|  |  |
| --- | --- |
| **Event Organiser Contact Details** | |
| **Name *(Required)*** |  |
| **Address *(Required)*** |  |
| **Email *(Required)*** |  |
| **Phone *(Required)*** |  |
| **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 yes, please state how many and of what type.  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. |
| **Is food, drink or alcohol to be sold? *(Required)*** | Yes  No  If yes, please provide Food Registration details. |
| **Are there any fairground rides or bouncy castles?** | □ Yes  □ No  If yes provide copies of relevant ADIP certificate and /or PIPA |
| **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 |
| **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 being placed on Council land, please enclose your Public Liability insurance and Risk Assessment.

**Event Notification Checklist**

|  |  |
| --- | --- |
| **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** *Required for all events on council land*  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?** | □ Yes  □ No |
| **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 |