

## Hosting an Event on Southend Borough Council Land Application form

This form should be completed in full by the Event Organiser and submitted electronically with the Event Management Plan (EMP), Risk Assessment and Site/Route Plan to [eventbookings@southend.gov.uk](mailto:eventbookings@southend.gov.uk)

Required Timescales: A minimum of 8 weeks' notice is required for small event applications (under 2000 attendees, both participants and expected audience) or 6 months' notice for large events with over 2000 attendees, both participants and expected audience)

### Section 1:

Name of Event	
Proposed Event Location	
Proposed Event Date(s)	
Proposed Event Times:	Start
	Finish
Date/time required for set up: and breakdown	Set up
	Breakdown
Name of Organisation and Event Organiser Name	
Detailed Description of the Event	

Please be aware your event is at risk if :

- you have not allowed the prescribed time to process your application
- Information has not been completed and or supporting documents have not been provided
- requirements of the Safety Advisory Group have not been actioned
- we receive another Event application for the same location, time and date

## Section 2 - Event Summary

### (Full details should be provided in your Event Management Plan)

Please tick the box that applies to the main event. This information is requested in accordance with the Council's Corporate Equality Policy (CEP). Definitions are shown in the Hosting Events on Southend Borough Council Land Policy.

Event Type		
Charity		Community
Commercial		Non-Commercial
Religious		Political
Statutory, State or Civic event or exercising Freedom of the Borough eg. Armed Forces Day etc		
Other – Please specify:		
Is this a repeat event?	Yes	No
If 'Yes', when was it last held?		
Event Size		
What are the anticipated audience and participant numbers?		

## Section 3 - Environmental Health

Catering / Food Operators		
Will food be sold or supplied as part of your Event?(NB A Food Hygiene Rating of 4 or above is required refer to <a href="http://www.scoresonthedoors.org.uk">www.scoresonthedoors.org.uk</a> )	Yes	No
Wholesome (potable) Water		
Does your event include the sale or supply of alcohol?	Yes	No
Does your event include the sale or supply of food?	Yes	No
If Yes to either of the above, it is a mandatory requirement that a sufficient supply of wholesome water (drinking & hand washing) is available at all times. You must confirm in your Event Management Plan what arrangements you will be making for this to be provided.		
Will your event produce waste water?	Yes	No

## Section 4 Regulated Services & Licensing

Are any of the following to be sold or supplied as part of your Event?		
Alcohol	Yes	No
Regulated Entertainment:		
a) plays	Yes	No
b) films	Yes	No
c) indoor sporting event	Yes	No
d) boxing or wrestling entertainment	Yes	No
e) live music	Yes	No
f) recorded music	Yes	No
g) performances of dance	Yes	No
<p>Live Music Act 2012 - Exemptions</p> <p>Amplified music – is not classed as regulated entertainment if the below criteria is satisfied:</p> <ul style="list-style-type: none"> <li>• there is a premises licence or club premises certificate in place permitting “on sales”</li> <li>• the premises are open for the sale or supply of alcohol for consumption on the premises</li> <li>• live music is taking place between 8am and 11pm</li> <li>• the audience consists of no more than 200 people</li> </ul> <p>Unamplified Music – is not classed as regulated entertainment, regardless of the number of people in the audience if:</p> <ul style="list-style-type: none"> <li>• the music is provided anywhere</li> <li>• takes place between 8am – 11pm</li> </ul>		
Late Night Refreshments:	Yes	No
a) Hot food or drink served between 11:00pm and 5:00pm		
If you already hold a premises Licence please confirm the reference number: check the Licence covers all the activities proposed for this event		

Animals		
Will animals be exhibited or performing at the event?	Yes	No
Raffles & Lotteries		
Do you intend to have a Raffle or Lottery?	Yes	No
Public Charitable Collections		
Do you intend to collect money or sell items for charity?	Yes	No
Does your event include a procession?	Yes	No

## Section 5 - Environmental Protection

Trading Standards		
Will there be traders at your event involved with any of the following?		
a) Age Restricted Products	Yes	No
b) Trading Standards	Yes	No
Waste Management		
Are you providing waste and or recycle bins?	Yes	No
Are you providing sanitary (toilet/hand washing) facilities on site?	Yes	No
Do you require the opening times of any public toilet(s) to be extended?	Yes	No
Will you require additional public toilet consumables and additional cleaning to be provided?	Yes	No
Health & Safety		
Does your event require a Public Address system?	Yes	No
Does your event require any plant/specialist equipment?	Yes	No
Do you intend to have a bonfire or fireworks during the event?	Yes	No
Do you intend to include a lighting/laser display?	Yes	No

