

Event Application Form

Please read the Event Guidance Note and our Terms and Conditions carefully before completing the Event Application Form. The completed form should be signed and returned to the Council with the required documentation. All documentation and a detailed site plan must be received by the Council at least **28 days** before the Event. Failure to comply may result in the Council refusing to grant permission for the holding of the event.

Name of event

Event location

Event date

Section One - Organiser Details

- Name of organisation
- Event organiser/s
- Contact address
- Postcode
- Tel No. - Home
- Tel No. - Work
- Tel No. - Mobile
- Fax No.
- e-mail address
- Event public enquiries number

Section Two - Event Details

- Description of event proposed
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- Is this a (please tick one box only)

Charity event

Fund raising

Non-commercial

Community service event

Commercial

- For Charity Event - Name of Charity
- Charity Registration Number

- Will all income raised go to the Charity concerned? Yes No

If no, please give details:

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- Date/time to enter site for preparation
- Start time each day
- Finish time each day
- Date/time the site will be vacated after the event

- Is the event free? Yes No

If no, what is the admission price?

- Will you be selling programmes? Yes No

If yes, what is the proposed price?

Note: Any proposed entrance fees must be discussed with the Council as compulsory admission charges may not be possible for legal reasons and this includes the sale of programmes.

- Approximate number of people expected to attend
- Possible alternative site
- Possible alternative date
- Do you intend to use the following:

Highway Directional Signs
*(written approval must be
obtained from Lancashire
County Council)*

Banners/Posters
*(written approval must be
obtained from the
Council)*

- Please provide full details:

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Note:
(a) Banners across highways are not normally permitted.
(b) The council reserves the right to remove any unauthorised advertising and to recover the cost incurred from the event organisers.

- Do you intend to utilise or permit any of the following at the event? If so, please tick the appropriate boxes (some of these may not be permitted at all sites).

Fireworks/pyrotechnics	<input type="checkbox"/>	Live music	<input type="checkbox"/>
Carnival/procession	<input type="checkbox"/>	Live entertainment	<input type="checkbox"/>
Fairground rides/equipment	<input type="checkbox"/>	Re-enactment groups	<input type="checkbox"/>
Aircraft	<input type="checkbox"/>	Barrier/fencing	<input type="checkbox"/>
Parachutists	<input type="checkbox"/>	Marquees/gazebos	<input type="checkbox"/>
Helium balloon launch	<input type="checkbox"/>	Portable generator	<input type="checkbox"/>
Hot air balloons	<input type="checkbox"/>	Power supply	<input type="checkbox"/>
Animals	<input type="checkbox"/>	Toilets	<input type="checkbox"/>
Motorcycles	<input type="checkbox"/>	Alcohol	<input type="checkbox"/>
Motor vehicles	<input type="checkbox"/>	Food/drink concessions	<input type="checkbox"/>
Side stalls (<i>e.g.coconut shy</i>)	<input type="checkbox"/>	Fuel Storage	<input type="checkbox"/>
Inflatables (<i>e.g. bouncy castle</i>)	<input type="checkbox"/>	Compressed gas/helium	<input type="checkbox"/>
Portable staging	<input type="checkbox"/>	Bonfire/barbecue	<input type="checkbox"/>
P.A. System	<input type="checkbox"/>	Temporary Structures	<input type="checkbox"/>
Stewarding/security	<input type="checkbox"/>	Living history or other	<input type="checkbox"/>
On site communications	<input type="checkbox"/>	Market stalls	<input type="checkbox"/>
Water (<i>limited or no supply at some sites</i>)	<input type="checkbox"/>	Other (<i>please specify below</i>)	<input type="checkbox"/>

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Note:

- Please supply as much information as possible on all of the items above
- After this application has been submitted, no additional items may be included without the consent of the Council.
- Generators are generally not permitted on the highway
- A Premises Licence or a Temporary Event Notice (TEN) may be required if your event is public and consists of music, dancing, singing or similar.

- Do you anticipate the need for:

Road closure

Traffic diversion

On street parking restriction

Car park closure

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

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If a formal traffic order is necessary, Lancashire County Council Highways and the Police require at least 12 weeks notice.

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

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- 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:

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- Please explain how you will keep the Venue free of litter and refuse:

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Note: At the close of the event the site must be left in a clean and tidy condition or you will be charged for any clean up works that need to be carried out.

- Will you be requiring car parking space for event staff? Yes No
and/or general public? Yes No

(A fee may be chargeable in certain circumstances).

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 those vehicles.

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Section Three - Insurance

- You are required to hold a current policy of Insurance in respect of Public Liability or Third Party risks (including products liability where appropriate). The relevant limit of indemnity shall be an amount approved by the council’s Risk and Insurance section and Legal section. Under no circumstances shall this be less than £5 million and the Council reserves the right to require a higher limit if deemed necessary.
- You are required to produce evidence of your insurance cover together with that of any exhibitor, band/dance group, sub-contractor, caterer etc. whom you have instructed or authorised to appear at the event.

Section Four - Emergency Services

- You are requested to notify the Police and other appropriate Emergency Services.

Please indicate contact made:

Police	<input type="checkbox"/>
Ambulance Service	<input type="checkbox"/>
St. John Ambulance	<input type="checkbox"/>
Red Cross	<input type="checkbox"/>
Fire	<input type="checkbox"/>
Other	<input type="checkbox"/>
	<input type="checkbox"/>

Please supply details of the first aid cover to be provided:

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Section Five - Additional Requirements

- You are required to provide a detailed site plan showing the arena, positions of stalls, marquees, exhibition units, car parking etc. and where applicable a list of programmed items. In respect of races etc. a detailed route plan showing the location of route marshals, must be provided.

I hereby agree to comply with the requirements set out in this form.

Signed

Position

Date

Please send this completed form, together with any supporting documentation to:

**Borough of Pendle
Neighbourhood Services
Elliott House
9 Market Square
Nelson
BB9 0LX**

For the attention of the Events and Community Liaison Officer

I have enclosed the following:

Documentation	Yes	No	Evidence of insurance	Yes	No
Signed Terms and Conditions	<input type="checkbox"/>	<input type="checkbox"/>	insurance for event organisers	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan/Route Plan	<input type="checkbox"/>	<input type="checkbox"/>	Individuals participants	<input type="checkbox"/>	<input type="checkbox"/>

If you have answered **no** to any of the questions, please give details why:
