

**EVENT PLANNING**

**APPLICATION FORM**

|  |  |
| --- | --- |
| **Name of Your Event:**  |  |
| **Date of Your Event:**  |  |

|  |
| --- |
| Data Protection: Walsall Council recognises that the information submitted on this form belongs to you. It is your data, and we are committed to protecting it, and only using it appropriately in compliance with the data protection legislation.  |

**Summary**

The Council has a Safety Advisory Group (SAG) to support Event Organisers to deliver safe events. The role of the SAG can be found within our [Terms of Reference](https://go.walsall.gov.uk/Portals/0/Uploads/Event%20Planning/Terms%20of%20Reference%20-%20Final%20Version.pdf). Walsall Council encourages and welcomes the hosting of events at locations across the borough. This Event Notification and Application Form is to be used by individuals/ organisations wishing to arrange any event within Walsall.

The SAG’s Terms of Reference will assist you in establishing whether your event should be submitted to the SAG. The SAG will consider and advise only on events that fall within one or more of the criteria.

When completing the application form please refer to the [Purple Guide](https://www.thepurpleguide.co.uk/) or the [Green Guide](https://sgsa.org.uk/greenguide/) which, details your responsibilities as an Event Organiser. It is important that you read the documentation and understand all of your responsibilities prior to completing the Event Planning Application Form.

Please note that if your event has taken place within the Walsall borough previously, you must provide a completed application form **3 months** prior to the next SAG meeting. If your event is a new event, you must submit a completed application form **6 months** prior to the SAG meeting. However, please complete and submit the Notification of Event form as soon as you are aware of your event.

If you require assistance completing the application form, please feel free to contact the relevant service area. Contact numbers are available within Section 19.

Please **do not delete any sections** which are not relevant, please mark sections as not applicable. All sections must be completed.

Once completed, please return your form:-

By e-mail to safetyadvisorygroup@walsall.gov.uk.

By post to For the attention of Donna Mumford

Walsall Council

The Civic Centre

Zone 2L

Darwall Street

Walsall WS1 1DG

Once received, this will be reviewed by the Council and referred to The Safety Advisory Group (SAG).

A schedule of SAG meeting dates can be found [here](https://go.walsall.gov.uk/event_planning).

SAG recommends that you provide a copy of your Event Planning Manual with this form, which can be used a reference document for your event. Additional advice is available on the internet.

|  |
| --- |
| **Contents** |
| **Section** |  | **Page Numbers** |
| **1** | Event Details  | 4-9 |
| **2** | Attractions and Facilities at The Event | 10-13 |
| **3** | Event Location/Site Plan/Proposed Route | 13 |
| **4** | Car Parking & Temporary Traffic Management Arrangements | 13 |
| **5** | Events on the Public Highway | 14 |
| **6** | Permissions | 15 |
| **7** | Demonstrations | 15 |
|  **8** | Event Support* Event Fire Safety
* Security Arrangements
* First Aid/Medical Provision
* Communication Systems
 | 15-19 |
| **9** | Safeguarding | 19 |
| **10** | Event Briefing Arrangements | 20 |
| **11** | Waste Disposal | 20 |
| **12** | Vehicles and Floats | 21 |
| **13** | Details of Suppliers/Contractors/Subcontractors | 21 |
| **14** | Noise and Light Nuisance | 21 |
| **15** | The Use of Drones | 22 |
| **16** | Additional information | 22 |
| **17** | Checklist  | 23 |
| **18** | Declaration | 23 |
| **19** | Useful Contacts Information | 24-25 |

**SECTION 1: EVENT DETAILS**

|  |  |
| --- | --- |
| Name of event |  |
| Type of event(Refer to the [Terms of Reference](https://go.walsall.gov.uk/Portals/0/Uploads/Event%20Planning/Terms%20of%20Reference%20-%20Final%20Version.pdf)) |  |
| Location of event |  |
| Proposed date(s) |  |
| What type of event is it?Please tick all that apply | Commercial Event [ ]  Political Event [ ] Community Event [ ]  Military Event [ ] Charity Event [ ]  Religious Event [ ] Funfair only [ ]  Protest [ ] Circus only [ ]  Bonfire/Fireworks [ ] Open Water Event [ ]  Parade/March [ ] School Event [ ]  Highway Event [ ] Other (please describe): |
| Type of profile the event will havePlease tick all that applyIf Regional or National, please provide more details including possible media interest/ attendance and if there are any high profile guests to be invited. | Local Profile [ ] Regional Profile [ ] National Profile [ ]  |
| Any additional information Please provide details of your Public Liability Insurance Provider, valid from and to date and attach a copy to this form  |  |

## 1.2 Name and address of responsible Event Organiser/Organisation

|  |  |
| --- | --- |
| Name of Event Organiser (the person responsible for the organisation, safety, operational decision making and cancellation of the event)  |  |
| Address of Organiser  |  |
| Name of Organisation (if applicable) |  |
| Address of Organisation including Postcode (if different from above) |  |
| Tel No (Home) |  |
| Tel No (Work) |  |
| Tel No (Mobile) |  |
| Email |  |
| Please provide the name and contact details of the person who is responsible for dealing with emergencies, if different to the Event Organiser |  |

**1.3 Infection Prevention**

|  |  |
| --- | --- |
| Has a comprehensive risk assessment been completed for the event? If so, please provide a copy. |  |
| Has consideration been given to hand washing facilities?Explain what arrangements are in place for hand-washing stations with soap and water, or hand sanitiser, containing at least 60% alcohol if the former is unavailable. Including details how to wash hands effectively. |  |
| Has consideration been given to arrangements for the transporting of staff/attendees, before, during and after the event?  |  |
| Has consideration been given to the arrangements for the safe evacuation of staff and attendees? |  |
| Has consideration been given to the event’s capacity? For example, the geometry and physical characteristics of your venue.  |  |
| Have you considered attendee/staff density to enforce all safety protocols in all venue spaces where attendees congregate? For example, toilets, queuing areas during ingress and egress procedures. This may include temporary modifications to your space e.g. bathroom usage, queuing to enter and exit the venue, and modifying seating and standing arrangements. |  |
| Have you considered assigning staff to cleaning tasks performed before, during and after the event? Clean and disinfect commonly touched surfaces like tables, doorknobs, light switches, countertops, handles, toilets, taps, sinks, etc. before the event using Government cleaning and disinfecting guidelines.For events with multiple shifts, show times or events, clean and disinfect common spaces between each group of people. Have you provided adequate time between groups to allow for cleaning and disinfection of commonly touched surfaces?  |  |
| Has consideration been given to signage?Does your signage/advice recognise and address cultural, language and/or disability barriers? |  |
| Have consideration been given to culturally appropriate messages and materials to prohibit certain actions? |  |
| Will food be served at the event?Have you considered pre-packaged single-serve options?  |  |

## 1.4 Previous Event Experience

Have you organised an event of this type previously? Yes [ ]  No [ ]

Please outline your previous experience of organising this type of event?

|  |
| --- |
|  |

**1.5 Approximate number of people expected to attend**

|  |  |
| --- | --- |
| What is the maximum number of attendees expected at any point in time? e.g. 2,000 total attendance over five days = 400 per day |  |
| What are the maximum number of attendees expected over the whole event? |  |
| Are the attendees at this event standing, seated or mixed? |  |
| Crowd control – Have you considered the use of physical barriers? |  |

**1.6 Is the event free to the public?** Yes [ ]  No [ ]

If no, please list the admission charge(s)

|  |
| --- |
|  |

**1.7 Is there an anticipated waiting time for entry into the event?**

If yes, please provide details of where people are expected to wait

|  |
| --- |
|  |

**1.8 Do you have a booking or ticketing system in place?** Yes [ ]  No [ ]

If yes, please explain what you have in place regarding your payment arrangements

|  |
| --- |
|  |

**1.9 What are the timings of your event?**

|  |  |  |
| --- | --- | --- |
| Event | Date | TimeTRimeTime |
| FROM | TO |
| Arrival on site |  |  |  |
| Site Setup |  |  |  |
| Operating Times |  |  |  |
|  |  |  |
|  |  |  |
| Site Clearance |  |  |  |
| Departure |  |  |  |

