EVENT INTENTION FORM

Please complete this form and return either by post to:
Hyndburn Borough Council,
Parks and Open Spaces,
Willows Lane Depot,
Willows Lane,
Accrington BB5 0RT

or

Email your completed form to: enquiries@hyndburnbc.gov.uk

Name of Event: - ______________________________________________________

Event Location:-______________________________________________________

Event Date:-_________________________

Section One – Organiser Details

Name of the Organisation:-_____________________________________________

Event Organiser / s:-___________________________________________________

Contact address:-______________________________________________________

______________________________________________________

Postcode: -       ________________________________

Tel No. (Home)    ________________________________

Tel No. (Work)     ________________________________

Mobile No.        ________________________________

Fax No.        ________________________________

E-mail address     ________________________________
Section Two – Event Details

Short description of proposed event

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Has the Event been held before at this site or any other site?
Yes ☐ No ☐

Estimate of the size of audience .................................................................

How would you like the Events Safety Guide and Events Forms sent to you?
By post ☐
By e mail ☐

PLEASE BE AWARE THIS IS ONLY AN APPLICATION OF INTENT TO HOLD AN
EVENT. THE FULL EVENT FORMS WILL BE SENT TO YOU IF THE EVENT SAFETY
GROUP FEEL A FULL APPLICATION IS REQUIRED. So please return your
intention form as soon as possible.

It is essential that the Full Events Forms are returned at least:-

(a) 4 weeks before your event, or
(b) 8 weeks before your event if Road Closure/Premises Licence/Temporary Event notice is required.