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| **Event Organiser Contact Details** | |
| **Name *(Required)*** |  |
| **Address *(Required)*** |  |
| **Email *(Required)*** |  |
| **Phone *(Required)*** |  |
| **Please confirm that you are aware and accept that, as an Event Organiser, you are responsible for:**   * Informing your local authority of your event * Seeking permission of the relevant land owner * Submitting the relevant documentation to your local authority in a timely manner * Ensuring the overall safety at your event as far as reasonably practicable * Ensuring that health and safety arrangements are in place to control risks * Ensuring the competence of staff at your event to undertake their roles safely * Checking all insurance documents, risk assessments and methods of work for contractors, stall holders, caterers etc (these documents must also be submitted to your local authority) * The Health, Safety and Welfare of all members of staff, contractors and members of the public attending your event * Informing the Performing Rights Society if you have live music at your event | Yes  No |
| **Event Details** | |
| **What is the name of your event? *(Required)*** |  |
| **Date of your event *(Required)*** | Click here to enter a date. |
| **Start time of your event *(Required)*** | Start: ……………….   End: ……………….. |
| **Location of your event *(Required)*** |  |
| **How many people are you expecting? *(Required)*** |  |
| **Is the location *(Required)*** | Private land  Council-owned land  Council building  On/near a highway |
| **Will the event impact on traffic/parking? *(Required)*** | Yes  No |
| **Will the event require road closures or 'no waiting' restrictions? *(Required)*** | Yes  *Please include a traffic management plan/map indicating the proposed closures*  No |
| **Will the event provide entertainment? *(Required)*** | Yes  No  If yes, please provide further details below: |
| Do you intend to carry out any Licensable activities :   * Sale / supply of alcohol * Regulated Entertainment * Late night Refreshment | □ Yes (Please provide details)  □ No  □ Yes (Please Provide details)  □ No  □ Yes (Please provide details)  □ No |
| **Are you inviting sellers to attend the event? For clarification those that operate from stalls, stands, vehicles, whether moveable or not or pitches from which**  **articles are sold, qualify as sellers.** | Yes  No  If 5 or more sellers will attend your event please refer to the councils market policy at <http://www.tameside.gov.uk/markets/policy> for further guidance. |
| Please provide details of any traders/commercial traders and charity stalls that will be at your event (continue on a separate sheet if necessary)  Please ensure that you check any safety documentation of traders | |
| **Name of organisation** | **Concession type** |
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| **Tameside council supports all outdoors events to be held as smokefree, in particular events that are aimed at children and families. Would you like to make your event smokefree?**  **☐     Yes ☐     No** | |
| **Is food, drink or alcohol to be sold? *(Required)*** | Yes  No |
| **For each catering supplier/food stall that you have attending your event, please provide the following information:**   * Name of Business * Address of Business * Contact telephone number * Name of local authority that they are registered with * National food hygiene rating (if available) | (continue on a separate sheet if necessary) |
| **Are there any fairground rides/equipment, amusement devices or bouncy castles/inflatables?** | □ Yes  □ No |
| **Have you confirmed that the attraction operator will be complying with HSG175 (Fairgrounds and amusement parks: Guidance on safe practice)** | □ Yes  □ No |
| Please provide details of any attractions that will be at your event e.g. inflatable’s, funfair/children’s rides, fireworks  For these attractions make sure that you see a copy of the provider’s public liability insurance, risk assessment and method statement. For rides we will also need the name of each ride and their corresponding ADIPS (Amusement Device Inspection Protection Scheme)/PIPA (Pertexa Inflatable Play Accreditation) number  Please ensure that you check any safety documentation of contractors that you hire. | |
| **Name, address and telephone number of organisation providing the attractions** |  |
| **Attraction** | **Attraction ADIPS/PIPA number** |
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| **Your application will not be accepted without submission of an in date ADIP’s/PIPA certificate and suitable and sufficient risk assessment for each of the attractions** | |
| **Is First Aid Provision in place?** | Yes  No |
| **Details of First Aid Provision**  i.e event organiser/site directly or private provider |  |
| **Is this a regular event? *(Required)*** | Yes  No |
| **If it is a regular event, how often is it held?** |  |
| **If it is a regular event, how many people attended last time?** |  |
| **Please provide an outline of what the event will entail** | |
| **Have you carried out a risk assessment? *(Required)*** | Yes    No  **Your application will not be accepted without submission of a suitable and sufficient risk assessment which is specific to your event** |
| **Have you checked the latest Government guidance around covid and organising events and included the relevant controls within your risk assessment?**  [Events and attractions - Working safely during coronavirus (COVID-19) - Guidance - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/working-safely-during-covid-19/events-and-attractions) | Yes   No |
| **What provisions do you have in place to remove litter – during and after the event?**  *Please contact Street Cleansing Service should require further advice: 0162 342 2704* |  |
| **Have you read and do you agree to abide by Tameside Council’s Events: Terms of Use?** *A copy of our terms of use is available for download on Tameside Council’s events webpage.* | Yes   No |

**Important -** If your event is taking place on Council land, please enclose your Public Liability Insurance and Risk Assessment.

For events of 500 people or more we recommend you consult the ‘Purple Guide’ to assist with ensuring a safe event.

**Event Notification Checklist**

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| **Check List Attached** | |
| **Insurance**   *Required for all events on council land*  **Please ensure the level of indemnity, period of cover and name of the policyholder are all visible**  **This Application will not be accepted if Insurance details are not provided** | Yes |
| **Risk assessment** Your application will not be accepted without submission of a suitable and sufficient risk assessment which is specific to your event  National guidance on organising events and risk assessments:   * The Health and Safety Executive <http://www.hse.gov.uk/> * The National Outdoor Events Association <http://www.noea.org.uk/> | Yes |
| **Have you supplied copies of ADIP/PIPA?**  Your application will not be accepted without submission of an in date ADIP’s/PIPA certificate and suitable and sufficient risk assessment for each of the attractions | Yes   N/A |
| **Location plan** | Yes |
| **Traffic Management Plan/Route map**  *Required for all events which take place on a public highway* | Yes  N/A |
| **Application fee - £30.00** | Please provide telephone details and you will be contacted to process your Application fee |