**SECTION 2: ATTRACTIONS AND FACILITIES AT THE EVENT**

Do you intend to use or permit any of the following attractions and facilities at the event? (Please tick, as many boxes as may apply - some of these may not be permitted at some venues)

|  |  |  |  |
| --- | --- | --- | --- |
| Fairground/Amusement rides/ ADIPS  | *[ ]*   | Stalls and exhibitions  | *[ ]*  |
| Food and refreshment concessions  | *[ ]*  | Temporary water supplies  | *[ ]*  |
| Barbecue | *[ ]*  | Bar/alcohol | *[ ]*  |
| Marquees Tents  | *[ ]*  | Temporary gas supplies/LPG  | *[ ]*  |
| Arena events/Shows  | *[ ]*  | Portable generators  | *[ ]*  |
| Live music/sound broadcast | *[ ]*  | Fencing/Barriers  | *[ ]*  |
| Fireworks/pyrotechnics/bonfire | *[ ]*  | Public address/sound system | *[ ]*  |
| Inflatable’s/Bouncy Castles/PIPA  | *[ ]*  | Temporary staging  | *[ ]*  |
| Car Boot Sale  | *[ ]*  | Temporary toilets  | *[ ]*  |
| Charitable Collection | *[ ]*  | Other  | *[ ]*  |
| Live Animals | *[ ]*  | Other | *[ ]*  |

**2.1 If your event includes ride/attraction/stalls, please list these below. Please note that food and drink should be listed separately at Section 2.2 below.**

|  |  |  |
| --- | --- | --- |
|  | Type of ride/attraction/stalls | Who is this being provided by? |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |

Please list below any additional facilities and attractions that are not listed above:

|  |
| --- |
|  |

## 2.2 Is food and drink (refreshments) being provided at your event? Yes [ ]  No [ ]

If yes, please provide details (company name and/or Trading As, address and telephone number) of all the food providers below: - please use additional pages if necessary

|  |  |
| --- | --- |
| Name of Food Business Operator (Individual responsible for Food Safety at the Business) |  |
| Trading/Company Name |  |
| Address |  |
| Telephone |  |
| Which Local Authority Environmental Health Department is this individual/company registered with?  |  |
| Street Trading Consent/License reference number |  |
| Food Hygiene Rating Scheme Rating (0-5)Click on link below<http://ratings.food.gov.uk/> |  |

## 2.3 Licensing Matters

## Please refer to the recommended guidance in the links below when answering this question:

## Are licensable activities taking place at your event (tick all that apply)?

## Sale of alcohol [ ]  Late night refreshments [ ]  Performance of a play [ ]

## Exhibition of a film [ ]  Indoor sporting event [ ]  Boxing or Wrestling [ ]

## Live music [ ]  Playing of recorded music [ ]

## Click here for [Government Guidelines on Licensing](https://www.gov.uk/topic/business-enterprise/licensing)

## Click here for [Music License Guidance](https://pplprs.co.uk/how-is-the-cost-calculated/)

## Click here for [Showing Films in Public](https://www.gov.uk/showing-films-in-public)

## Charitable street/bucket type collection [ ]

## Click here for [Street Collection Guidance](https://www.gov.uk/street-collection-licence)

## Performing Animals [ ]  Livestock (reindeer/goats/pigs/sheep, etc.) [ ]

## Click here for [Performing Animals Registration](https://www.gov.uk/performing-animals-registration)

## Click here for [Keeping Sheep, Goats, Pigs and Deer](https://www.gov.uk/government/collections/guidance-for-keepers-of-sheep-goats-and-pigs)

## Gambling - Tombola/Raffle/Bingo, etc. [ ]

## Click here for [Fundraising Guidance](https://www.gamblingcommission.gov.uk/for-the-public/Fundraising-and-promotions/Fundraising/Fundraising.aspx)

|  |  |
| --- | --- |
| Name of Premises License Holder |  |
| Name of Designated Premises Supervisor |  |
| Trading Name of Company |  |
| Address |  |
| Telephone |  |

