



HYNDBURN

The place to be
an excellent council

Event Safety Advisory Group
Environmental Services
Willows Lane Offices
Willows Lane
Accrington
Lancashire
BB5 0RT

Dear Event Organiser

Thank you for your enquiry regarding holding an event in Hyndburn.

Attached is a copy of our Events Application Form, which requires completion before an event being held on Hyndburn Borough Council land can be considered. This allows us to ensure that your event will be run safely and sensibly, adheres to all legal and licensing requirements and to check that the venue you wish to use is available and that the event will not clash with any other activity in the Borough. Please complete every section of the form where applicable and provide as much information about the event as you can. Once completed, **please return the form, along with all required documentation to the above address, (See guidance on application timescales on the Events web page).**

IF EVENTS APPLICATION FORMS ARE NOT RECEIVED AS INDICATED IN THE TIMESCALES GUIDANCE THE EVENT PERMISSION MAY BE REFUSED.

If you change any details of your application – including site plan, infrastructure, or road closures – after you have submitted it for approval by Hyndburn Borough Council, you must resubmit the changed information for approval.

Information regarding your event will be circulated to other Hyndburn Borough Council departments such as Environmental Health, Pollution Control, Licensing and Health & Safety and external organisations such as the blue light services who may be required to be involved with your event, or require further information. Once we have considered your application and all required documentation has been received, if approved, you will be informed by letter or email. If all documentation is not submitted at least 6 weeks before the event, or does not meet all requirements, the event may not be approved.

Event application form

This form must be submitted at least 6 weeks before the event or at least 12 weeks if event includes activity on the Public Highway including road closures.

It's a requirement that Event Organisers deliver safe and successful events, and Hyndburn Borough Council require that Event Organisers complete this application form to help achieve this.

To see more about how we record and store your information please see the [Council's privacy notice](#).

Name of the Event	
Date/s of the Event	
Proposed Location of the Event	

If you require help completing this form or if you would like advice on organising your event, please contact the Events Team at Hyndburn Borough Council:

Telephone: 01254 388111

Email: Shirley.parkinson@hyndburnbc.gov.uk

For office use only

Date Received	
Processed by	

Event Application Process

Why do I need to complete an application form?

The form is a requirement for any event being held on Hyndburn Borough Council land. The information you provide allows us to ensure that your event will be run safely and sensibly, adheres to all legal and licensing requirements and to check that the venue you wish to use is available and that the event will not clash with any other activity in the city.

Can I get help filling the form in?

We do appreciate that the application form is a comprehensive document that asks for a lot of information about your event and can seem overwhelming. To help you through the process the Events team are happy to guide you through the form, help you with completing it and offer advice for the event and what documentation is required.

Please visit the Events web page by following the Council's web page links. The Event web pages will give further information and guidance to help you run a safe and successful event.

What happens once I have submitted the form?

Once the form has been submitted it will be allocated to a the Events Team who will contact you to discuss the event, check that all relevant information has been provided, request further documentation from you (if required as well as offer advice where necessary. The event may also be discussed at the Events Safety Advisory Group meeting attended by members of other Hyndburn Borough Council departments and blue light services.

When we are satisfied that all relevant documentation has been submitted and any queries have been answered then your event will be approved.

Section 1 Event Application form

Please complete the following information which will be used solely for the purpose of obtaining permission to hold an event and will remain secure. Information will not be shared with any other organisation outside of the events application process.

Please provide as much details as possible within the application form.

Event Organisers Details

Name of the Organisation	
Name of the event organiser	
Contact Address	
Post Code	
Daytime telephone number	
Evening telephone number	
Mobile number	
Email address	
Website address	
Event public enquires number	

Event Details

Description of the event	
Event Date / Timings	Date of Event:
	On site preparation date:
	Start Time:
	Finish Time:
Has the event been held before on this or any other sites? If yes give details	Yes <input type="checkbox"/> No <input type="checkbox"/> Details
Approximate number of people expected to attend per day	
Is this a (please tick one box only)	<input type="checkbox"/> Registered charity event <input type="checkbox"/> Non-registered charity event <input type="checkbox"/> Commercial event <input type="checkbox"/> Not-for profit event
For charity event – detail - name and charity registration number	

