**St Helens Borough Council Event Safety Advisory Group**

**EVENT NOTIFICATION FORM**

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|  | **Details** | **ESAG Actions** |
| **Event name** |  |  |
| **Event date (s)** |  |  |
| **Event duration** |  |  |
| **Event time (s)** |  |  |
| **Event location (including postcode)** |  |  |
| **Full name of enquirer** |  |  |
| **Telephone number** |  |  |
| **E-mail address** |  |  |
| **Event manager or organiser (if different to enquirer)** |  |  |
| **Telephone number** |  |  |
| **E-mail address** |  |  |
| **Type of event – please provide a brief description** |  |  |
| **If the event has been held previously, please provide details** |  |  |
| **Who owns the land / venue. Please note that if the land is owned by St Helens Council you will need to complete and submit a hire of land application form** |  | ESAG to check that hire of land application form has been completed for the hire of council land |
| **Has permission been sought from the land owner? please provide details and supporting evidence**  |  |  |
| **Will the event take place on, or affect the highway?** |  | Notify highways of proposed event |
| **Proposed number of people to attend the event?** |  | Notify Licensing of event  |
| **Will access to the site be restricted? please provide details**  |  |  |
| **Licensing – For further information on licenses please visit** **generallicensing@sthelens.gov.uk** |
| Will any licensable activity take place? please provide details  |  | Notify Licensing of event |
| **Environmental Health – For further information please contact** **environemnatalhealth@sthelens.gov.uk** |
| Have you considered what responsibilities you have in relation to the Health & Safety at Work Act? please provide details |  | Notify commercial services of event |
| Food Traders should be registered and inspected by the local authority in which they are based. There is a simple way to check this by visiting [www.food.gov.uk/ratings](http://www.food.gov.uk/ratings) it is recommended that you only allow traders who have a food rating of 3 or above to trade at your event. Please provide details of any food traders |  |  |

Signed ………………………………………… Date……………………………………….

Next Steps for Event Organisers

1. Submit completed event notification form and Event Risk Matrix to esag@sthelens.gov.uk

2. You will receive an email confirmation from ESAG acknowledging receipt of form within 5 working days.

3. Your event will be assessed, and a decision made if it needs to be referred to ESAG. You will be advised of this via email.

4. If your event is referred to ESAG you will need to provide some additional information. An Event Management Plan, Risk Assessment, Public Liability Insurance and a map/plan of the event site will need to be provided not later than 10 weeks prior to the event taking place.

5. Once this information has been provided it will be considered by ESAG members.

6. Following consideration of the documentation you will be invited to attend an ESAG meeting either in person or remotely. You will be notified of this 7 days in advance of the meeting.