

DACORUM SAFETY ADVISORY GROUP NOTIFICATION FORM

This Notification Form should be detached and completed (in **BLOCK** letters) by the person who is responsible for Event Planning. It should be submitted in plenty of time to ensure that the Safety Advisory Group can provide as much as advice and information as possible.

Date of Event

Type of Event (i.e., Firework Display, Carnival etc.)

Event Organiser

Name	Address	Post Code	Daytime Tel. No.	Fax. No,

Location/Address of Event (Please give all addresses if more than one location)

Venue Owner / Address	Venue Address / Telephone No.

Please indicate if the event to be held inside or outside

Attendance

Number s Attending	
Age range of those attending	
Time of event (Start and Finish)	
Are you charging for admission?	

Health and Safety

Have you carried out a risk assessment of your Event ? YES/NO

(It will help us greatly if you enclose a copy with your application along with an Evacuation Plan and a Grid Marked Site Plan – if appropriate)

Name and Address of the nominated Event Safety Officer

Name	Address	Post Code	Daytime Tel. No.	Fax. No,

About your Event

Is your Event going to serve alcohol? YES/NO

Is your Event going to have Entertainment/music/dancing? YES/NO

Is your Event going to serve food? YES/NO

Is your Event going to have public liability Insurance cover? YES/NO

Is your Event going to be publicly advertised? YES/NO

Is your Event going to go onto the Public Highway? YES/NO

Has this event been run before? If YES, where? Date?

Complete and return the form to Dacorum Borough Council, Public Protection, Civic Centre, Marlowes, Hemel Hempstead, Herts HP1 1HH, so that your Event is registered on our District Event Programme and have the relevant partners advised.

The Dacorum Safety Advisory Group can be contacted by e-mail : safety.advisory@dacorum.gov.uk