

SEFTON EVENTS SAFETY ADVISORY GROUP



# Event Booking Application Form

## large & specialist events



**4a) Have you held this Event before?** ..... YES / NO

If yes, at what location and on what dates?

.....

**4b) Is the event open to the public or a private (closed event)?** (please tick box)

Open to the Public

Private (closed event)

**5. Location required** (i.e. name of area required)? .....

## SITE ASSESSMENT

**5. Size of area required – specific location?** .....

**6. Have you visited the location to ensure its suitability?** ..... YES / NO

**7. Date(s) required?** .....

a. Alternative Dates .....

b. Alternative Venue .....

c. Date/time to enter site for preparation .....

d. Start time each day .....

e. Finish time each day .....

f. Date/time the site will be vacated after the event .....

**8. Is the event free?** ..... YES / NO

If no, what is the admission price? .....

**9. Will you be selling programmes?** ..... YES / NO

If yes, what is the proposed price? .....

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

# LEGAL RESPONSIBILITIES

1. **Have you made an application for either a Premises Licence or a Temporary Event Notice with the Council's Licensing Section?** ..... YES / NO  
If 'yes', what date was the application submitted .....
2. **Have you arranged Public Liability Insurance for the event?** ..... YES / NO  
If 'yes', what level of insurance has been arranged? .....

# EVENT OPERATION PLANNING

## 1. Crowd Control

- a. Please state the expected number of participants? .....
- b. Please state the expected number of spectators? .....
- c. Will audience numbers be restricted? ..... YES / NO
- d. If 'yes', how will numbers be monitored? .....
- e. How many spectator entrances will there be to the site? .....
- f. What is the width of each entrance?  
In (metres)  
Entrance 1 ..... metres  
Entrance 2 ..... metres  
Entrance 3 ..... metres  
Entrance 4 ..... metres
- g. Will entrance/exit points be signposted? ..... YES / NO

## 2. Stewarding

- a. How many marshal's/stewards will be on site? .....
- b. How will they communicate? .....
- c. How will they be identified? .....
- d. Are stewards paid or voluntary? .....
- e. Have they received basic First Aid, Fire Fighting Training and Crowd Control Management?  
Please provide details:-  
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.....  
.....

**3. Communications**

a. Will an on site communication system be provided? ..... YES / NO  
(e.g. hand held radios, mobile phones).

If 'yes', please detail the system to be used .....  
.....  
.....

b. Will there be a site communications office at the event? ..... YES / NO

**4. Barriers**

a. Will temporary barriers be used during the event? ..... YES / NO

If 'yes', what is the type and size of the barrier(s)? .....

b. What will the barriers be used for? .....

**5. First Aid**

a. What arrangements have been made for first aid? .....

b. Why have you decided on this level of first aid provision? .....

**6. Electrical Equipment**

a. Please provide details of electrical equipment to be used during the event and source of the electrical supply.  
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.....  
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b. Please indicate whether these appliances have current PAT test certificates? ..... YES / NO

c. Please indicate whether these devices will be protected eg. with miniature circuit breakers and suitable residual current devices.  
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d. Please give details of any sound equipment amplification equipment being used during the event.  
Please specify its size and levels that it will be operated at during the event and times of proposed operation.  
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**N.B. All electrically powered equipment must be maintained in accordance with the Electricity at Work Regulations 1989.**

**7. Temporary Structures**

a. Will there be any temporary structures eg staging, marquees erected on site

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b. If yes, please provide full detailed plans and structural calculations to cover all structures

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**8. Cleansing**

a. What arrangements are being made for litter collection and clearance? Please note that all appropriate rubbish must be recycled eg. glass bottles, aluminium cans etc.

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**9. Welfare Facilities**

a. How many toilet units will be provided?

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b. How have you decided on this level of toilet provision? *(For details on how you can determine the appropriate level of sanitary accommodation at your event please see section guidance notes)*

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**10. Catering/Food Hygiene**

a. Will there be any catering provision? *(Please state what type and whether this is for consumption by event participants only or general public.)*

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b. If catering facilities are present, then please provide evidence of current Food Hygiene certificates (copies).

c. For catering units using Liquid Petroleum Gas (LPG) please refer to the attached guidance notes.

d. Will any of these facilities be serving alcohol? (e.g. beer tent)? ..... YES / NO

If 'YES', has an application for either a Premises Licence or a Temporary Event Notice been made with the Council's Licensing Section? On what date and in whose name?