<p>Will all income raised go to the charity concerned? If no give details. Note that you will need to apply for a street collection permit. Please contact HBC Licencing on 01254 388111</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> Details</p>																														
<p>Is the event free to members of public. If no please give details what is the admission price per day</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> Details</p>																														
<p>Is the event sponsored by any organisation? If yes give details.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> Details</p>																														
<p>Do you intend to utilise or permit any of the following attractions at the event? If so, please tick all of the appropriate boxes on the right. Note: After this application has been submitted, no additional items may be included without the express written consent of the Council. Please note that the release of Balloons and Sky Lanterns is not permitted from Hyndburn Borough Council land See notes below</p>	<table border="0"> <tr> <td><input type="checkbox"/> Fairground equipment</td> <td><input type="checkbox"/> Lost children point</td> </tr> <tr> <td><input type="checkbox"/> Aircraft</td> <td><input type="checkbox"/> Barrier / fencing</td> </tr> <tr> <td><input type="checkbox"/> Parachutists</td> <td><input type="checkbox"/> Marquees</td> </tr> <tr> <td><input type="checkbox"/> Balloon launch</td> <td><input type="checkbox"/> Portable generator</td> </tr> <tr> <td><input type="checkbox"/> Hot Air Balloons</td> <td><input type="checkbox"/> Power supply</td> </tr> <tr> <td><input type="checkbox"/> Horses / donkey other animals</td> <td><input type="checkbox"/> Toilets</td> </tr> <tr> <td><input type="checkbox"/> Motorcycles</td> <td><input type="checkbox"/> Alcohol</td> </tr> <tr> <td><input type="checkbox"/> Motor vehicles</td> <td><input type="checkbox"/> Food/drink concessions</td> </tr> <tr> <td><input type="checkbox"/> Coconut shy</td> <td><input type="checkbox"/> Train hire</td> </tr> <tr> <td><input type="checkbox"/> Inflatable (e.g. Bouncy castle)</td> <td><input type="checkbox"/> Performance of a Play or dance</td> </tr> <tr> <td><input type="checkbox"/> Portable staging</td> <td><input type="checkbox"/> Barbecue</td> </tr> <tr> <td><input type="checkbox"/> P.A. System</td> <td><input type="checkbox"/> Market stalls</td> </tr> <tr> <td><input type="checkbox"/> Re-enactment group</td> <td><input type="checkbox"/> Showing of a film</td> </tr> <tr> <td><input type="checkbox"/> Fireworks / Lasers</td> <td><input type="checkbox"/> Live / recorded music</td> </tr> <tr> <td><input type="checkbox"/> Carnival procession</td> <td><input type="checkbox"/> Marching bands</td> </tr> </table> <p>Other (please specify):-</p>	<input type="checkbox"/> Fairground equipment	<input type="checkbox"/> Lost children point	<input type="checkbox"/> Aircraft	<input type="checkbox"/> Barrier / fencing	<input type="checkbox"/> Parachutists	<input type="checkbox"/> Marquees	<input type="checkbox"/> Balloon launch	<input type="checkbox"/> Portable generator	<input type="checkbox"/> Hot Air Balloons	<input type="checkbox"/> Power supply	<input type="checkbox"/> Horses / donkey other animals	<input type="checkbox"/> Toilets	<input type="checkbox"/> Motorcycles	<input type="checkbox"/> Alcohol	<input type="checkbox"/> Motor vehicles	<input type="checkbox"/> Food/drink concessions	<input type="checkbox"/> Coconut shy	<input type="checkbox"/> Train hire	<input type="checkbox"/> Inflatable (e.g. Bouncy castle)	<input type="checkbox"/> Performance of a Play or dance	<input type="checkbox"/> Portable staging	<input type="checkbox"/> Barbecue	<input type="checkbox"/> P.A. System	<input type="checkbox"/> Market stalls	<input type="checkbox"/> Re-enactment group	<input type="checkbox"/> Showing of a film	<input type="checkbox"/> Fireworks / Lasers	<input type="checkbox"/> Live / recorded music	<input type="checkbox"/> Carnival procession	<input type="checkbox"/> Marching bands
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Notes	<p>All Hyndburn Borough Council open spaces which have a Premises Licence are not licenced for the sale of alcohol. A full Premises Licence will be required if the sale of alcohol is part of your event.</p> <p>Some Hyndburn Borough Council open spaces do not currently have a Premises Licence for Licensable activities. Either a Premises Licence or a Temporary Event Notice will need to be applied for. You will need to allow time for the application for a licence to be processed, maximum 56 days. Please contact the Licensing Department on 01254 388111 for an application form or details of the licence fee.</p> <p>Special approval from the Council is required for helicopter and balloon landings / take-off and parachute landings.</p> <p>Special approval of the Lancashire Fire and Rescue is required for large amounts of storage and use of petrol, diesel, gas or any fuel on site.</p> <p>There are specific guidance standards relating to the use of inflatables,</p>

