

EVENTS ADVISORY GROUP Notification of Event

Grey areas for office use only

ID:		Date Received:		From:	
Title of Proposed Event:					
Proposed Date:				Times:	
Location:					
Is the event to be held in a park or open space? If so please ensure that you contact Ally Noonan 0151 606 2293 to check availability.					
Organiser Details:			Telephone:		
			Fax:		
			Mobile:		
			Email:		
Approx. attendance:		Ticketed:	Yes/No	Alcohol:	Yes/No
Food/ drink available:	Yes/No				
Crowd profile:					
Traffic Management (e.g. road closures, traffic plan & parking)					
Are you planning on holding a street collection?			Yes/No		
Event Safety Co-ordinator & contact details:			Insurance details: <i>(Please forward a copy of Public Liability Certificate)</i>		

**Risk Assessment & Event Safety Plan.
Please forward copies when available, (no later than one month prior to the event, draft copies are acceptable)**

Please return to: e-mail: chrishiggins@wirral.gov.uk
 Fax: 0151 691 8167
 Tel: Chris Higgins 0151 691 8269.

DESCRIPTION OF EVENT
(Please give as much detail as you can)

Event Organisers Checklist	Yes	No
Have you started to write your event plan?		
Have you permission from the land owner to run your event?		
Have you checked if you require a licence for your event?		
Do you require a traffic management plan? Do you require a road closure? If you do have you contacted Wirral Council Technical Services to discuss the road closure?		
Have you carried out a risk assessment and developed a safety plan for your event?		
Do you have sufficient insurance cover for your event		
Will you be having a fairground at your event? Have you checked the operator's safety certificates and insurance? Has the fairground operator applied for a licence from Wirral Council Technical Services?		
Will you be appointing caterers at your event? Have you checked that they are registered with their local authority?		

Please give further details on your event below