

Events Notification Form

What happens to my information?

Your event notification form, event management plan, site plan, risk assessment and public liability certificate will be sent to the Events Safety Advisory Group for review. The Events Safety Advisory Group consists of representatives from various departments at your local authority, Kent Fire and Rescue, KCC Highways and Kent Police. Your information will not be passed on to any other party without your prior consent.

1. Contact Information

Name	SHANE CLEAVER		
Organisation	GRAVESEND REGATTA COMMITTEE		
Registered charity	<input type="checkbox"/> Yes	If yes please provide number:	
	<input checked="" type="checkbox"/> No		
Street Address	23 HERITAGE QUAY COMMERCIAL PLACE GRAVESEND		
Postcode	DA12 2BF		
Telephone Number	07941560525		
Mobile Number			
E-Mail Address	S.CLEAVER.rm@gmail.com		

2. Your Proposed Event

Event Name	GRAVESEND TOWN REGATTA		
Date(s) of event	Start	22.06.2019	End 23.06.2019
Proposed times of event	Start	10:00	End 19:00
Location of event	GRAVESEND PROMENADE/RIVERSIDE		
Who owns the land?	<input checked="" type="checkbox"/> Local Authority <input type="checkbox"/> Parish Council <input type="checkbox"/> KCC <input type="checkbox"/> Privately Owned <input type="checkbox"/> Other		
Has the event taken place before?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please state when: Annually for 173 years	
Description of Event	GRAVESEND ROWING BOATS (SKIFFS) WILL BE COMPETING IN DIFFERENT CATEGORIES THROUGHOUT THE WEEKEND SUCH AS, MENS, WOMENS, MIXED AND REPUBLICANS ETC. WHILST SHORE SIDE WILL HAVE VARIOUS STALLS INCLUDING BUT NOT LIMITED TO FOOD, DRINK CHARITY STALLS, LOCAL BUSINESS STALLS & BANDS		
What is the anticipated maximum number of people attending the event at any one time (include all staff and performers)?	ROUGHLY 400-500 PEOPLE		

3. Road Closures

Are you requesting any road closures?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No (go to section 4)
If yes, please tell us why you feel that your event requires a road closure		

Please select as appropriate the reason for the road closure. This helps us to determine which piece of legislation the road can be closed under. In most cases, the road can be closed under the Town Police Clauses Act, which means the notice will be issued by your local authority.

- Procession
- Rejoicing
- Illumination
- Street thronged or liable to be obstructed
- Other (please explain below)

If you selected other please explain what will be happening at your event

Please list **ALL** roads that you wish to close for your event:

Before a road closure can be approved the following documents **MUST** be submitted to your local authority and approved by KCC Highways. Please note that a minimum notice period may be required by KCC.

- A copy of valid Public Liability Insurance
- Health and Safety Risk Assessments
- Signage Schedule
- Plan of diversion route (if applicable)

4. What activities might there be at Your Proposed Event? Please check boxes as appropriate.

- | | | | | | | | |
|---|-------------------------------------|--|-------------------------------------|--|-------------------------------------|--|-------------------------------------|
| Animals | <input type="checkbox"/> | Aircraft / parachutists | <input checked="" type="checkbox"/> | Balloon launch | <input type="checkbox"/> | Boot Fair | <input type="checkbox"/> |
| BBQs | <input type="checkbox"/> | Fairground rides | <input type="checkbox"/> | Hot air balloons | <input type="checkbox"/> | Street Party | <input type="checkbox"/> |
| Fireworks | <input type="checkbox"/> | Dance performance | <input type="checkbox"/> | Plays / Films | <input type="checkbox"/> | Carnival procession | <input type="checkbox"/> |
| Bonfires | <input type="checkbox"/> | Lasers/strobes | <input type="checkbox"/> | Pyrotechnics/special effects | <input type="checkbox"/> | Coconut shy or other stalls | <input type="checkbox"/> |
| Inflatable's/bouncy castles | <input type="checkbox"/> | Motor vehicles (including motorbikes & scooters) | <input checked="" type="checkbox"/> | Free admission to event | <input checked="" type="checkbox"/> | Indoor sporting events | <input type="checkbox"/> |
| Re-enacting groups | <input type="checkbox"/> | Market/Charity stalls | <input checked="" type="checkbox"/> | Archery/shooting | <input type="checkbox"/> | Sporting Events | <input checked="" type="checkbox"/> |
| Train rides | <input type="checkbox"/> | Electricity | <input checked="" type="checkbox"/> | Gas | <input type="checkbox"/> | Foreshore / berthing | <input type="checkbox"/> |
| Street collections/charity collections* | <input checked="" type="checkbox"/> | Temporary Structures (i.e. Marquees, staging, gazebos) | <input checked="" type="checkbox"/> | Live entertainment* (e.g. amplified music) | <input checked="" type="checkbox"/> | Sale of food or drink between 23:00 – 05:00* | <input type="checkbox"/> |
| Gambling* | <input type="checkbox"/> | Lotteries/raffles* (including ticket sales) | <input type="checkbox"/> | Sale of alcohol* | <input checked="" type="checkbox"/> | Food/drink concessions* | <input checked="" type="checkbox"/> |

Other – please specify



Temporary Event Notice

All activities marked with an (*) indicate licensable activities that may require a temporary event notice, which you will need to apply for separately. A temporary event notice is a notification to the licensing authority that an individual intends to carry on licensable activities for a period not exceeding 168 hours.

Licensable activities include: Sale and Supply of Alcohol
 The provision of late night refreshments to the public
 Regulated entertainment


A temporary event notice application must be sent to the licensing authority and the police at least 10 working days in advance of a planned event. Please ensure that you have the necessary licenses in place.

Please contact your local licensing department for more information.

What happens next?

Once we have received your event notification form, we will be in touch to notify you if the land you have requested is available for hire (if event is being held on council property) on the date(s) provided. We will then book the land for you on a provisional basis. You will find a link on our website (<http://www.gravesham.gov.uk/services/leisure-and-culture/events/event-notification>) that will take you to an event management plan and risk assessment template for your completion. These documents should be submitted along with a copy of your public liability insurance (minimum £5million cover) and payment. Additional documentation may be requested. Only once all paperwork has been received and agreed by the Events Safety Advisory Group will a definite booking be made and permission to occupy the land granted.

Date and Signature

Name (printed)	SHANE CLAYTON
Signature	
Date	16.01.2019

If you have any queries regarding completing this form please contact:

Felix Ogunleye
Environmental Health Technician / Safety Advisory Group Co-ordinator
Gravesham Borough Council
Tel: 01474 337176
email: felix.ogunleye@gravesham.gov.uk

Please keep a copy of this form for your own records.

Version 2: 12 December 2014

Kent Resilience Forum



PREPARING FOR EMERGENCIES IN KENT AND MEDWAY

The Kent Safety Advisory Group principles are endorsed by the Kent Resilience Forum