Safety Advisory Group Event Notification Form

Please use this form to notify the SAG about an event you are proposing to organise. Please note this is not an Event Management or Emergency Plan which will need to be submitted separately or as attachments. A template for an EMP and information about Emergency Planning for events are available here on our website: [Safety Advisory Group (SAG) - PPP (publicprotectionpartnership.org.uk)](https://publicprotectionpartnership.org.uk/licensing/safety-advisory-group-sag/)

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| Name of event |  | | | |
| Address or location of event |  | | | |
| Local authority area Bracknell For | | est West Berkshire | |  |
| Date(s) of event (including set up dates) |  | | | |
| Event start time |  | | Event finish time |  |
| Name of organisation |  | | | |
| Contact name |  | | | |
| Phone |  | | | |
| Email |  | | | |
| Brief outline of event programme / activities | | | | |
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Approximate number of people to attend and any information about crowd profile

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| Have you held this event before? Yes No | |
| Has the event changed at all? Yes No N/A | |
| If yes, please give details of changes | |
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| Is there any National Association, Guidance or Regulation for this Event? Please provide details below | |
| **Do you intend to have any of the following?**  **Please tick relevant boxes and provide brief details overleaf** | |
| Sale or supply of alcohol \* | Music \* |
| Exhibition of film or performance of dance \* | Food and drink stalls |
| Fairground rides or inflatables | Barriers / fencing |
| Temporary stage | Marquees |
| Bonfire / fireworks / pyrotechnics | Lasers |
| Amplified speech / PA system | Parking prohibition \* |
| Carnival / procession | Banners or posters |
| Portable power supply | Road closure / traffic diversion \* |
| Motor vehicles | Animals |
| *\*Please note that applications for licences for these activities may take up to 8 weeks to be processed* | |

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| Please provide detailed reference any activities ticked in the section above: |
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| Please provide details of any toilet and sanitary facilities: |
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| Please provide details of method to be used to dispose of waste from the event: |
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| Please provide details of any temporary drinking water supplies to be provided (i.e. temporary connection to either a mains water supply, private water supply or tankered water supply or the provision of bulk bottled water): |
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| Please provide details of any noise control measures: |
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| Please provide details of any external contractors and concessions: |
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| Please provide details of any car parking provision and how this will be managed: |
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| Please give details of any first aid provision: |
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| Please give details of any fire safety provision: |
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| Please give details of any crowd management: |
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| Have you contacted the following services? If so, please tick and add any others below: |
| ☐ Police  ☐ South Central Ambulance Service  ☐ Fire & Rescue Service  ☐ First Aid Provider  ☐ None  ☐ Other \_\_\_\_\_\_\_\_\_\_\_ |
| Emergency Planning Considerations |
| All events require the consideration of emergency planning and incident management. Please tick areas considered in planning:  ☐ Event control  ☐ Staff and public communications  ☐ Evacuation  ☐ Adverse Weather  ☐ Lost & found children and vulnerable persons policy  ☐ Terrorism/suspicious package |
| Are you submitting an Emergency Plan? |
| *\*Emergency Plan Guidance provides more detail and information to assist with the formation of the Emergency Plan – the guidance can be found on this page:* [Safety Advisory Group (SAG) - PPP (publicprotectionpartnership.org.uk)](https://publicprotectionpartnership.org.uk/licensing/safety-advisory-group-sag/)  ☐ Yes  ☐ To follow |

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| Are you submitting a site/route plan? Site plans should be to scale and show the position of any stalls, stages or structures, toilets, first aid points, access/egress routes for emergency vehicles, car parking etc. For carnivals/ parades, route plans should show the location of marshals and any proposed road closures.  Yes No Available if required |
| Are you submitting an Event Management Plan to be reviewed? Yes No Available if required  Are you submitting an Risk Assessment to be reviewed? Yes No Available if required |
| Once complete, email this form along with any associated documents to: [PPPSafetyAdvisoryGroup@westberks.gov.uk](mailto:PPPSafetyAdvisoryGroup@westberks.gov.uk) This form will be circulated to the Safety Advisory Group. Members of the Group may contact you directly with queries or requests for more details. You may be requested to provide more details and/or attend a meeting of the Safety documents should be notified to the above email address. Advisory Group. After this form has been submitted, any key changes to the content of this form or any accompanying  You can find further advice in the Guide for Event Organisers, available at: **https://publicprotectionpartnership.org.uk/licensing/safety-advisory-group-sag/** For any queries, please use the above email address, or call us on **01635 519184.** |
| **Safety Advisory Group** - Bracknell Forest and West Berkshire Council |