

# BMBC Event Notification Form (ENF1)



This notification form has been created to support organisers to run events safely, ensure that all required permissions/licences are in place and that relevant legislation is adhered to, whilst prompting consideration to the key areas involved in running an event.

**Have you fully considered the impacts of coronavirus on the delivery of your planned event?**

## Section A

<b>Event Organiser Details</b>	
<b>Event Name</b>	
<b>Organisation (include Charity Number if applicable)</b>	
<b>Name of Event Organiser (Person or people responsible for health and safety, noise control and overall operation of running the event)</b>	
<b>Correspondence Address</b>	
<b>Contact Number (pre/post event)</b>	
<b>Contact Number (during the event)</b>	
<b>Email Address</b>	

# BMBC Event Notification Form (ENF1)



Event Timings	Start	Finish
Date of event		
Event operating times		
Do you require access to the event site prior to the event date for set-up and take down?  If YES please provide details e.g. what date :		Yes/No
<b>Location of the Event</b>		
Address		
Postcode		

# BMBC Event Notification Form (ENF1)



<b>Council Property inc. Public Open Spaces, Car Parks, Buildings, Waterways, Reservoirs</b>	
<b>Will the event affect the use of or be held on Barnsley Metropolitan Borough Council property?</b>	<b>YES                  NO</b>
<b>If Yes or Unsure please provide details</b>	
<b>If No please identify owners if known</b>	
<b>Please note: For use of council land/property you will need to supply a relevant risk assessment and confirmation of Public Liability Insurance (min of £5 million) together with this event notification form.</b>	

<b>Event Type Please delete as appropriate</b>		
<b>Commercial Event</b>	<b>Yes</b>	<b>No</b>
<b>Not for Profit Event</b>	<b>Yes</b>	<b>No</b>
<b>Unregistered Charity Event</b>	<b>Yes</b>	<b>No</b>
<b>Registered Charity Event</b>	<b>Yes</b>	<b>No</b>
<b>BMBC Internal Event</b>	<b>Yes</b>	<b>No</b>

# BMBC Event Notification Form (ENF1)



Event Description	
<p>Please give a short description of:</p> <ul style="list-style-type: none"><li>a) what the event will be about</li><li>b) What is planned to happen</li><li>c) How visitors will participate (activities/spectate)</li></ul>	
<p>Is your event part of a wider festival or a series of events programmed in association? If Yes please provide details above.</p>	<p>Yes                  No</p>
<p>Is your event to be held annually?</p>	<p>Yes                  No</p>
<p>How many persons (participants, spectators, contractors, and staff) do you expect at the event?</p>	

# BMBC Event Notification Form (ENF1)



**Activities Check list:**  
Please read through the list below and tick all elements which apply or will be undertaken at your event.

	Details	Yes (please tick)	Official Use
<b>Event Venue</b>	Indoor		
	Arena or Stadium		
	Outdoor Confined Location (e.g. Park)		
	Outdoor Festival		
	Widespread Public Location (e.g. Streets)		
	Temporary Outdoor Structure		
<b>Expected Number per day</b>	Less than 499		
	500 – 1,000		
	1,001 – 3,000		
	3,001 – 5,000		
	5,001 – 10,000		
	More than 10,000		
<b>Audience Accommodation</b>	All Seated		
	Mixed (Min 50% seated)		
	Standing/Active		
<b>Audience Profile</b>	Families		
	All ages, not in family groups		
	Mainly Adults		
	Mainly Young People/adults (16-30 years)		
	Mainly elderly		

