

Community Event Notification Form

Event Name	
Event Location	
Event Date	
Organisation	

Please refer to our Event Toolkit for assistance in completing this form. This can be found at www.north-ayrshire.gov.uk/eventplanning

Please attach your site plan and any other relevant information and return to:

Corporate Communications Team
North Ayrshire Council
Cunninghame House
Irvine
KA12 8EE

communications@north-ayrshire.gov.uk

If you have any questions please contact Corporate Communications Team on 01294 324137 or by email to the address above.

Event overview

Name of Event:	
Type of Event: (e.g. Music Festival, Gala Day, Community Festival etc.)	
Date of Event:	
Start Time:	
End Time:	
Location:	
Event Type:	<input type="checkbox"/> Charitable <input type="checkbox"/> Commercial If charitable, who are you raising funds for?
Entry Fee (if applicable):	
Approx. Numbers Expected: (include number of tickets on sale, if applicable)	
Target Audience (age group):	

Provide a brief summary (one or two paragraphs) of what your event will involve.
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Key Contacts

Complete the following table with the names, roles, responsibilities and contact details of the key people involved in organising your event.

Name	Role	Responsibility	Contact Tel	Contact email
Joe Bloggs	Event Manager	Overall	07xxxxxxxxx	

Licensing

Many events require a licence, for example Street Trader's Licence, Public Entertainment Licence etc. Also, if you intend to hold a Public Procession, you must notify the Council at least 28 days in advance.

Does your event involve any of the following activities?

- Bouncy castle
- Fairground rides
- Food Kiosks (cooked, pre-packaged, ice-cream, sweets etc)
- Parade/Procession
- Charitable collections
- Alcohol

Yes No

If yes, please detail:

If yes, then you may require to apply for a licence you should contact the Licensing Office directly for advice. Application forms and more information can be found at

www.north-ayrshire.gov.uk/licensing

Licensing Office
Democratic Services
1st Floor East, Cunninghame House
Irvine KA12 8EE
01294 324305
licensing@north-ayrshire.gov.uk

Site considerations

North Ayrshire Council's Streetscene Service can help you with recycling, waste management and other site facilities. Please complete this section with the plans you have in place and also identify any areas where you need assistance and a member of Streetscene will contact you.

Name & Location of Site:	
Date(s)/Time(s) required to enter site for set up:	
Date(s)/Time(s) site will be vacated after event:	

Site plan

You must submit a site plan for your event; the more accurate and detailed the plan, the better. Please refer to the Event Toolkit for help creating a site plan.

Toilets

You must have adequate toilet facilities for your event attendees, staff and contractors.

Please outline your planned toilet provisions for your event based on your expected numbers here.

Waste management

How will you keep the site clear of waste?

- Bins provided
- Skips provided
- Litter picking by volunteers/staff

If you need bins for your event site please tick here

Recycling

It is important that you have a recycling plan in place. This could be as simple as labelling some bins to encourage people to separate their waste into plastic bottles, paper, etc and then taking these to the appropriate recycling centres.

Noise

The things most likely to cause noise nuisance at an event include live music stages, fun fairs and public address systems.

If there is anything at your event that could cause noise nuisance, please detail these below.

Severe weather and event cancellation

You will need to consider any weather conditions which may lead your event being cancelled and how you will manage this.

- How will you let people know if the event has to be cancelled?
- Is there any flood risk, e.g. field liable to flood and create difficulty for traffic leaving?

Please document your severe weather and event cancellation procedures here.

Roads and Traffic Management

Traffic, transport and parking

Smaller community events will have limited impact on traffic and parking, however you should still consider this when planning your event.

Are there parking facilities at your event? Yes No

Do you require any road closures/diversions? Yes No

If yes, you may need to apply for a Temporary Traffic Order. On receipt of this form we will assist you with this (please allow at least four weeks for these applications).

Do you intend to erect any displays, features or signage on or over the public road?

Yes No

If yes, you will need to apply for an Amenity Display Licence. Please allow at least 12 weeks for these applications to allow programming of any necessary safety inspections in support of your application.

Further information and application forms can be found at www.north-ayrshire.gov.uk/roads-and-travel/road-maintenance-permits-and-services.aspx

Vehicles on site

You will need clearly marked emergency vehicle entrance and exit routes on your site plan and as part of your emergency planning. If these entrances and exits will be shared with other traffic, you will need a procedure for the safe entry and exit of emergency vehicles.

Are there any vehicles that will need to remain on-site throughout your event?

Yes No

If yes, please provide details:

Are there any vehicles that will need to move around the site during your event?

Yes No

If yes, please provide details:

Health and Safety

You are responsible for health and safety at your event

Even if you are a community organisation with no employees, you still have a responsibility under the [Health and Safety at Work Act 1974](#) to ensure that your event and any contractors are operating legally and safely.

Event Organisers must ensure health and safety requirements are met, at the planning stage, during, and post event, to ensure the safety of the public.

Risk assessment

It is the responsibility of the event organiser to ensure a suitable and sufficient event risk assessment is completed to identify who might be harmed, hazards which could cause harm, to assess the risks which may arise from those hazards and decide on and implement suitable control measures to eliminate, or control the risks to ensure the risk is as low as reasonably practicable.

For more information visit www.hse.gov.uk

Emergency procedures

You must document your procedures for fire, site evacuation, communicating with your audience in an emergency, contacting the emergency services, who will make decisions, etc.

Please detail the emergency procedures you will have in place for your event.

Public liability insurance

Do you hold Public Liability insurance for your organisation? Yes No

Do you hold Event insurance for this specific event?* Yes No

(Please append certificates)

***(please note PL insurance may exclude cover for 'events' and you should be satisfied that you have adequate cover for your planned activities by taking independent advice)**

First aid and medical cover

Do you have first aid/medical cover at your event? Yes No

Please detail the first aid cover you will have in place for your event (e.g. provider, how many first aiders, qualifications)

Temporary structures

For a small event, temporary structures may be market stalls and a marquee. Any application process for the structures will depend on the scale and structure types. If the structures will be in place for a long time, you may need planning permission. Larger temporary structures need to be signed off by independent engineers before they can be used.

Any raised structure more than 600mm high may require consent from North Ayrshire Council's Building Standards (under section 89 of the Civic Government Scotland Act).

Please provide details list of all temporary structures you plan to bring onto your event site.

Communications

There are three main areas of communication for your event:

- Letting residents and businesses in the surrounding area know about your event plans before the event, the earlier the better.
- Communications with staff/volunteers on the day of the event.
- Communicating with your audience on the day.

Event communications – surrounding residents

Please detail how you will let surrounding residents and businesses know about your event plans here.

Event day communications – staff/volunteers

You must have a clear communications plan in place and ensure everyone is familiar with the plan. You also need to make sure that you have the communications equipment you need on the day. This could include radios, mobile phones, staff to run errands and a public address system.

Please outline your plans for your event day communication for event staff and emergency services here.

Event day communications – audience

This could include flyers, site plans, signage, public address system, MCs and information points.

Please detail your plans for communication with your audience on the day here.

Please sign to confirm that the details you have provided above are correct and that you have a suitable risk assessment in place for your event.

Signed: _____

Date: _____

Please note as part of the approval process we will share you event application with our partner agencies (Police Scotland, Scottish Fire & Rescue Service, and NHS). You may be contacted by the Council and/or our partners to discuss further details about your event.