**2.4 Has a Temporary Event Notice (TEN) been submitted?** Yes **[ ]** No **[ ]**

## What is the area (whole or part of the premises/site) and capacity stated on the TEN?

|  |
| --- |
|  |

## 2.5 Will you be having any of the following activities or similar for charity at the event?

## Raffle [ ]  Tombola [ ]  Any bucket type collection [ ]

## Please confirm if you have the correct License for such an activity: Yes [ ]  No [ ]

|  |  |
| --- | --- |
| What is your License Reference Number?  |  |

## 2.6 Water Supplies

|  |  |  |  |
| --- | --- | --- | --- |
| What water supply will you be using? | Public mains supply | Private water supply | Bottled water |
| What will you be using the water supply for? I.e. drinking water, food preparation, cleaning |  |  |  |
| Have you obtained permission from the land owner and/or local water supplier to access their water supply? |  |
| If connecting to a mains or private water supply, what steps will you take to comply with the current water regulations? Please see [Water Regulations Advisory Scheme (WRAS)](https://www.wras.co.uk/) |  |
| If there is no mains drainage, have you made hygienic provision for the disposal of waste water, e.g. waste pipe from sink to waste water carrier? If yes, please provide details: |  |

##

## SECTION 3: EVENT LOCATION/SITE PLAN/PROPOSED ROUTE

Please provide:

* A scale plan (available upon request) including:-
* access for emergency appliances and/or route plan where relevant
* all structures including stages
* indicating internal layout
* fire exits
* escape routes
* fencing
* emergency lighting
* crowd control, barriers
* hostile vehicle mitigation (HVM)
* Safety considerations for the access and egress of the event.
* Emergency plan please attach a copy

**SECTION 4 :** **CAR PARKING & TEMPORARY TRAFFIC MANAGEMENT ARRANGEMENTS**

**4.1 What plans have you made to meet the capacity of the expected attendance at this event?**

|  |
| --- |
|  |

For events, which involve or will take place on the public highway including road closures please complete **Section 5: Events on Public Highway** part of this document.

To provide additional information please include in **Section 16, page 22**.

**SECTION 5: EVENTS ON THE PUBLIC HIGHWAY**

If your event is on the public highway, please provide details of the following:

**5.1 Traffic Management Plan** (Please attach a separate copy if necessary)

|  |
| --- |
|  |

**5.2 Assembly Point (please provide the location and time):**

|  |
| --- |
|  |

**5.3 Parking facilities in vicinity of assembly point:**

|  |
| --- |
|  |

**5.4 Dispersal point (please provide the location and time):**

|  |
| --- |
|  |

**5.5 Parking facilities in vicinity of dispersal point:**

|  |
| --- |
|  |

For highway/traffic management information and to discuss any road closures refer to Traffic Management contacts on Page 25.

**SECTION 6: PERMISSIONS**

If applicable, has permission been granted from the local authority, landowner or agent of the land to be used in connection with this event?

Yes [ ]  No [ ]  N/A [ ]  If yes, please provide details:

|  |
| --- |
|  |

**SECTION 7: DEMONSTRATIONS**

Are there any organisations likely to demonstrate in opposition to your event?

Yes [ ]  Possibly [ ]  No [ ]  if yes or possibly, please provide details:

|  |
| --- |
|  |

## SECTION 8: EVENT SUPPORT

**8.1 Have comprehensive risk assessments been completed for the event?**

Yes [ ]  No [ ]

The five basic steps that should be considered when undertaking a risk assessment are:

1. [Identify the hazards](http://www.hse.gov.uk/risk/identify-the-hazards.htm)
2. [Decide who might be harmed and how](http://www.hse.gov.uk/risk/decide-who-might-be-harmed.htm)
3. [Evaluate the risks and decide on precautions](http://www.hse.gov.uk/risk/evaluate-the-risks.htm)
4. [Record your significant findings](http://www.hse.gov.uk/risk/record-your-findings-and-implement-them.htm)
5. [Review your assessment and update if necessary](http://www.hse.gov.uk/risk/review-your-assessment.htm)

Further guidance regarding risk assessments advice can be found [here](http://www.hse.gov.uk/risk/assessment.htm).

