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| **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**

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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** *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  |