

Event Form – Notification to Safety Advisory Group

Please answer all questions as fully as possible.

References to page numbers relate to information in the Event Safety Guide

Name of event

Event location – Land owner name

Event location – Land owner address

Event location – Land owner address

Event location – Postcode

Event date

Have you held this event before?

Are there any changes to this year's event from previous years? Please specify.

Section One – Organiser Details

Name of organisation

Name of event organisers

Contact address – street

Contact address – town

Contact address – county

Contact address – postcode

How do you wish to be contacted Home Tel.

Work Tel.

Mobile

Email

Note: Please give more than one contact number where possible

Telephone – Home

Telephone – Work

Telephone – Mobile

07809599069

Email address

dougie.grant82@gmail.com

Event public enquiries contact
number

07809599069

Section Two – Event Details

Description of event proposed

Community/Fun day for the Ivers area including Iver Heath, Iver and Richings Park. The event will include entertainment, Local organisations, companies, charities taking part, food and drink sales, music and small displays. This is a not for profit event and any money raised will go to local charities/initiatives.

Is this a (please select one box only):

Registered Charity?

Non-Registered Charity? X

Other

Name of Charity (where applicable)

Charities to be decided before event. Will be registered charities.

Charity registration number (where applicable)

Date/time to enter site for preparation

0900hrs

Start time each day

1200hr

Finish time each day

2200hr

2300hrs
29/08/21

Date/time the site will be vacated after the event

Does the event have free entry?

Yes

400 - 499

Approximate number of people expected to attend?

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

2years to 70 years

Approximate age of audience profile, e.g. children?

Please give a brief description of the crowd profile?

The event is aimed at the local community which will be families and local residents. All residents are welcome and attractions will be aimed at families. An example of the attractions are the local theatre and singing group, the scouts and football clubs. Thames Valley Police and other emergency services will also be invited.

Briefly describe provisions made for people with special needs and lost & found children?

Extra toilet facilities will be made available including disabled toilets. There will be volunteers on hand which will include a specific missing persons area and also tannoy announcements if appropriate.

Highway Directional Signs

Do you intend to use the following?
(Written approval must be obtained

Banners/
Posters

from the local authority for their use)

Neither

Advertising will be used in local papers, social media etc. If signage is deemed necessary I will request from Ivers Parish Council.

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

Activities

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

Fairground equipment/attractions

Food/drink concessions (see p30)

Inflatables (e.g. bouncy castle) (see p11)

Portable staging

Animals

Motor vehicles

Live music/broadcasting pre-recorded music#*

Live entertainment#*

Barrier/fencing

Marquees (see p11)

Portable generator

Power supply

Alcohol (including mulled wine)
#

Bonfire/Barbecue (see p21 - 22)

Market stalls

PA system

On site communication

Other

Please note for each activity identified, please give details of the following:

- Details about the nature of the attraction/activity;
- if provided by an external contractor, their contact details;
- the start and finish times of the attraction/activity
- measures in place to ensure public safety

Fairground equipment/attractions - Aylesbury Rodeo - Including mechanical bull, gladiator dual and bouncy castles.
Food/drink concessions - External contractors to supply food and drink including alcohol and BBQ.
Portable staging - Mobile Staging Company
Animals - possibility of local mobile farm taking part
Motor vehicles - Classic cars on display.
Live music/broadcasting pre-recorded music - Live bands, DJ including PA System for communication.
Barrier/fencing - To be used for safety/restricted areas to prevent members of the public gaining entry to certain areas.
Marquees - Small marquees/gazebo maybe used in certain areas for adverse weather.
Portable generator will be necessary for certain attractions (will be secured and away from public.
Market stalls - Private companies to be welcomed to attend

Please note that for some activities #, a licence may be required. Please confirm that you have contacted the Local Authority Licensing Officer on 01494 732063

I have sort advice from Licensing Officer within RBWM and will liaise with Bucks Licensing Officer.

Please give further details of 'Other' attractions

Please add extra details where applicable

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

Stewards (see p12)

All events will require stewards, clearly identified with reflective tabards/jackets

Details of stewards

Stewards will be formed by Volunteers in the local community and local groups. All will be capable in the role.

Roads (see p26)

Do you anticipate the need for:

Road closure

On street parking

Traffic diversion

Car park closure X

Not applicable

If you have selected any of the above, please provide full details of locations, dates and times

The recreation Ground car park will be closed for parking to facilitate parking of event staff and also prevent traffic movement during the day.

