



Avon Ambulance Service **NHS**  
NHS Trust



# Safety and Welfare at events in North Somerset

## EVENT APPLICATION FORM

Name of Event	
Date(s) of Event	

This application form is required for all events taking place on  
North Somerset Council owned land

**Please complete all sections of the application form and supply  
documentation requested**

## 1. Event Information

Event name:				
Location/venue:				
Description of event:				
Estimated attendance:				
Admission cost:				
<b>Event Timetable</b>	<b>Day 1</b>	<b>Day 2</b>	<b>Day 3</b>	<b>Day 4</b>
• Dates open:				
• Opening times:				
• Closing times:				
• Event set up:	From:		To:	
• Event breakdown:	From:		To:	

For set up and breakdown periods, please state times if same as operating day and dates if longer.

## 2. Organiser Information

Lead contact:	
Company/Organisation name:	
Address:	
Contact tel no:	
Email address:	
Website address:	
Previous event experience: (please complete below)	

### 3. Event Venue Information

Site:	
Landowner contact:	
Tel no:	
Email address:	

Please provide a site plan/diagram highlighting your event set up to accompany your application. Detail on this map will be dependant on the size and scale of your event. However please show as much detail as possible.

### 4. Licensing requirements

Does your event include any of the following? (please tick)	Yes	No
• Music (live or recorded)		
• Entertainment (plays/films/dance performances)		
• Sale and/or supply of alcohol		
• Provision of late night refreshments		

If your event contains licensable activities, have you been granted the appropriate licence? If not please highlight when you applied for licence:	Yes	No	Date application submitted
• Premises Licence			
• Temporary Event Notice (TEN)			
• Permission to use a North Somerset Licence			

### 5. Health and Safety

#### 5.1 Public Liability Insurance:

For all activities on Council owned land it is a statutory requirement to hold a minimum of £5m public liability insurance. **A copy of your Public Liability Insurance Certificate must be submitted with your application.**

#### 5.2 Risk Assessment:

For all events taking place on North Somerset Council land we require a completed risk assessment for your event. **A copy of your Risk Assessment must be submitted with your application.** Guidance notes and template can be provided if required.

## 6. Site Services and Welfare

### 6.1 Toilets:

Please describe what toilet provisions are being provided at your event.

### 6.2 Lost Children:

Please describe what Lost Children provisions are being put in place at your event.

	Yes	No
<ul style="list-style-type: none"><li>• Can you confirm that those running the facility are CRB checked or will be CRB checked by the date of your event?</li></ul>		

**Note all personnel responsible for lost children must be CRB checked**

### 6.3 Waste Management

Please describe what Waste Management arrangements are being provided at your event.

## 7. Food Safety

	Yes	No
Will food be sold at your event?		

If yes, please describe what food will be sold and provide details of any caterers.

## 8. First Aid/Medical Provisions

Please describe what First Aid and Medical Provisions are being provided at your event.

If possible please provide a breakdown of the following stating which organisation is providing the service:

	Numbers	Organisation providing cover
First Aiders		
First Aid Post		
Ambulances		
Paramedics		

## 9. Traffic Management

Please describe what impact your event will have on the traffic flows around the event venue.

Please describe what measures you have put in place to help manage traffic i.e. directional signage, road closures etc.

	Yes	No
<ul style="list-style-type: none"><li>If your event requires a road closure, has this been applied for? Please note that up to 8 weeks notice is required.</li></ul>		
<ul style="list-style-type: none"><li>Do you have permission from the Local Authority (NSC) for any event directional signage?</li></ul>		

## 10. Noise nuisance

Please describe what measures you have put in place to keep noise nuisance to a minimum.

## 11. Emergency Planning

If you already have an Emergency Plan document please attach as part of this application. If not, please answer the following questions:

Describe how you would alert key personnel of an emergency at your event and decide the level of action to take.

Describe how you would inform the public of an emergency at your event, if required.

Describe how you would evacuate the event site in an emergency, if required.

## 12. Promotion

Event Promotion	Yes	No
Please tick if you would like your event to be promoted in our <b>What's On in North Somerset</b> listing which appears on the council's website (subject to editorial team's approval).		

## 13. Please include any other relevant information which may assist your application

## CHECK LIST

Please ensure you have completed all sections on this application form ensuring the following documents are attached:

Compulsory requirements attached:	Yes	No
• Confirmation of £5m Public Liability Insurance		
• Risk Assessment		

### Please return this form and supporting documents to:

Darran Mason – Operations Officer (Events)  
Seafront, Events and Concessions Team  
Streets and Open Spaces  
North Somerset Council  
2nd Floor South Wing, Somerset House  
Oxford Street  
Weston-super-Mare  
BS23 1TG

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