

SAFETY ADVISORY GROUP

EVENT NOTIFICATION FORM



event notification form

If you are organising a public event a great deal of planning is required to run the event safely and successfully. Ultimately, the responsibility rests with the event organiser, however, advice and guidance is available and North Lanarkshire Council's Safety Advisory Group (SAG) can offer assistance.

North Lanarkshire Council services and partners: Police Scotland, Scottish Fire and Rescue Service and Scottish Ambulance Service operate the SAG across the North Lanarkshire Council area with the key aims of promoting good planning and safety at events whilst ensuring minimal adverse impact upon the community.

By completing this event notification form, an assessment can be carried out to identify if a SAG would be appropriate and to identify if any licences or consents may be legally required to enable the event to take place. All of which should be of assistance to an event organiser.

The most efficient way to submit your form is by email: sag@northlan.gov.uk

Alternatively, a completed form may be sent by post to:

**Enterprise and Communities
Built Environment
Civic Centre
Windmillhill Street
Motherwell
ML1 1AB**

Notes:

1. The SAG will not undertake any role associated with the organisation or management of an event and completion and return of this form does not remove the need to obtain the relevant consents and licences, the responsibility for which ultimately rests with the event organiser. By notifying the authority of an event, this in no way absolves the organiser from any health and safety responsibility nor does it infer that North Lanarkshire Council has any responsibility for health and safety in relation to the event. Event organisers are strongly recommended to visit the Health and Safety Executive (HSE) microsite which gives advice on running events safely.
www.hse.gov.uk/event-safety/index.htm
2. Separate applications have to be made for relevant consents and licences, such as a road closure or to obtain permission to hold an event on North Lanarkshire Council owned land.

Form 1a	
Event:	Start date:
	Start time:
Nature of Event:	End date:
	Finish time:
Is this a new or repeat event? (please provide details)	
Event Organiser/Contact:	
Address:	
Tel. No:	
Mobile No:	
E-mail:	
Location of Event (Please enclose a location and a layout plan):	

Form 1b		
Has the permission of the land owner/consent been obtained?	Yes	No
Please detail:		
Outline of Event (Please provide outline of event):		
Nature and extent of publicity		
Number of anticipated visitors/spectators/participants:		
Does your event involve any of the following activities, and if so, have you applied for the appropriate licence, consent and/or road restriction or temporary traffic management approval? (please specify)		
Public Entertainment	Yes	No
Charity Element/Charity Collection	Yes	No
Sale of Alcohol (liquor)	Yes	No
Street Traders and sale of food/non-food products	Yes	No
Building Standards (Section 89) – if structures required	Yes	No
Market Operators/multiple stalls	Yes	No
Does your event require road restrictions or temporary traffic management to be implemented on the public road network?	Yes	No
Have you applied to the appropriate Roads Authority to have any restrictions or temporary traffic management placed on the public road for the outlined event?	Yes	No

Form 1c

Does your event require road restrictions or temporary traffic management to be implemented on the public road network? **Yes No**

Have you applied to the appropriate Roads Authority to have any restrictions? or, **Yes No**

Temporary traffic management placed on the public road for the outlined event? **Yes No**

If Yes, the following information is required: *(Please note 12 weeks' notice is required to process road restrictions found acceptable to the local Roads Authority)* **Yes No**

DATES:

TIMES:

NAMES AND EXTENTS OF ROADS TO BE RESTRICTED:

REASON:

North Lanarkshire Safety Advisory Group Event Notification Form

Form 1d		
Is the event likely to result in a significant increase in the volume of traffic from visitors to the event?	Yes	No
Is there a risk that the additional event traffic will lead to traffic congestion on the public road network?	Yes	No
Have traffic management discussions been held with Police Scotland?	Yes	No
Have traffic management discussions been held or traffic management plans been submitted to the appropriate Roads Authority for consideration?	Yes	No
Is there any car parking provided? <i>(Please provide details)</i>	Yes	No

	Will the event include any of the following?	Have you undertaken an appropriate risk assessment? *
Temporary grandstands or structures including marquees or tents	Yes No	Yes
Temporary electrical or gas supply	Yes No	Yes
Fairground equipment	Yes No	Yes
Use of pyrotechnics, fireworks or special effects?	Yes No	Yes
Provision of food and refreshments	Yes No	Yes
Do you intend to use any premises/buildings to provide temporary overnight accommodation?	Yes No	Yes
Will you be providing any facilities/land for caravans and camping?	Yes No	Yes

Form 1e**Have arrangements been made for any of the following?** *(please provide details as appropriate)*

1. First Aid/Medical E.g. Grade of staff covering event and number of each. Location and number of static 1st aid posts.	
2. Communications (two way radio/PA system)	
3. Fire fighting equipment	
4. Event Safety and Emergency Lighting	
5. Event signage – access routes/car parking	
6. Provision of trained stewards/marshals	
7. Provision of accredited door supervisors/ accredited security staff	
8. Refuse and litter control	
9. Welfare facilities (toilets, including accessible toilets/disabled facilities, drinking water)	
10. Dealing with lost children	
11. Has a Safety Event Plan been prepared?	
12. Is there a nominated or appointed health and safety person?	