You may require a road closure order – please contact the County’s Highways Team. Please allow 12 weeks for this to be arranged (see p26)

Date of Submission of road closure application to Highways

Please provide details of the number, weight and size of participating and/or delivery vehicles and whether they intend to remain on site overnight?

Toilet arrangements

You will be required to ensure that the toilet facilities are adequate. 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:

This will be sub contracted to a mobile toilet supplier. This should be suitable for mains connection but possibly Chemical use. Full details will be supplied.

Litter

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

Bins and waste skips will be supplied by registered company FJL Waste. Volunteers will also conduct litter picking during the event.

Hire of SBDC or CDC Bins

Have the waste management teams at SBDC or CDC been notified for the hire of bins for the event?

If SBDC or CDC bins are required for the event three month's notice is required and there could be a hire charge

No

SBDC Events
CDC Events

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.
3. Where permanent catering facilities are available in the vicinity of the site where the event will take place, the organisers must advise the caterers at least one month before the event takes place of the refreshments they will be providing.

Car parking

Will you be requiring car parking space for event staff and/or general public?

Yes

If yes, please indicate the approximate number of vehicles attending the event, indicate on your site plan your proposed car parking area and how you intend to manage the parking of these vehicles, and entry and exit points (stewarding arrangements)

As stated parking on site will be only for event organisers/companies that need to park there. Approximately 20 vehicles. This will be managed by stewards and the use of cones and automatic barriers.

If no, please indicate other arrangements for parking

Parking has been agreed at the Stag and Hounds Public House.

Does the event have an entry fee for parking?

Please give details of the location of the pay point on the site plan (giving consideration to preventing congestion on the road)

No

Section Three

Insurance (see p25)

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.

Risk assessments (see p20)

1. Please complete an Event Risk Assessment document
2. Please complete a Fire Based Risk Assessment document to conform with The Regulatory Reform (Fire Safety) Order 2005 (See the Event Safety Guide p21)

Section Four – Emergency Services

Have you contacted the following?
If so please select and add names
below

Police

South Central Ambulance
Service

Fire & Rescue Service

First Aid Provider

None

Police contact name:

SC Ambulance Service contact
name:

Fire/Rescue contact name:

First Aid Provider contact name:

Please supply details of First Aid
cover*(First aiders should not have
any other role for the event)

Have you checked that the
medical/first aid providers are
registered?
(See p23 of the Event Safety
Guide)

Yes
No

Section Five – Additional Requirements

The following supporting documentation will be required with the notification form and the event will not be assessed by the SAG until all the information is provided. Please note however that the extent and degree of detail required should be proportionate to the size and nature of the event.

Where necessary, a detailed 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 where necessary the following documentation:

Site/route plan	To follow
Event management plan	To follow
Medical plan	To follow
Risk assessment (health & safety)	To follow
Risk assessment (fire)	To follow
Noise management plan	To follow
Insurance for event organiser	To follow
Insurance for individual participants	To follow
Draft emergency plan	To follow

Larger events may need to provide additional supporting documentation such as Emergency Planning Assessment and Method statements.

I declare that I have read and understood the [Event Safety Guide](#):

Name of form filler:

Douglas Grant

Position:

Organiser

Date of form completion:

28/05/2021

Please return this form and any additional supporting documentation electronically to envhealth.csb@buckinghamshire.gov.uk

Ian Snudden
Principal Environmental Health Officer
Buckinghamshire Council
King George V House
King George V Road
Amersham HP6 5AW

Once submitted, the form and supporting documentation will be circulated to the SAG members for their consideration. You may be asked to provide further information in support of your event and in some cases be requested to attend a Safety Advisory Group meeting to discuss areas that are felt to need further clarification. It will be the Event Organiser's responsibility to then take the appropriate actions to discharge their responsibilities.

The Safety Advisory Group will not give permission for an event to go ahead nor does it have the powers to stop an event, unless as part of a statutory requirement. Therefore, all being well, you would not hear further from us unless you needed further advice, or there are significant issues, which need to be addressed.

After this form has been submitted, any changes in the arrangements or attractions at the event should be notified to the Safety Advisory Group by email to envhealth.csb@buckinghamshire.gov.uk.