**8.2 Event Fire Safety**

The following checklist is provided to help identify areas of fire safety that may require consideration when planning the event and assisting the completion of your Fire Risk Assessment & Emergency Fire Action Plan. The organisers are reminded that this list is not exhaustive and additional information may be required, depending on the event being held.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **N/A** | **Yes** | **No** |
| **Means of Escape** |
| 1 | Are fire exits suitable and sufficient in number and size? Consider escape both from structures and through boundary fencing? |  |  |  |
| 2 | Are all fire exits clearly indicated with the correct signage? |  |  |  |
| 3 | Are fire exit doors kept clear and available at all times? |  |  |  |
| 4 | Are escape routes adequate in number and kept clear? |  |  |  |
| 5 | Are all fire exits and escape routes adequately lit? |  |  |  |
| 6 | Are there adequate means of escape provisions for persons with disabilities? |  |  |  |
| 7 | Have all trip and slip hazards been identified and eliminated? |  |  |  |
| **Emergency Access** |
| 8 | Have you identified suitable emergency access points? |  |  |  |
| 9 | Are access routes kept clear and capable of bearing the weight of a fire engine? |  |  |  |
| **Fire Fighting Equipment** |
| 10 | Have you identified any special risks e.g. frying ranges, and ensured correct fire-fighting equipment is provided? |  |  |  |
| 11 | Have you ensured the position of fire-fighting equipment is clearly indicated? |  |  |  |
| 12 | Have you ensured fire-fighting equipment has been serviced in the last 12 months? |  |  |  |
| 13 | Do fire extinguishers/fire blankets conform to current BS and BSEN standards? |  |  |  |

|  | **N/A** | **Yes** | **No** |
| --- | --- | --- | --- |
| **Emergency Lighting/Primary Lighting** |
| 14 | Where the event is to be held during hours of darkness, is sufficient primary lighting provided to outdoor areas and temporary structures? |  |  |  |
| 15 | Is adequate emergency lighting provided in temporary structures including maintained emergency lighting above exit doors? |  |  |  |
| 16 | Is there a suitable back up power supply for primary and emergency lighting? |  |  |  |
| **Fire Warning Systems**  |
| 17 | Has consideration been given to the provision of a suitable fire warning system for temporary structures? |  |  |  |
| 18 | Do public address systems forming part of the fire warning systems incorporate a back-up facility? |  |  |  |
| **Evacuation Procedure** |
| 19 | Is the type of evacuation procedure clear i.e. full evacuation or staged evacuation? |  |  |  |
| 20 | Are an adequate number of safety stewards available on radio to carry out evacuation? |  |  |  |
| 21 | Has a method and a person responsible for contacting Fire Service been decided? |  |  |  |
| 22 | Are safety stewards provided with radios set to a designated channel? |  |  |  |
| 23 | Are all staff trained on evacuation procedures? |  |  |  |
| 24 | Have you considered coded announcements to alert workers to take up emergency positions? |  |  |  |
| **Use of Liquid Petroleum Gas (LPG)** |
| 25 | Is equipment associated with LPG, used and serviced in accordance with the Manufacturers’ instructions? |  |  |  |
| 26 | Have you ensured that no portable gas heaters are used in areas frequented by the public? |  |  |  |
| 27 | Are LPG cylinders positioned in the fresh air and kept in a ventilated locked metal cage or similar to prevent interference? |  |  |  |
| **Refuse** |
| 28 | Has adequate provision been made to prevent the accumulation of combustible refuse on site? |  |  |  |
| 29 | Are there an adequate number of secure waste containers to help prevent accidental or malicious fires? |  |  |  |
| 30 | Are waste containers positioned away from structures such as marquees and positioned so as not to cause an obstruction to fire exits or escape routes. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **N/A** | **Yes** | **No** |
| **Marquees** |  |  |  |
| 31 | Does the flammability of the marquee conform to the required standards?\* |  |  |  |
| 32 | Is there adequate spacing between marquees and other structures (minimum of 6 metres). |  |  |  |
| 33 | Are guy ropes clear of fire exits and escape routes? |  |  |  |
| **Generators**  |  |  |  |
| 34 | Are generators to be used?The Fire Authority would prefer that petrol generators are not allowed at all. The risk of fire rises quite significantly when these are present, especially when refueling takes place. |  |  |  |

\* It is recommended that the company providing the marquee is a member of MUTA. Guidance may be found [here](https://www.muta.org.uk/).

