

Safety Advisory Group event form

Name of event			
Address or location of event			
Local authority area	Bracknell Forest	West Berkshire	Wokingham
Date(s) of event			
Event start time		Event finish time	
Name of organisation			
Contact name			
Phone			
Email			

Brief outline of event programme / activities			
Approximate number of people to attend			
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			

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	

Please provide details reference any activities ticked on page 1:
Please provide details of any toilet and sanitary facilities:
Please provide details of method to be used to dispose of waste from the event:
Please provide details of any car parking provision and how this will be managed:
Please give details of any first aid provision:
Please give details of any fire safety provision:
Please give details of any noise control measures:
Please give details of any temporary drinking water supplies to be provided:
Please give details of any external contractors and/or concessions:

<p>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.</p> <p>Yes No Available if required</p>
<p>Are you submitting an Event Management Plan to be reviewed?</p> <p>Yes No Available if required</p>

Once complete, email this form along with any associated documents to: **licensing@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 Advisory Group. After this form has been submitted, any key changes to the content of this form or any accompanying documents should be notified to the above email address.

You can find further advice in the Guide for Event Organisers, available at:
www.bracknell-forest.gov.uk/planning-event-bracknell-forest/bracknell-forest-safety-advisory-group

For any queries, please use the above email address, or call us on **01635 519184**.

Safety Advisory Group - Bracknell Forest, West Berkshire and Wokingham
Public Protection Partnership: A shared service provided by Bracknell Forest Council,
West Berkshire Council and Wokingham Borough Council

Public Protection Partnership | Bracknell Forest
West Berkshire
Wokingham