Do you intend to use signage such as banners and posters etc ?	Yes	No
If Yes, what date are you proposing to erect your signage ?		
Please identify the location / area you intend to erect the signage		
Has approval for your signage been granted by Lancashire County Highways ?	Yes	No
Please include a copy of the signage you intend to use		
<p>You must remove all signage you erected within 7 days following the event. Please note there will be a removal charge levied against you if the Council is forced to remove the signage.</p>		

Note: Fly posting is illegal and you could face prosecution so you are strongly advised to seek and provide us with written approval from Lancashire County Council Highways as to what signage you intend to erect.

Insurance

Event Organisers are required to hold a current policy of Insurance in respect of Public Liability or Third Party Risks (including products liability where appropriate). The relevant limit of indemnity shall be an amount approved by the Council Insurance and Legal Section. Under no circumstances shall this be less than £5 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 together with that of any exhibitor, band / dance group, sub-contractor, caterer etc. whom they have instructed / authorised to appear at the event.

Note: All documentation must be produced 6 weeks prior to the commencement of the event and must be available for inspection at any time during the event. However if you are

required to obtain a ROAD CLOSURE PERMIT or PREMISES LICENCE or TEMPORARY EVENT NOTICE than all the document must be produced 12 weeks prior to the commencement of the event.

[Your event must be approved by the Event Safety Advisory Group](#)

RISK ASSESSMENT CHECKLIST, HAZRDS AND RISK

If your event includes any of the following, please add and outline the details together with all reasonably foreseeable risks on the risk assessment section of the Events Application, also included the associated impact rating and risk control measures.

Please note this is not an exhaustive list, please use

1. Crowd control issues
 - a. Controlling numbers
 - b. Stewarding / security
 - c. Emergency plan
 - d. Communication
2. Fire Safety
 - a. Control of ignition sources
 - b. Control of flammable materials
 - c. Use of fire fighting equipment
 - d. Responsible and trained personnel
 - e. Emergency evacuation plan.
3. Use of temporary structures
 - a. Stability / security in all weathers of structure
 - b. Working at heights
 - c. Flame proofing materials
 - d. Public Liability insurance
4. Welfare facilities
 - a. Toilets washing facilities
 - b. Availability of drinking water
 - c. Vulnerable people
5. Adverse weather condition
 - a. Excessive Heat
 - b. Extreme cold
 - c. High winds
6. Environmental Impact
 - a. Waste and pollution
 - b. Sustainability of the event, use of energy.
 - c. Noise nuisance
7. Traffic Management
 - a. Road Closers,
 - b. Parking arrangements
 - c. suspension of parking
8. Staging and equipment
 - a. PA Public Address system
 - b. Power source
 - c. Noise
9. Licencing
 - a. Public Liability licence
 - b. Temporary events licence
 - c. Performance licence
10. Catering
 - a. Catering / sale of alcohol

Additional Information Events Index

(If ticked YES then complete relevant section and submit additional information)

