| **Name of Organisation** |  |
| **Address** |  |
| **Email** |  |
| **Tel No** |  |
| **Has your organisation and/or the event manager ever been convicted or found negligent in the planning or staging of an event?** |  |

3. EVENT LOCATION

Please provide a site map, or a map showing the proposed location of the event

|  |  |
| --- | --- |
| **Main Location of Event** | **Name and address of landowner** |
|  |  |
| **Have you been granted permission to use the land by the landowner?**  (If yes, please state who granted permission and provide their contact details.) | Yes  No  Don’t know  Details: |
| **Is the event taking place under permitted development rules or will it require planning permission?**  (If you are unsure, please refer to information on permitted development in the Events section of the Council’s website [here](https://www.stalbans.gov.uk/what-counts-event)) | Permitted development  Planning permission  Don’t know |

# 4. LICENSING

|  |  |
| --- | --- |
| **Licensable Activity 1 - Will there be alcohol at the event?** | There will be no alcohol at the event  We are selling alcohol  We are serving alcohol (No sale)  Public can bring their own |
| **Licensable Activity 2 - Will there be regulated entertainment?**  (If you have ticked yes to one or more of these, your event will need to be covered by a license) | Live music  Performance of a Play(s)  An exhibition of a Film(s)  Playing of recorded music  Performance of dance  Provision for making music  Provision of facilities for dance  Boxing or wrestling entertainment  None of the above |
| **If you require a license for your event have you spoken with the licensing authority?** | No license required  The venue is already licensed  We are unsure if a license is required  We are in contact with the licensing authority  We have submitted an application for a TEN  A TEN has been approved |

# 5. EVENT FOOD SAFETY

|  |  |
| --- | --- |
| **Will food be served at your event?** | Food will not be provided  Food will be provided by professional caterers (including caterers for the events team)  Participants will bring their own (for individual consumption only)  If food is provided, please provide a full list of catering providers with your application – see note below. |
| **If you have a caterer, do they have the necessary food hygiene documents?**  (Please note that Environmental Health Officers may conduct unannounced inspections during event and take enforcement action if necessary) | FHRS score of 3 and above  Risk Assessment for catering hazards  Food hygiene training certificates  Food safety management plan (details on how food temperature control is achieved, temperature monitoring sheets, allergen control etc) |
| **If you have a caterer, do they have access to hand wash basin?**  (open food caterers are required to have hand wash facilities) | Yes, with hot and cold water  No  Other (please state) |
| **Do your caterers have Public Liability Insurance?** | Public Liability Insurance (level of cover £ )  PAT certification (if necessary)  Gas Safety Certificate from a competent Gas Safety Engineer (if necessary) |

Please note that if food is to be provided by professional caterers trading on the event site from gazebos or specially adapted vehicles, we need you to supply the names of caterers, tell us with which local authority they are registered, and provide their food hygiene rating scheme score. The following additional documentation will need to be provided for each caterer at least one month before the event takes place:

* Food hygiene training certificates for food handlers
* Allergen policy
* Risk assessment (if not covered in the main event RA)
* Evidence of Public Liability Insurance
* PAT certification (If necessary)
* Gas Safety Certificate (if necessary)

# 6. EVENT HEALTH AND SAFETY

|  |  |
| --- | --- |
| **Will the event create any noise (spoken word/PA system, etc)?** | Recorded/livemusic will be played  Fireworks  Noise from the audience/spectators/participants  Other (please state)  There will be no noise |
| **Does your event have Public Liability Insurance?** | Public Liability Insurance (level of cover £ )  Employer Liability Insurance (level of cover £ ) |
| **Will there be any power used at the event? (Please provide details of what and how it will be used)**  (Please note: you may be asked to provide safety inspection records) | There will be electricity on site  There will be gas on site  There will be neither electricity nor gas on site  Details: |
| **Will there be any unusual and /or high risk activities taking place at the event, including set up and clear up?** | Working at height  Pyrotechnics  Vehicle movements  There will be no high-risk activity |
| **Will any temporary structures be erected?** | There will be no temporary structures  There will be marquees  There will be scaffolding  There will be fencing  There will be stage(s)  There will be bouncy Castles / Inflatables  There will be large banners/signage  There will be a funfair  Other (please state) |
| **Will there be medical provision? Who will provide it? Please give a brief outline** | Medical provision  No medical provision  Details: |
| **Will there be security and/or marshalling? Who will provide it? Please give a brief outline** | Security/marshalling  No security/marshalling  Details: |
| **Will there be portable toilets available at the event?** | Yes  No (only if alternative provisions are in place)  If yes, please provide details on how the facilities will be supplied (eg running water, soap, and hand-drying materials or sanitiser) |

