

Event Application Form

Name of event.....

Event location.....

Event date.....

Official use only

Event reference number

Date

Department reference

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Section One - Organiser Details

- Name of organisation.....
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- Contact Name
- Contact address
-
- Postcode.....
- Tel No. – Day
- Tel No. – Eve
- Mobile No.
- Fax No.
- e-mail address.....
- Event public enquiries number
- Event Web Site Address
- Event web site address



Section Two - Event Details

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

Charity event	<input type="checkbox"/>	Fund raising	<input type="checkbox"/>
Non-commercial	<input type="checkbox"/>	Community service event	
Commercial	<input type="checkbox"/>		
- For Charity Event - Name of Charity.....
- Charity Registration Number.....
- Will all income raised go to the Charity concerned? (please tick) ☐ Yes ☐ No
If no, please give details:
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- Date/time to enter site for preparation.....
- Event 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? Adults... ..
Concessions Discount for families Children (Include age range).....
- Will you be selling programmes? ☐ Yes ☐ No
If yes, what is the proposed price?.....

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

Highway Directional Signs ☐ Banners/Posters ☐ *See separate banner application

Note: London Borough of Bexley reserves the right to remove any unauthorised advertising and to recover the cost incurred from the event organisers. This will be charged at £75.00 per item fly posted.

- Do you intend to utilise or permit any of the following attractions 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 equipment	<input type="checkbox"/>	Lost children point	<input type="checkbox"/>
Aircraft	<input type="checkbox"/>	Barrier/fencing	<input type="checkbox"/>
Parachutists	<input type="checkbox"/>	Marquees *****	<input type="checkbox"/>
Tents	<input type="checkbox"/>	Gazebos	<input type="checkbox"/>
Balloon launch	<input type="checkbox"/>	Portable generator *	<input type="checkbox"/>
Hot Air Balloons	<input type="checkbox"/>	Power supply	<input type="checkbox"/>
Horses/donkeys other animals	<input type="checkbox"/>	Toilets	<input type="checkbox"/>
Motorcycles	<input type="checkbox"/>	Alcohol ***	<input type="checkbox"/>
Other motor vehicles	<input type="checkbox"/>	Food/drink concessions	<input type="checkbox"/>
Coconut shy	<input type="checkbox"/>	On site communications	<input type="checkbox"/>
Inflatable (e.g. bouncy castle)****	<input type="checkbox"/>	Market stalls	<input type="checkbox"/>
Portable staging	<input type="checkbox"/>	Re-enactment groups	<input type="checkbox"/>
P.A. System	<input type="checkbox"/>	Living history or other	<input type="checkbox"/>
Stewarding/security	<input type="checkbox"/>	Other	<input type="checkbox"/>

Other: (please specify)

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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 express consent of the appropriate department.

* Generators are not permitted on the highway & must be diesel only.

** A Premises License for Public Entertainment may be required if your event consists of music, dancing, singing or similar.

** A Performing Rights Society Licence and Phonographic Performance License are required if the event includes music.

*** A license for the sale of alcohol will be required. The type of license will depend on the number of people expected to attend the event.

**** See additional requirements for inflatable's on page 7.

***** See additional requirements for marquees on page 7.

- 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 required, then please allow at least 6 weeks notice, and complete this question.

- 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 identify the method to be used in order to maintain the area free of litter and refuse:

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Note:

- The event organiser should ensure that the site is regularly litter-picked during the event and at the end of each day to ensure that the council's obligations under the Environmental Protection Act 1990 - Code of Practice on Litter and Refuse is discharged. If the event organiser fails to do this then the council reserves the right to carry out the works in default and charge the event organiser the cost incurred.
- It is the event organiser's responsibility to arrange removal of all rubbish from the site. You will not be permitted to use any on site skip/litter bins etc. for disposal.
- Where permanent catering facilities are available in the vicinity of the site where the event will take place, the organisers must advise the caterers at least one month before the event takes place of the refreshments they will be providing.

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

- Event Organisers 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.
- Organisers will be required to produce evidence of their insurance cover, and will be requested to produce copies of insurance for any of the exhibitors, band/dance group, sub-contractor, caterer etc. whom they have instructed/authorised to appear at the event.

Note: All documentation must be produced at least 28 days before the Event. Failure to comply may result in the council refusing to grant final permission for the holding of the event.

Section Four - Emergency Services

- If you are requested to notify the Police and other appropriate Emergency Services, your letter of confirmation will inform you.

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

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First aider in attendance
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Section Five - Additional Requirements

- A detailed site plan showing the positions of emergency exits, emergency vehicle egress, stalls, marquees, arena, exhibition units, car parking etc. and list of programme items is required. In respect of races etc. a detailed route plan that must also show location of route marshal's, must be provided.
- Inflatable's can potentially be dangerous and pose a health and safety risk if they are not secured adequately or sufficiently staffed. Event organisers are to provide details of the inflatable companies risk assessment, public liability insurance and test certificates ADIPS/PIPAS.
- The use of temporary structures in any of Bexley's parks and open spaces should now comply with MUTA regulations. This means a MUTA registered company should be used to erect any temporary structure or if the hirer owns their own temporary structures then their staff should have attended a course to ensure they are MUTA accredited.

Note: All documentation must be produced at least 28 days before the Event. Failure to comply may result in the council refusing to grant final permission for the holding of the event.

- Specific arrangements (where practically possible) must be made to ensure disabled visitors are provided with adequate facilities such as parking, toilets and viewing areas (if relevant).

If permission is granted for the event, I hereby agree to comply with the conditions set out in this form and any departmental terms and conditions and all reasonable instructions given by all authorised Officers of the Council.

Signed

Position

Date

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

Culture – Parks & Open Spaces
London Borough of Bexley
Civic Offices
Broadway
Bexleyheath
Kent
DA6 7LB

Tel: 020 8303 7777

I have enclosed, where necessary, the following:

Documentation	Yes	No	Documentation	Yes	No
Signed Terms and Conditions	<input type="checkbox"/>	<input type="checkbox"/>	Insurance for event organiser	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan/Route Plan	<input type="checkbox"/>	<input type="checkbox"/>	Participants at the event	<input type="checkbox"/>	<input type="checkbox"/>
Risk Assessment	<input type="checkbox"/>	<input type="checkbox"/>	Stewards Briefing Pack	<input type="checkbox"/>	<input type="checkbox"/>
Fire Risk Assessment	<input type="checkbox"/>	<input type="checkbox"/>	PRS & PPL Licence (Performing Rights Society & Phonographic Performance License)	<input type="checkbox"/>	<input type="checkbox"/>

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

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