

Event Notification Form

Please submit your completed form to:

Email: events@sutton.gov.uk

Post: Sutton Safety Advisory Group,
Safer Sutton Partnership Service,
The Police Station,
6 Carshalton Road,
Sutton,
SM1 4RF

Tel: 020 8649 0608

Please complete on separate sheets if necessary.

Your Event Notification Form will be reviewed by the Safer Sutton Partnership Service (SSPS), who chair the Sutton Safety Advisory Group (SAG). Your application may be circulated to SAG members should the event be perceived to contain risks that require addressing before the event can be approved. You, as the event organiser, may be requested to attend the SAG meeting to discuss your event application.

Section 1: Event Organiser Details	
Name of event organiser and organisation	Name: Organisation:
Contact telephone number	(+44)
Contact telephone number at the event (if different from the above number)	
Contact email address	
Address for correspondence	
Invoice address (if different from above)	
Section 2: Event Details	
Name of event	
Date(s) of event	
Arrival time:	Departure time:
Event start time:	Event finish time:
Location of the event (please provide postcode and indicate if the event is being held in a public area, park, town centre or private premises). If necessary include a site map.	

<p>Has the event been held before? If yes, when was the event last held?</p>	
<p>How many people are expected to attend over the duration of the event?</p>	
<p>What is the anticipated peak level of attendance at any one time during the event?</p>	
<p>Description of the event (please provide as much detail as possible). Please include:</p> <ul style="list-style-type: none"> ● Target audience ● Equipment being used (e.g. temporary structures such as marquees or stages and approx. sizes) ● Who will staff the event (volunteers, stewards, professional security, etc)? ● How will communication be maintained between staff? 	
<p>Is this event open to the general public? If the event is ticket only, then please advise on the price of tickets.</p>	
<p>Please provide details of all activities taking place during the event. For example:</p> <ul style="list-style-type: none"> ● Market stalls- indicate whether marquees, domestic gazebos, etc ● Live music and entertainment- indicate if PA system, recorded music/sound ● Bouncy castles ● Fireworks/pyrotechnics ● Carnival/procession ● Camping ● Wild animals ● Activity in or around water 	
<p>Has a risk assessment been completed? (This is a mandatory requirement for all events held on public land-please attach with your application)</p>	
<p>Has an event management plan been completed? (if yes, please attach with your application)</p>	
<p>What safety measures have you put in place for the event?</p>	
<p>How many first aiders will you have at the event? What first aid cover will be provided and who will provide it?</p>	
<p>What security measures have you put in place for the event? Please indicate:</p> <ul style="list-style-type: none"> ● Number of security guards/marshalls and whether they are SIA qualified ● Whether there is open access to the event (e.g. in an open public space) or access is restricted (private fencing, marshalling, etc). ● Have the police been informed of your event plans? 	

Name of person responsible for health and safety and security at the event	
What toilet facilities are available? Public toilets or temporary toilets to be brought onto site? Please note that the London Borough of Sutton is not responsible for the supply or availability of toilets at events.	
Has there been any publicity of the event? If so, where? (banners, posters, flyers, social media, website, etc)	
Section 3: Services required of the Council	
a) Highways and Transport	
Do you require a road closures for your event? [If so, please also submit this form to streetworks@sutton.gov.uk . Please note, these require 4 months to process and there is a fee of £862.30.]	
Please provide the name(s) of the road(s) to be closed.	
Please provide: <ul style="list-style-type: none"> ● The length of road to be closed (use house numbers or junction to define the length of road to be closed) ● A brief list of properties affected. (This means any property, residential or commercial, which is located on or accessed only by the road(s) you wish to close) 	
Is the road going to be closed for through traffic? (If yes, you will also need to send a traffic plan to streetworks@sutton.gov.uk showing the exact extent of the closure and a suggested alternative route for traffic)	
Please detail what arrangements will be in place for road signage. (Please note, there is a minimum requirement of a 'ROAD CLOSED' sign at each point of closure, and road signs are not provided by the Council.)	
Please provide details on the consultation with people living/businesses operating on the road you are proposing to close (which must be done at least 2 weeks before submitting this form to streetworks@sutton.gov.uk): <ul style="list-style-type: none"> ● Date of consultation ● Confirmation that properties in the effected street are in support of the proposal ● If there has been any objection to the proposal (if yes- please give details) 	
Will the event cause traffic issues to the wider community? If yes, please provide details of any traffic management plans/consultations/etc that have been held with local communities to minimise disruption.	