**8.3 Security Arrangements**

|  |  |
| --- | --- |
| Name of the security company |  |
| Name of person responsible at the event for security |  |
| Number of Security staff/stewards |  |
| Number of licensed SIA staff |  |
| How are security staff identified? |  |
| Will high visibility/protective clothing being used? |  |
| Have you considered other security measures, i.e. knife arch, electronic wand, K9s or surrender bins? |  |
| What is your search/seizure policy? |  |
| What is your re-entry to site policy? |  |
| What is your incident log policy? |  |
| What are your briefing and security arrangements? |  |
| How will your security staff communicate? |  |

**8.4 First Aid/Medical Provision – please provide qualifications/certificates of**

 **First-aiders**

|  |  |
| --- | --- |
| Name of the Medical Company including CQC Number |  |
| First Aid at Work on its own is insufficient for Public Events, additional modules must be completed, i.e. child and infant resuscitation |  |
| Number of First AidersMinimum requirement - FREC Level 3 |  | Number of Cycle responders |  |
| Number of Paramedics |  | Number of Nurses |  |
| Number of Ambulances on Site  |  | Number of Technicians |  |
| State if A & E/4 x 4 capability |  | Number of Response Cars |  |
| Number of Doctors |  | Conveyance to Hospital – If you are providing an ambulance, will you convey with your skill set? | Yes/No |
| State what skill set the First Aiders will have  |  |
| Experienced in pre-hospital care environment? |  |
| Other Medical Skill Set Please provide details  |  |
| Have you alerted the local hospitals of your event? If so, which hospitals? | Yes/No |

Event Organisers are advised to consider the current medical requirements suggested by the [Care Quality Commission](http://www.hse.gov.uk/event-safety/incidents-and-emergencies.htm) or consult [The Purple Guide](https://www.thepurpleguide.co.uk/) (Chapter 5: Medical).

**8.5 Event Communication Systems (Radio/Mobile/Phone)**

|  |
| --- |
|  |

##

**SECTION 9: SAFEGUARDING**

## [Disclosure and Barring Service (DBS)](https://www.gov.uk/government/organisations/disclosure-and-barring-service) - The process by which the DBS provides criminal record data is called DBS Certificate or a DBS check (previously CRB check) which vets applications for people who want to work with children and vulnerable people.

**9.1 Lost Children/Control Points including assurance – Any person looking after a child, do they have the appropriate training and DBS certification?**

 Yes [ ]  No [ ]

**9.2 How would you identify a lost child? Please provide details below, i.e. have you considered the use of wristbands?**

|  |
| --- |
|  |

**9.3 How would you repatriate a lost child with their guardian? Please provide details below.**

|  |
| --- |
|  |

## SECTION 10: EVENT BRIEFING ARRANGEMENTS

Please provide details of the arrangements for briefing staff about their roles and duties.

|  |
| --- |
|  |

**SECTION 11: WASTE DISPOSAL**

What arrangements have been made for litter picking and waste disposal? Please supply name, address and contact details of the company/person disposing of the waste and details of their waste carrier’s license.

|  |
| --- |
|  |

**SECTION 12: VEHICLES/FLOATS**

If your event includes for example a mobile/carnival procession, how many vehicles/floats will be there? Please supply the following details:

|  |  |  |  |
| --- | --- | --- | --- |
| Vehicle type | Registration No | Driver’s name | No. of people & type of display |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**SECTION 13: DETAILS OF SUPPLIERS/CONTRACTORS/SUBCONTRACTORS**

If you have ticked any of the services/attractions listed in Section 2, or supplied information on additional facilities or attractions, please supply the name of the supplier/contractor, their address and contact details below:

|  |  |  |  |
| --- | --- | --- | --- |
| Type of service/attraction | Name of supplier | Address | Contact details |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Please continue on a separate sheet if necessary.

