

Event Notification Form

Please read the guidance notes before filling in the application form.

Overview

National Parks are very special places designated for their great natural beauty, wildlife and cultural heritage and we recognise the positive benefits that organised recreational and challenge events can bring by enriching people's experience of Dartmoor and contributing to the local economy.

We welcome responsibly organised events in this protected landscape but we also want to ensure that any negative impacts such as increased erosion and disruption to local communities is minimised.

The Authority seeks to work with event organisers, to safeguard the special qualities and tranquillity of the National Park and encourages the appropriate activities to be undertaken in the right locations. We hope that event organisers will consider using local services and suppliers as much as possible and seek to minimise the impact of recreation on the environment and local communities.

Teignbridge District Council, South Hams District Council and West Devon Borough Council also require advance notification of events, to make sure that traffic control, and emergency and rescue arrangements are in place.

Everyone who is planning to organise an event on Dartmoor should complete a copy of this Event Notification Form. To avoid duplication for you we have incorporated a section for the information specifically required by District Authorities.

Part A is information about you as an organiser, the event in general and specific issues relating to Dartmoor.

Part B is the additional information that will be required by the relevant District Authority and they may contact you directly for clarification of specific details.

District Authorities will expect you to consider the key areas involved in running your event and will want to see an Event Management Plan and Risk Assessment for your event, to demonstrate that all risks have been considered.

Although Dartmoor is a National Park, largely open to public access, much of the land is in private ownership and / or registered common land, over which many local farmers have rights, particularly for grazing, and these interests must be respected. You should ensure that you have landowner permission for your event and that commoners and local residents are aware that an event is taking place.

A set of Byelaws relating to the Dartmoor Commons has been approved by the Home Office to regulate access. Of particular relevance is the need to get authorisation from the National Park Authority for any entertainment or commercial activity carried out on the commons or other access land. Other regulated activities include parking, camping, lighting fires, dog walking and anything deemed to cause erosion or damage to the land.

Vehicular access to off-road checkpoints is prohibited unless authorised in writing by the landowner.

The Authority will not normally support events on Bank Holiday weekends to avoid congestion and conflict with other users.

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Conservation of wildlife and cultural heritage

The moorland lambing and main bird breeding season is 1 March to 15 July - this is when animals and ground nesting birds are most prone to disturbance. During this period the Authority will not normally support events involving more than 50 people on foot or 30 horses or cyclists unless wholly confined to clearly defined tracks with dogs on leads.

Some of the places where you might want to hold your event within the National Park have conservation designations, including Sites of Special Scientific Interest (SSSI) and Special Areas of Conservation (SAC). Where events are taking place on sites designated as SSSI, then prior approval will also be required from Natural England.

Dartmoor is also rich in archaeological remains and care must be taken not to damage the large number of historical and archaeological sites within the National Park.

Your event will have an impact on the environment if it has the potential to cause disturbance to protected or sensitive species, in particular during the breeding season or if numbers involved are likely to cause damage to vegetation in a specific location. Some areas have suffered, or are likely to suffer, from the cumulative effects of events and need time to recover and we will be able to advise if any of these are on your planned route and recommend suitable changes.

Consultation

The details of your event will be considered by the National Park Authority's Recreation, Ecology and Archaeology officers, and Ranger Service. We will also send details of your event to major landowners and Dartmoor commoners for their views; however it is important for event organisers to make personal contact, particularly where permission is required for your event.

We will advise you of any potential problems associated with the event, and work with you to resolve them. We will also decide whether we need to undertake any on-site monitoring before, during or after the event.

We will send a letter to you outlining our decision on whether the National Park Authority is able to support your event going ahead. In some cases, we may be able to support your event with conditions attached. We will also notify relevant consultees of our decision and any conditions to be adhered to.