Section 1	Event Application form	Yes <input type="checkbox"/>	
Section 2	Risk Assessment	Yes <input type="checkbox"/>	
Section 3	Checklist / Declaration	Yes <input type="checkbox"/>	
Section 4	Events Site Plan	Yes <input type="checkbox"/>	NA <input type="checkbox"/>
Section 5	Traffic Management Plan	Yes <input type="checkbox"/>	NA <input type="checkbox"/>
Section 6	Temporary Structures Including Fun Fairs	Yes <input type="checkbox"/>	NA <input type="checkbox"/>
Section 7	Welfare Provision		
	Toilets	Yes <input type="checkbox"/>	NA <input type="checkbox"/>
	First Aid	Yes <input type="checkbox"/>	NA <input type="checkbox"/>
	Lost Child Point	Yes <input type="checkbox"/>	NA <input type="checkbox"/>
	Vulnerable Person	Yes <input type="checkbox"/>	NA <input type="checkbox"/>
	Waste Management	Yes <input type="checkbox"/>	NA <input type="checkbox"/>
Section 8	Crowd Management	Yes <input type="checkbox"/>	NA <input type="checkbox"/>
	Stewarding	Yes <input type="checkbox"/>	NA <input type="checkbox"/>
	Barrier plan	Yes <input type="checkbox"/>	NA <input type="checkbox"/>
	Evacuation plan	Yes <input type="checkbox"/>	NA <input type="checkbox"/>
	Security	Yes <input type="checkbox"/>	NA <input type="checkbox"/>
Section 9	Catering Concessions	Yes <input type="checkbox"/>	NA <input type="checkbox"/>
Section 10	Fireworks / Pyrotechnics	Yes <input type="checkbox"/>	NA <input type="checkbox"/>
Section 11	Fun Fair / Inflatables	Yes <input type="checkbox"/>	NA <input type="checkbox"/>

Section 4 Events Site Plans (please enclose site drawings)

Consider Crowd modelling on your plans for both normal and emergency situations. Draw how crowds will enter your event and how they will be processed. Draw how the crowds will move and flow around your event, where are the pinch points, the bottle necks. Calculate the maximum numbers of people in each critical area and critical density areas (safe density is between 2 to 5 people per square meter). How will crowds exit your event? The width of egress routes

Section 5 Traffic Management Plan

Road Closure / Traffic Management

Yes No

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Do you anticipate the need for:-

Road closure Traffic diversion

On street parking restriction Car park closure

Is an external Traffic Management organisation being employed?

Yes No

Details

If you have ticked any of the above, provide an overview of the locations, dates and times below. Please ensure you contact the Planning department of HBC on 10254 388111 and Lancashire County Council Highways on 01772 254868 giving full details **at least 12 weeks prior** to the event start date.

Please explain your parking arrangements for event staff, contractors and volunteers. (How many event vehicles will there be, where will they park and how do you intend to manage the parking of those vehicles?)

What are your parking arrangements, if any, for the public attending your event?

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Section 6 Temporary Structures

Yes No

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<p>Do you intend to utilise any of the following at the event? If so, please tick all the appropriate boxes and ensure these are included on your site plan.</p>	<p><input type="checkbox"/> Marquees / Tents / Gazebos Yes <input type="checkbox"/> No <input type="checkbox"/> Details</p> <p><input type="checkbox"/> Portable Generator Yes <input type="checkbox"/> No <input type="checkbox"/> Details</p> <p><input type="checkbox"/> Portable Staging Yes <input type="checkbox"/> No <input type="checkbox"/> Details</p> <p><input type="checkbox"/> PA System Yes <input type="checkbox"/> No <input type="checkbox"/> Details</p> <p><input type="checkbox"/> Stage Barrier Yes <input type="checkbox"/> No <input type="checkbox"/> Details</p> <p><input type="checkbox"/> PA Mixer Tower Yes <input type="checkbox"/> No <input type="checkbox"/> Details</p> <p><input type="checkbox"/> Lighting Rig Yes <input type="checkbox"/> No <input type="checkbox"/> Details</p> <p><input type="checkbox"/> Other (please specify below)</p>
<p>Other / Additional information</p>	
<p>Notes</p>	<p>Please supply as much information as possible about each of these in your risk assessment / method statements. Generators are not permitted to be sited without approval from the Council.</p>