**SECTION 14: NOISE AND LIGHT NUISANCE**

If applicable, what considerations would you make to reduce light and noise nuisance to neighbouring residential areas.

|  |
| --- |
|  |

**SECTION 15: THE USE OF DRONES**

When flying a drone in the UK**,** it is your responsibility to be aware of the rules that are in place to keep everyone safe.

Further information may be found at the [government's guidance in the use of drones](https://www.gov.uk/government/news/drones-are-you-flying-yours-safely-and-legally).

**SECTION 16: ADDITONAL INFORMATION**

Please use the space below to provide any other useful information or to expand on the details of your event.

|  |
| --- |
|  |

**SECTION 17: CHECKLIST**

I have enclosed the following documentation (tick those that are applicable):

|  |  |  |  |
| --- | --- | --- | --- |
| Completed Events Planning Application Form | [ ]  | Event Layout Plan | [ ]  |
| Public Liability Insurance | [ ]  | Emergency Evacuation Plan | [ ]  |
| Event Risk Assessment – General Overview | [ ]  | Relevant Licenses (2.3)Temporary Events Notice/premises license, etc. | [ ]  |
| Fire Risk Assessment  | [ ]  | Relevant Safety Check Certification (ADIPS) (PIPA) (PPE) (PAT) (LOLER/PUWER) (8.1) | [ ]  |
| Emergency Fire Action Plan  | [ ]  | Traffic Management Plan |  |
| Health & Safety Risk Assessments, Method Statements, Safe Systems of Work or Permits to Work (8.1) | [ ]  | Copy of your event’s publicity | [ ]  |
| Event Manual  | [ ]  | Copies of any other relevant Documentation, please state | [ ]  |

**Section 18: DECLARATION**

I hereby agree to comply with the conditions set out in the form and any Terms and Conditions for the staging of my event as communicated by all authorised officers of the Council.

|  |  |
| --- | --- |
| Name (Block Capitals) |  |
| Position within the Event Organisation |  |
| Date |  |
| Signed  |  |

Please send this completed form, together with all supporting documentation on the check list below to safetyadvisorygroup@walsall.gov.uk

## SECTION 19: USEFUL CONTACT INFORMATION:

| **Service** | **Information** |
| --- | --- |
| Walsall Council Traffic Management Service | For events which take place on the highway/footpath or have an impact on the highway.Graham Wallis: 01922 654646 Email: trafficmanagement@walsall.gov.uk |
| Walsall Council Clean & Green Services | For events which take place in Council parks, open spaces and countryside sites and application process.Telephone: 01922 653344Email: cleanandgreen@walsall.gov.uk |
| Walsall Council Licensing Service | For events that may require licensing as regulated entertainment and provision of placards (event advertising signs and posters).Telephone: 01922 653050Email: licensing@walsall.gov.uk |
| Walsall Council Environmental Health Service | For food, health and safety advice, noise from music - live, recorded or reproduced.Telephone: 01922 653010Email: environmentalhealth@walsall.gov.uk |
| Walsall Council Building Control Service | For advice over structures such as staging, temporary grandstands, barriers, etc.Telephone: 01922 652600Email: buildingcontrol@walsall.gov.uk |
| West Midlands Police | Event Organisers can contact their local Police team over guidance on event and crowd safety. Please note that West Midlands Police do not put in place road closures on behalf of Event Organisers. The use of the public highway should be discussed with Walsall Council’s Traffic Management service (see contact number above).Telephone: 101 To check your nearest Neighbourhood Police please click [here.](https://www.west-midlands.police.uk/) |
| West Midlands Ambulance Service | To notify the Ambulance Service of any major events that have large numbers attending or potential risk of injury and discuss appropriate medical provision.Telephone: 01384 215555Email: enquiries@wmas.nhs.uk  |
| West Midlands Fire Service Headquarters  | Delivering emergency response, education, prevention activities and keeping businesses safe across the West Midlands.Telephone: 0121 380 7500Email: firesafety.admin@wmfs.net  |
| Safety Advisory Group General Enquiries | For general advice regarding events.Telephone: 01922 654618Email: safetyadvisorygroup@walsall.gov.uk  |