Putting something back into Dartmoor

We have a voluntary donation scheme whereby participants taking part in organised events are invited to make a donation in addition to their registration fee, thus enabling them to "put something back" into Dartmoor. We are asking organisers of large scale events to promote the voluntary donation scheme to participants registering for their event, with an additional contribution of £1.00 per participant. It will be entirely for event organisers to decide whether they want to do this and all contributions will be used to support access and conservation projects in Dartmoor National Park.

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This form is designed to help you run your event safely and legally, making sure that you have the necessary permissions in place, and will assist you in complying with the relevant legislation and best practice.

Please complete the form, and then send it along with all your other relevant documents via e-mail to recreation@dartmoor.gov.uk or by post to

Dartmoor National Park Authority,
Parke, Haytor Road, Bovey Tracey, Newton Abbot, TQ13 9JQ

We will forward the form to the relevant District Authorities, who may require additional information from you, particularly if road closures or licences / permits are required.

For further information regarding organising events in the local authority areas of South Hams, West Devon or Teignbridge please contact –

South Hams / West Devon
Teignbridge

honey.foskett@southhams.gov.uk
tsag@teignbridge.gov.uk

NB. Please be aware that you need to submit all supporting documents well in advance to guarantee your event can go ahead. After review of the form and depending on the scale and type of event you may need to supply additional information.

You should allow at least 4 – 6 weeks for confirmation that there is support for your event proceeding.

Events notified to us less than 2 months prior to your event date may not be processed.

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Part A:

Please complete all required information to avoid delays in processing your request

Sharing of information between DNPA and interested parties

Dartmoor National Park Authority (DNPA) is registered under the Data Protection Act 1998 and will store the information provided by you, including your personal contact details, securely. It may be necessary to inform interested parties (such as the District Council Safety Advisory Group; Natural England; any land owner whose land will be affected) about the proposed event, in which case DNPA will pass your personal contact details to the relevant parties so that they can make contact and discuss arrangements with you directly. Personal information should only be given if it may be passed on in this way.

Section 1: Event Organiser Details

Organisation / company promoting the event	
Name of event organiser prior to the event (person responsible for all communications and clarification of arrangements in advance)	
Contact address for advance correspondence	
Contact number	
E mail address for advance correspondence	
Do you consent to our sharing your contact details in respect of this event with interested parties	Yes / No
Name of event organiser responsible for running the event on the day	
Contact phone number during the event	

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Section 2: Timing of your event

Name of Event			
Estimated numbers of participants			
Date(s) & time(s) of the event	Date(s)	Start Time(s)	Finish Time(s)
Is this an annual event previously held on Dartmoor	YES / NO		
Is this a new event intended to become an annual event	YES / NO		
Is this an event that will only be held once on Dartmoor	YES / NO		

Section 3: Type of event

Walking	YES / NO	Cycling	YES / NO	Orienteering	YES / NO
Running	YES / NO	Horse riding	YES / NO	Motor car / bike	YES / NO
Other (please specify)					
Is this a commercial event ie run for business profit					YES / NO
Is this a community event ie run to raise funds for local organisations					YES / NO
Will this event involve raising money for charity					YES / NO
Please add any further information that may be helpful in considering your activity					

Section 4: Location(s) of Event

Start point / base location Please provide a clear map showing your planned route	
Do you have landowner permission?	Yes / No
If 'Yes', please provide name of landowner and permission details.	
What markers will be used for the event, and how are they to be sited. Signage should not be likely to cause injury or harm to livestock and be removed within 24 hours	

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Section 6: Welfare

What toilet facilities are available / will be provided	
How will the litter and waste produced during the event be managed and disposed of	
What refreshments are available / will be provided	

Section 7: Traffic Management

Car parking arrangements	
Is the event wholly or in part held on the public highway?	Yes wholly * / Yes partly* / No
If 'Yes' give details	
Could it have an impact on public highway traffic?	Yes * / No
If 'Yes' give details	
Will your event require a road closure? NB. Road closures must be submitted at least 3 months in advance	Yes * / No
Do you wish to erect advertising banners, information signs or direction signs on the highway?	Yes * / No
<p>* If the answer is Yes, go to this link on the Devon County Council web site for further advice and information http://www.devon.gov.uk/index/transportroads/roads/road_licences/temptro/ttroevents.htm</p>	