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Section 7 Welfare

Toilets

Yes No

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<p>Are there public toilets available at the venue that will be open throughout the duration of the event?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please confirm, how many, and that you have arranged for any out of hours opening if required</p>
<p>Do you intend to provide additional portable toilets?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please confirm, how many,</p>
<p>Details of the contractor who is providing these facilities</p>	
<p>Notes</p>	<p>An adequate provision of toilets should be made for the number of people expected to attend your event.</p> <p>Considerations should be given to:</p> <ul style="list-style-type: none"> • Location, access, construction, and type of facilities including provision for hand washing, maintenance, cleaning, lighting and signage. • Accommodating the needs of disabled people. Unisex accessible facilities should be provided on level ground without steps and if ramped, at no more than a 1:20 gradient. <p>Please note that these are guidelines to the minimum number of facilities required and actual provision should be based on the nature of the event and expected attendees. The following information taken from The HSE's <u>The Event Safety Guide</u>, and is a guide to facilities required at events:</p> <p>Events with a gate opening time of six hours or less</p> <ul style="list-style-type: none"> • Female: 1 toilet per 120 • Male: 1 toilet per 600 + 1 urinal per 175 <p>Events with gate opening time of six hours or more</p> <ul style="list-style-type: none"> • Female: 1 toilet per 100 • Male: 1 toilet per 500 + 1 urinal per 150

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Section 7 Welfare

First Aid/ Medical Provision

Yes No

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Outline of cover (numbers of First Aiders on their qualification)	
Location of Medical Provisions as to events plan	
Medical / First Aid organisation and contact details	
Notes	<p>An appropriate level of first aid, paramedical and medical facilities should be provided at your event after consultation with the Ambulance Service and relevant voluntary groups. This will be at your expense, so you will need to factor this in to your budget.</p> <p>Who can provide cover?</p> <p>There are a number of organisations able to supply cover for events, including <u>British Red Cross</u> and <u>St John's Ambulance</u>, alongside other private providers. You will need to contact these organisations as soon as possible in the planning stages, as they can be very busy during the events season. At least 6 weeks' notice is recommended.</p>

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Lost Children and Vulnerable Adults

What specific provision will be made for children, disabled persons, the elderly and any other vulnerable persons attending your event	Details
Please confirm that all staff dealing with lost children and vulnerable adults are CRB checked	<input type="checkbox"/> Yes <input type="checkbox"/> No Details
Notes	<p>At any event attended by children, there is the potential for them to become separated from their parents or responsible adult. In accordance with the 2003 Licensing Act and the <u>Protection of Children Act 1999</u>, we encourage you to give full consideration to how children will be protected during your event, and to the safe management of lost children.</p>

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Waste Management

<p>Please identify the method to be used in order to maintain the area free of litter and refuse, whether you intend to offer recycling facilities and include the contact details of any refuse contractor that may be used</p>	
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Note: The event organiser should ensure that the site is regularly litter-picking during the event and at the end of each day to ensure that the Council's obligations under the Environmental Protection Act 1990 – Code of Practice on Litter and Refuse is discharged. If the event organiser fails to do this then the Council reserves the right to carry out the works in default and charge the event organiser the cost incurred.

It is the event organiser's responsibility to arrange removal of all rubbish from the site.

Where permanent catering facilities are available in the vicinity of the site where the event will take place, the organisers must advise the caterers at least one month before the event takes place of the refreshments they will be providing.

Section 8 Crowd Management

Yes No

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Stewards / Security Emergency Plan	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have Police been involved in planning meetings	Yes <input type="checkbox"/> No <input type="checkbox"/> Officers Details
Has the number of the Stewards / professional Security been assessed both on the nature of the event, and the expected participants	Yes <input type="checkbox"/> No <input type="checkbox"/> Details of staff number, and deployment procedures.
Are stewards / security arrangements identified on the Site Plan	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has there been an emergency plan formulated. For all foreseeable risks.	Yes <input type="checkbox"/> No <input type="checkbox"/> Details
Have the stewards / security been briefed on responsibilities and the emergency plan	Yes <input type="checkbox"/> No <input type="checkbox"/> Details
Will stewards / security be issued with hi visibility clothing	Yes <input type="checkbox"/> No <input type="checkbox"/> Details
Total number of stewards / security to be employed	Professional Security = Stewards / Volunteers =
Fencing / Barriers and Seating	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are there front of stage barriers required	Yes <input type="checkbox"/> No <input type="checkbox"/> Details
Are there crowd control barriers required	Yes <input type="checkbox"/> No <input type="checkbox"/> Details
Has dangerous equipment such as generator been fenced off	Yes <input type="checkbox"/> No <input type="checkbox"/> Details
Is back of stage fencing required	Yes <input type="checkbox"/> No <input type="checkbox"/> Details
Will any temporary seating be used	Yes <input type="checkbox"/> No <input type="checkbox"/> Details
Is the fencing / barrier / seating plan been identified on the Site Plan	Yes <input type="checkbox"/> No <input type="checkbox"/>