b) Parking Services	
Approximately how many vehicles will be attending the event?	
Where will these vehicles park?	
How do you intend to manage the parking of these vehicles? Will you have signage or parking attendants?	
Do you require a parking suspension (request permission to stop parking in a particular location- i.e. on a street, parking bay or car park) [if yes, please submit a parking suspension application to parking.enquiries@sutton.gov.uk]	
Do you require parking dispensation (request permission to park on a normally suspended or restricted location) [if yes, please complete the electronic submission on the Council's website]	
c) Licensing	
Alcohol and Entertainment	
Are you planning on carrying out licensable activity? This includes: <ul style="list-style-type: none"> ● Selling alcohol ● Providing entertainment, this includes <ul style="list-style-type: none"> ● The performance of a play ● Film exhibition ● Indoor sporting events ● Boxing or wrestling entertainment ● Live music ● Recorded music ● Performance of dance ● Serving hot food and/or hot drink between 11pm and 5am 	
If the answer is yes and you are planning: <ul style="list-style-type: none"> ● On having fewer than 500 people at any one time – including staff running the event; and ● The event lasting for no more than 168 hours (7 days) Then you may need to apply for a Temporary Event Notice (TENS). TENS are required if you want to carry out a 'licensable activity' on unlicensed premises in Please visit the Council's website for full details or contact licensing@sutton.gov.uk	
If the answer is yes and you are planning <ul style="list-style-type: none"> ● on having more than 500 people at any one time; or ● the event will last longer than 168 hours (7 days) 	

Then you may need to apply for a premises licence Please visit the Council's website for full details or contact licensing@sutton.gov.uk	
Street Trading	
Do you require a single day Street Trading Licence or Speciality Market Licence? Licences are required if you want to sell, or offer to sell, any items or services in the street. Please visit the Council's website for full details or contact licensing@sutton.gov.uk	
Animal Welfare	
Are you planning to exhibit (e.g. a petting zoo or reindeer) or use animals at the event (e.g. pony rides) then you may require a licence or other authorisation. Please contact the licensing team licensing@sutton.gov.uk	
Special Treatments	
Are you planning on offering treatments like massage or beauty treatments for payment at your event? Then you may need to apply for a temporary special treatment licence Please visit the Council's website for full details or contact licensing@sutton.gov.uk	
d) Parks	
Is this is a new park event?	Yes / No Park name:
If this is a new park event , please confirm you have already completed the ' Initial park enquiry form ' and discussed the event with LBS Neighbourhood Services before submitting this form.	Yes / No
If this is a repeat park event , please confirm that you have discussed with LBS Neighbourhood Services and received confirmation on use of the park before submitting this form.	Yes / No
Please indicate whether you require access to the sports pavilion.	Yes / No [If yes, From: To:]
Will the park, or a section of the park, be closed to the public? If so, a park closure notice will need to be issued at an additional cost of £30.	Yes / No
Please note: All litter, whether in sacks or loose, must be removed from the venue immediately after the booking or the	

hirer will be charged an additional amount for waste clearance.

e) Waste Services

Do you require waste collection during or following your event? [if yes, please make arrangements with an appropriate waste management contractor]

f) Insurance

It is mandatory that any event taking place upon or within Council land, property or buildings must have public liability or third party risk insurance. The relevant limit of indemnity must be no less than £1 million and the Council reserves the right to require a higher limit if deemed necessary. Event organisers will be required to produce evidence of their insurance cover.

Events in parks and open spaces require a minimum of £5M public liability insurance cover and a valid certificate must be emailed to LBS Neighbourhood Services following approval of a park event.

Please indicate whether you possess valid insurance for the event.

Yes / No

If you hiring contractors (e.g. caterers) to operate at your event, then please confirm you have checked with your contractors that they have valid public liability insurance and that you have a copy of it.

Safety Advisory Group

Is there any other information that you feel would be helpful to the Safety Advisory Group reviewing your event notification form and relevant documents.

Other points for consideration: Have you considered an emergency evacuation plan, ensuring temporary structures are structurally safe and legally compliant, methods for looking after lost or missing children, and do you have adequate insurance cover? We want your event to be a complete success and these should be included in your event management plan. Further details of event planning can be found on the Council's website.

Your information

We collect personal information when you use our services. We will use this information to provide the services requested, maintain records and, if you agree, to send you marketing or newsletter information. We will not share your information with other organisations for marketing purposes unless legally required to do so. For more information explaining how we use your information please see our [privacy policy](#).

RISK ASSESSMENT

Assessor's name		Date	
Description of process, activity or task to be risk assessed.			
Describe the location where the activities are taking place.			
Describe the activities being performed.			
Describe the equipment and/or substances being used.			