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**II. Vehicular Access/Traffic Management**

a. Do any vehicles require access to the site? ..... YES / NO

If yes, how many and what type? .....  
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.....

b. Please state whether provision has been made for public car parking. .... YES / NO

If yes, where will car parking be situated and how many cars can be accommodated?  
.....  
.....

c. Do you anticipate the need for:

Road Closure	<input type="checkbox"/>	Traffic Diversion	<input type="checkbox"/>
On street parking restriction	<input type="checkbox"/>	Car park closure	<input type="checkbox"/>

If you have ticked any of the above, please provide full details of locations, dates and times  
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**N.B. If a formal traffic order is required, this will need to be arranged by the Event Organiser in consultation with Sefton Councils Traffic Management Section**

d. Has there been any provision made for signage at the event? If yes, please provide details below:-

**Car parking**

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**Pedestrian**

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e. Please provide details of the number, weight and size of delivery vehicles and /or participating vehicles and whether they intend to remain on site over night?

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**12. Facilities for the Disabled**

a. Have you made provision for people with disabilities? ..... YES / NO

If yes, what? .....

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If no, why not? .....

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**13. Concession Arrangements**

a. Do you intend to have any stalls or sideshows? ..... YES / NO

If yes, please list their activities and provide contact names and telephone numbers. Failure to notify Sefton MBC of concession agreements involving Council property may result in the proposed event being cancelled or delayed.

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**14. Site Infrastructure and Plan**

a. Please produce a detailed site plan for the event showing the following information:-

- |                                   |   |
|-----------------------------------|---|
| Audience access and egress points | Restricted areas                        |
| Emergency vehicle access points   | Catering units                          |
| Site vehicle access points        | Pedestrian areas                        |
| Temporary structures              | Location of temporary barriers          |
| Electrical equipment              | <b>N.B. This list is not exhaustive</b> |
| Sound equipment                   |   |

**15. Risk Assessments**

Sefton MBC requires that a Risk Assessment is prepared for your event. Attached to this application form is a suggested Risk Assessment form together with guidance notes for completing it (alternative formats will be accepted). On completing the Risk Assessment form, please attach it to and return with this form.

# CHARITIES/COLLECTIONS

1. Do you want to collect money or hold any raffles or prize draw competitions? ..... YES / NO

If yes, what are they? .....

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2. For what purpose will money generated be used?

.....

.....

.....

3. Does your organisation hold Registered Charitable Status? ..... YES / NO

If yes, what is your Charity Reference Number? .....

# EMERGENCY PLANNING

1. Please outline your Emergency Procedures for:-

Bomb

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Fire

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General Evacuation

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(please continue on a separate sheet if necessary)

2. Please outline any other provisions you may make

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## ORGANISATIONS INFORMED:

Depending upon the size and nature of the event some or all of the following organisations and Council Departments will need to be informed. Please indicate which, if any, you have contacted direct.

Organisation	Date Informed & Contact Name & No.	Response
North West Ambulance Service		
Merseyside Fire and Rescue Service		
Merseyside Police Authority		
St. John Ambulance/ British Red Cross		
Sefton M.B.C. – Environmental Protection Dept. (Environmental Health)		
Sefton M.B.C. Planning Dept.		
Sefton M.B.C. Environmental Protection Dept. (Licensing Section)		
Sefton M.B.C. – Personnel Dept. (Health Unit)		
Sefton M.B.C. – Planning and Economic Regeneration Dept. (Building Control Section)		
Sefton M.B.C. – Technical Services Dept. (Traffic Management Section)		
Other (Specify)		

# ADDITIONAL INFORMATION

Please identify any special arrangements or requirements not stated earlier (e.g. will there be fireworks, ballooning, balloon release etc.) Please state brief details:

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.....  
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Please provide proof of the following details with this application

- Proof of Public Liability Insurance (minimum £2 million) – where appropriate
- Safety Certificates (Inspection, testing, maintenance, etc.)
- Structural calculations for temporary structures (marquees, stages etc)
- Operatives training certificates (e.g. Fork lift truck driver)
- Food Hazard Analyses / Hygiene certificates / Premises Licence or Temporary Event Notice
- Risk Assessments
- Emergency Plan

I have read and understand the guidelines issued with this application form, and agree to abide by and be bound by these conditions

Signature of Applicant ..... Date .....

Position in Organisation .....

**THIS FORM MUST BE RETURNED AT LEAST SIX MONTHS BEFORE YOUR EVENT IS DUE TO TAKE PLACE.**

Please return this form to:

For bookings for Princes Park - Southport, Kings Gardens- Southport,  
Town Hall Gardens - Southport , Lord Street Bandstand - Southport, Pier  
Forecourt - Southport and Victoria Park - Southport please return to:

**Events Team  
Tourism Department, 10 Portland Street, Southport, PR8 1LJ**

For all other venues please return to:

**Parks Events & Activities Officer  
Leisure Services Department, 2nd Floor, Magdalen House, 30 Trinity Road, Bootle, L20 3NJ**