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Part B

This additional information will be required by the relevant District Authority

Event Breakdown		
<p>a) Please tick any of the lines below that apply to your event, leave all others blank</p> <p>b) Activities marked with a * require a licence under the 2003 Licensing Act</p> <p>c) Licensing for activities marked with ** are dependent on audience numbers, times of activities and whether amplified or non-amplified.</p>		
	Details	Tick
Event Activities (If you tick any box with a * or ** refer to the licensing information below)	Supply of Alcohol*	
	Provision of late night refreshment (hot food & drink between 23:00-05:00)*	
	Boxing or Wrestling Entertainment*	
	Plays**	
	Films**	
	Live Music**	
	Recorded Music**	
	Performance of Dance**	
	Indoor athletics or sport**	
	Outdoor athletics or sport	
	VIP visit	
	Pop, rock or dance event*	
	Classical or folk event*	
	Fetes or fund raisers*	
	Cycle or running event	
	Agricultural show	
	Parade or carnivals	
	Fireworks display	
	Aviation sport and display	
	Amplified speech or music**	
	Motor sport, rallies and displays**	
	Marine or waterway event	
Celebrations or party**		
Event Venue	Indoor	
	Arena or stadium	
	Outdoor, with defined boundaries	
	Outdoor, widespread or street	
Audience accommodation (not required for parks & open spaces)	All seated	
	Mixed (at least 50% seated)	
	Standing	
Audience age and profile	All ages, in family groups	
	All ages, not in family groups	
	Mainly adults	
	Mainly children and young people	
	Mainly elderly	
	Conflicting or rival factions	

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Additional Factors	Queuing outside for over one hour	
	Traffic movement in crowd area	
	Parking on site	
	Livestock	
	Trade concessions	
	Temporary structures	
	Bouncy castle or sideshow	
	Onsite catering	
	Overnight camping	
	Helicopter operations	
	Dangerous goods storage and use e.g. gas bottles	
	Funfair rides	
Distance from major accident and emergency facility	Under 5 miles	
	5 – 10 miles	
	Over 10 miles	
Distance from Fire Station	Under 3 miles	
	3 – 5 miles	
	Over 5 miles	

Licensing

<p>Temporary Event Notice (TENs) If you wish to hold an ad-hoc event in England or Wales, you must give a temporary event notice (TEN) to the local licensing authority no later than ten working days before the event. If the premises where the event is to be held is in areas governed by two or more local authorities applications must be made to each.</p>	
<p>Street Collection Licence, A permit is required for the collection of money or sale of articles for the benefit of a charitable purpose on the streets.</p>	
<p>Are you holding your event in a licensed premises, i.e. does it have an existing premises license?</p>	<p>Yes / No</p>

Further information on licencing can be obtained from the relevant District Authorities (contact details on page 1)

Where road closures or licenses are required please note that there is a minimum period of notice.

Minimum Timings Application / Notification	
Temporary Road Closure	3 Months
Premises Licence	2 Months
Street Collection Permit	28 Days
Temporary Event Notice	10 Working Days

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Documentation

The law states that for any event you must have Public Liability Insurance a minimum limit of indemnity of £5 million. Please provide a copy of your certificate when submitting this form, or a date when it will be available.	Date available.
Have you completed a Risk Assessment form for the event?	Yes / No
Have you completed an Event Management Plan for your event?	Yes / No
If the answer is 'Yes' to either of the last two above please provide copies. If the answer is 'No' provide a reason below for not supplying the information.	

Medical Provision - Not required for all events. In general there should be no impact on the NHS ambulance service as a result of your event. (in extreme emergencies they can be called).	
Briefly describe your medical provision: 	
Organisation providing cover	
Contact name	
Contact number during event	
Email address	
Number of paramedics attending	
Number of doctors attending	
Number of first aiders attending	
Number of ambulances attending	