## Section 6 - Traffic & Highway Management

Traffic & Highway Management		
Do you need to stop traffic or restrict traffic in any way?	Yes	No
Do you need to prevent the use of public parking spaces/bays?	Yes	No
Do you require vehicles to access pedestrian areas?	Yes	No

## Section 7 - General

Development Control (Planning)		
Does your event require any temporary demountable structures (TDS)? (e.g. marquees, staging, lighting rigs, scaffolding etc.)	Yes	No
Tourism & Events		
Will the event be recorded for broadcast on television/radio/internet?	Yes	No

## Section 8 - Public Liability Insurance Details

Insurance		
Do you already have Public Liability Insurance that will cover this Event?	Yes	No

## Section 9 - Declaration

Declaration			
<p><b>PLEASE NOTE:</b> An Event Permit from the Council may not be sufficient for some activities/events. By law you <u>may also</u> be required to apply separately for other permissions.</p> <p><b>If your event requires a Licence, Permit, Notice or Consent of any other kind, in addition to an Event Permit and it is not obtained in advance your event will not be allowed to proceed.</b></p> <p><b>You are strongly advised not to advertise your event until you have received your Agreement In Principal.</b></p> <p>By signing this declaration, you as the Event Organiser confirm that you:</p> <ul style="list-style-type: none"> <li>• hereby request an Event Permit for the event as detailed in this application/notification form and the supporting Event Management Plan</li> <li>• have read and agree to abide by the Southend on Sea Borough Council Policy for Hosting Events on Council Land</li> <li>• are fully aware of your obligations and have considered all aspects of event management to ensure your event complies with the law and is delivered legally and safely</li> <li>• are the person who is the main contact and the person who has overall responsibility for the management of the Event and the health and safety of all participants, contractors and the audience</li> <li>• have/will have valid Public Liability Insurance of no less than 5million</li> <li>• will have available upon request copies of any licence, consent or permit your or your participants are required to hold and copies of all risk assessments, undertaken by you and your participants</li> <li>• will make payment in full to Southend on Sea Borough Council, prior to an Event Permit being issued, for an fees and charges incurred as a result of hosting this event</li> <li>• are aware of the timescale required for any other permissions your Event may require and you will make the necessary application. If any such Licence, permit or consent has not been obtained by the required date, the Council reserves the right to cancel this event application</li> <li>• agree to abide by all/any conditions that may be applied to an agreement from us to hold this Event and the issue of an Event Permit</li> </ul>			
<b>Name: (Printed)</b>		<b>Date:</b>	
<b>Address:</b>		<b>Signature:</b>	
<b>Email:</b>			
<b>Telephone Business:</b>		<b>Telephone Mobile:</b>	

### Data Protection Act 2018 & General Data Protection Regulation (GDPR)

Southend-on-Sea Borough Council will handle and process any personal data collected in accordance with applicable data protection laws and regulations including the GDPR and the Data Protection Act (2018). We will only use personal information you supply to us for the reason that you provided it for and will only hold your information for as long as necessary to fulfil that purpose or under a legal requirement. Your information will be held by Southend-on-Sea Borough Council & will be shared with internal departments in accordance with the relevant Data Protection legislation. We will take all steps necessary to protect your personal data from unauthorised or accidental loss. We will not share your information with any other organisation or individuals, unless there is a legal obligation for us to do so. Where possible the data collected on this form will be anonymised and this data may be used in reports which could be shared with other Council departments. All employees and contractors who have access to your personal data or are associated with the handling of that data are obligated to respect your confidentiality. Once the information is no longer required for the purpose it was collected for, it will be deleted in line with the Councils Document Retention and Disposal Guidance. To see the full Southend on Sea Borough Council Privacy Notice please visit

[http://www.southend.gov.uk/downloads/file/5542/privacy\\_notice\\_may\\_2018](http://www.southend.gov.uk/downloads/file/5542/privacy_notice_may_2018)