	Details	Yes (please tick)	Official Use
<b>Additional Factors/Actions</b>	Livestock (display – no contact)		
	Livestock (public contact)		
	Parking on site (non-permanent)		
	Parade/Carnival (with vehicles)		
	Onsite catering (mobile)		
	Traffic Movement in crowded area		
	Overnight Camping		
	Temporary structures		
	Waterway event		
	Fireworks and/or Bonfire		
	Dangerous goods storage/use (gas bottles)		
	Market/Craft Fair		
	Helicopter operations		
	Plays or film		
	Sporting Event e.g. Boxing/wrestling		
	Live/Recorded Music		
	Performance of Dance		
	Sale/Supply of Alcohol		
	Inflatables/Bouncy Castles		
	Fun Fair		
	Aviation Sport and Display		
	Motor Sport/Stunt Shows/Extreme Sports		
Provision of late night refreshments (hot food/drink between 11pm – 5am)			
Charitable Collections			

# BMBC Event Notification Form (ENF1)



	Gambling (e.g. casino, betting, bingo, poker, lottery)		
	Adult Entertainment (e.g. Lap-dancing, nudity)		
	Have you a Noise Management Plan?		
	Have you completed a Risk Assessment?		
	Have you adequate Medical Cover?		
	Have you an adequate Waste Management Plan?		
	Will you be accessing a water supply?		
	Have you completed a Fire Plan?		
	Have you considered traffic, parking and transport plans for your event?		
	Will your event require a road closure?		
	Will your event affect public transport routes?		
	Have you consulted with Bus Companies?		
	Are you considering erecting Banners/Bunting on the highway?		
	Will you event be operating externally in darkness		
	Do you have Public Liability cover?		
	Alcohol available on site?		
	Have you a Traffic Management Plan?		

**Declaration:**

Please check that you have entered all the information correctly and sign and date this form below.

Print Name	Signature	Date

# BMBC Event Notification Form (ENF1)



Thank you for notifying us of your event.

Where to send completed forms:

Please return your completed event notification form along with supporting documents as identified above to: [eventplanning@barnsley.gov.uk](mailto:eventplanning@barnsley.gov.uk)

Or post to:

Arts and Events Team  
Barnsley MBC  
Westgate Plaza One  
Westgate  
Barnsley  
S70 1SX

## What happens next?

Once received the information you have supplied will be processed and circulated to the services relevant to the needs of your event, individual services will then liaise directly with the organisers regarding any additional requirements, permissions and queries.

In addition, if you are considered to be planning a large scale event it is likely your plans will be referred to the Local Event Safety Advisory Group (LESAG) for their consideration and comment.

**DATA PROTECTION:** The information in this form will be solely used for notifying council services and relevant external agencies of your event and will remain secure. Information will be used to help plan for the event to manifest in a smooth manner with the appropriate requirements in place and will not be shared with any organisation that is not involved in the event notification process.

If you wish for your event to be incorporated into BMBC promotional activity please tick here

# BMBC Event Notification Form (ENF1)



## Reminder of your responsibilities

If you organise a public event, you are responsible for the health, safety and welfare of the people that attend, employees and volunteers running the event and anyone else who might be affected.

You will also need to make sure your event is run safely and has the right licenses. The [Health and Safety at Work Act 1974](#) and the [Licensing Act 2003](#) set the rules.

There's lots of guidance on how to organise events safely. These are some of the most common guides.

- The Purple Guide to health, safety and welfare at music and other events
- HSE - Guidance on running events safely
- HSE - Managing Crowds Safely
- HSE - The Health and Safety Toolbox

There may be other laws that affect your event, like the [Disability Discrimination Act](#) consideration should also be given to the impacts of Covid 19 and mitigations which maybe a legal requirement going forward. You will need to check which laws apply before you organise your event, as there may be extra costs involved.

Please answer all the questions. Many are yes/no. You may be directed to relevant BMBC web links after some 'Yes' answers, these links will help you establish the potential need for additional information.

As a general rule, you should provide at least 3 months' notice of an event to allow time for things like licenses to be issued and building inspections to take place. If your event will involve road closures or using public highways, you will need to give at least 3 months' notice for the road closure. The more notice you can give, the better.

Timescale for submitting your notification:

- For events with up to 1,000 people, you need to give 2 months' notice.
- For events with 1,000 – 5,000 people, you need to give 3 months' notice.
- Fore events with over 5,000 people, you need to give 6 months' notice.