# 7. TRAFFIC MANAGEMENT

|  |  |
| --- | --- |
| **Does your event take place on a public highway?**  (Please note that public highways include footpaths and bridleways; you should use the Hertfordshire County Council website to check the definitive map of Rights of Way) | The event does not go onto a public highway  The event partly uses a public highway  The event is all on a public highway |
| **Are you applying for road closures?**  (If you are applying for road closures, please provide us with a copyof your application. **All road closures must go through** [**Herts County Council**](https://www.hertfordshire.gov.uk/services/highways-roads-and-pavements/changes-to-your-road/street-parties-and-special-events.aspx) - no road closures of any kind are managed by police or other authorities including SADC) | We are applying for road closures  We are not applying for road closures  We are unsure if we need to apply for any closures |
| **Will there be any parking requirements for your event?**  (Please note that you will need to apply separately for any special parking arrangements by contacting [parking@stalbans.gov.uk](mailto:parking@stalbans.gov.uk)) | There are no parking requirements  Parking will be required  Details: |

# 8. SUPPORTING INFORMATION

In order to support the Safety Advisory Group (SAG) to gain a further understanding of how you will manage your event, you may be required to submit the following documents:

Event Safety Plan

Event Management Plan

Event Risk Assessments

Event Site Plan, showing access routes

Evidence of Public Liability Insurance

# 9. PRIVACY NOTICE

This privacy notice explains how St Albans City & District Council (the Data Controller) will use any personal information we collect about you when you use our services.

**What information do we collect about you?**

The information that the Council will collect varies depending on how you use the Council’s Services. We are using the information provided in this case for a public task (Art. 6(1)(e). This means we collect your personal information from you so that we can carry out our statutory functions. In this case we are collecting personal information so that we can operate a Safety Advisory Group (SAG) for the purposes of ensuring events are managed and operate safely in accordance with our statutory duty to prevent crime and disorder under the Crime & Disorder Act 1998.

**How will we use the information about you?**

We use the information to discuss your event at the SAG meeting and provide advice/support as necessary. We may share the information with other departments at the Council to enable us to do this. The other departments will include Licensing, Emergency planning, Environmental Health but it may also include other departments where necessary. We will only share the information to enable us to deal with this matter.

*We will share the personal information we hold with partner organisations. By partner organisations we mean the agencies that make up the Safety Advisory Group.* We may be required to share your personal information with the Police, Internal Audit or similar agency, or another Council for the purposes of preventing and detecting fraud.

We will ensure that all personal information is kept securely.

**How long will we keep this information?**

We will destroy this personal information in accordance with our Disposal Schedules. We consider what the legislation states and what is good practice to determine how long we need to keep your information. This means we will securely destroy the information once we no longer need it. If you would like to know the specific period of time that relates to your personal information please contact [GDPR@stalbans.gov.uk](mailto:GDPR@stalbans.gov.uk)

**Individuals’ Rights**

You have a right to request a copy of the personal information that we hold about you. If you would like a copy of some or all of your information, please contact [foi@stalbans.gov.uk](mailto:foi@stalbans.gov.uk) and ask for a subject access request.

If you consider we hold inaccurate personal information about you, you can contact us to ask for this information to be corrected. If you consider we are using your personal information incorrectly, you can object. We will consider your request and respond within one month. Please contact [GDPR@stalbans.gov.uk](mailto:GDPR@stalbans.gov.uk).

You can find out more about your rights on our website: <http://www.stalbans.gov.uk/council-and-democracy/departmentsPoliciesPlans/data-protection/>

**Cookies**

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to make your use of the internet better. For further information on how we use these and how you can control it, please visit <http://www.stalbans.gov.uk/about-this-site/legal-notices/cookies.aspx>

**Changes to our Data Protection Policy**

We have a Data Protection Policy in place and this can be found here: <http://www.stalbans.gov.uk/Images/SADC%20Data%20Protection%20Policy%20March%202017_tcm15-57902.pdf>. We review this policy annually.

**Data Protection Officer**

Our Data Protection Officer for the purposes of Articles 37 to 39 of the General Data Protection Regulation is Judith Adamson, Solicitor to the Council. She can be contacted by emailing [GDPR@stalbans.gov.uk](mailto:GDPR@stalbans.gov.uk) or calling 01727 819209 for our Complaints Team.

**How to contact us**

Please contact us if you have any questions about our Data Protection Policy, or concerns about how we handle your information: by emailing [foi@stalbans.gov.uk](mailto:foi@stalbans.gov.uk) or write to us at: FOI Team, St Albans City & District Council, St Peter’s Street, St Albans, AL1 3JE.

**Complaints**

You have a right to complain to the Information Commissioner if you are unhappy with how we process your personal information. You can do so through their website: <https://ico.org.uk/concerns/> or by emailing: [casework@ico.org.uk](mailto:casework@ico.org.uk) or calling their helpline on 0303 123 1113.

I give consent to this processing. Please tick here to give consent.

# 10. DECLARATION

I confirm that the information contained within this document is accurate and correct to the best of my knowledge.

I understand that St Albans City and District Council and the St Albans District Events Safety Advisory Group (and its members) acts solely as an advisory body and cannot accept any responsibility for any aspect of my/our event.

I understand that the responsibility for safety at my/our event remains solely with the event organiser.

**Name**:

**Role within the Event**:

**Signed**: **Date:**