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Section 9 Catering Concessions

Yes No

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Catering Concessions.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have all Caterers / Food Business Operators provided evidence of public liability insurance	Yes <input type="checkbox"/> No <input type="checkbox"/> Details
Have all Caterers/ Food Business Operators registered with Local Authority where the unit / business is based and hold a 4 rating or above.	Yes <input type="checkbox"/> No <input type="checkbox"/> Details of Local Authority registration.
Alcohol	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will alcohol be served at this event?	Yes <input type="checkbox"/> No <input type="checkbox"/> Details
Does this event have the required licence to serve alcohol? (contact Licencing on 01254 388111 for information)	Yes <input type="checkbox"/> No <input type="checkbox"/> Details
Have and What arrangement have been made to control under-age drinking	Details

Section 10 Fireworks / Pyrotechnics

Yes No

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Fireworks / Pyrotechnics	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has the Fireworks / pyrotechnic company provided evidence of public liability insurance	Yes <input type="checkbox"/> No <input type="checkbox"/> Details
Has display plan showing exclusion / fall out zones been identified and submitted	Yes <input type="checkbox"/> No <input type="checkbox"/> Details

Section 11 Fun Fair Rides, Inflatables, i.e. Bouncy Castle

Yes No

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Fun Fair Rides	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has the operator provided evidence of public liability insurance	Yes <input type="checkbox"/> No <input type="checkbox"/> Details
Please forward copies of Public Liability Safety Test Certificates	<input type="text"/> <input type="text"/>

Inflatables i.e. Bouncy Castles Slides etc.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has the operator provided evidence of public liability Insurance, Test certificate, method statement and risk assessment.	Yes <input type="checkbox"/> No <input type="checkbox"/> Details
Please forward copies of Public Liability	<input type="text"/>

Ref No.	APPLICATION CHECK LIST DECLARATION	ENCLOSED		
		YES	TO FOLLOW	N/A
Section 1	Event Application Form		Essential	
Section 2	Risk Assessment and Procedures Document		Essential	
Section 3	Check List Declaration		Essential	
Section 4	Event Site plan which shows location of:-			
	Car parks on and off site, Disability parking			
	Temporary Structures, Marquees, Stage, Stalls etc.			
	Entrances/exits, People, vehicles			
	Welfare Facilities, Toilets etc			
	First Aid points			
	Lost Children Point			
	Fun fair Rides, Bouncy Castle			
	Crowd Management			
	Stewards / Security locations			
	Barrier plans			
	Emergency Routes, (Blue route)			
Section 5	Traffic management plan			
Section 6	Temporary Structures, Marquees, Stage, Stalls etc.			
Section 7	Welfare Facilities			
Section 8	Crowd Management			
Section 9	Catering PL Insurance / Assessments forms			
Section10	Fireworks / Pyrotechnics PL Insurance			
Section11	Fun Fair Rides / Inflatables			
	Insurance, Public Liability			
	Public liability insurance certificate			
	Fun fair Insurance test certificates,(all rides)			
	Inflatables, Insurance & test certificates			
	Temporary alcohol licence			
	Temporary Event Notice			
	Employee Liability Insurance for £10 million			
	Public Liability Insurance for £5 million NOTE approval cannot be given unless this is produced			
	PRS music licence			
<p>If permission is granted for the event described in this application to proceed, I hereby agree to comply with the terms and conditions set out in this application form and the Councils terms and conditions and all reasonable instructions given by Events Safety Advisory Group of Hyndburn Borough Council and representatives of other statutory services. By signing this form, I confirm that I have read and I understand the terms and conditions , and I also understand my obligations and responsibilities with regard to the content of this application. I understand that failure to comply with any of the terms and conditions attached may result in the cancellation of the event by the Council. In addition, I agree to inform the Council of any proposed changes to the information contained within this application.</p>				
<input type="checkbox"/> Tick to confirm acceptance with Terms and Conditions (see council web page)		Date of Event		
Print Name		On behalf of (organisation)		
signature		Date		