

Ward Committee Grant Aid Event Checklist

1. Event Organiser Details

Name of Event Organiser	
Contact Details (including telephone)	

2. Location of Event

What is the name of your event?	
Where is the event going to be held?	
I have a land use permit to hold the event on city council land	
I have a land use permit to hold the event in a city council park	
I have a land use permit to hold the event on the public road	
I am holding the event on private land with the consent of the land owner	

3. Licensing

My event involves activities that fall under the Licensing Act 2003 and I have a permit from the Licensing section of Newcastle City Council	
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4. Written Proposal (see end of this form for contact details)

I am holding the event on city council land and have submitted a written proposal to Sheila Howe, Event Organiser – Newcastle City Council	
I holding the event on city council land and have submitted a copy of my written proposal to Sergeant Iain Boath, Northumbria Police	
I holding the event on city council land and have submitted a copy of my written proposal to the Tyne and Wear Fire and Rescue Service	
I holding the event on city council land and have submitted a copy of my written proposal to Phil Bain/Simon Swallow, North East Ambulance Service	

5. Safety Advisory Group Meetings

I arrange regular safety advisory group meetings to fully discuss health and safety issues relating to my event	
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6. Event Manual

I have attached a copy of the event manual for my event	
This event manual includes a risk assessment for my event	

7. Insurance Cover

I have a minimum of £5 Million public liability insurance cover for my event	
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8. Food Safety

I have read the **food safety guidelines** provided by Newcastle City Council and will ensure that these are followed at my event

9. Noise Levels

I have read the **noise guidelines** provided by Newcastle City Council and will ensure that these are followed at my event

10. Accessibility

Please use this space to tell us about how you will make your event accessible for everyone in the Community who may want to attend:

Signed:

Date:

Contact details for submission of written proposals:

Sheila Howe
Event Organiser
Room 702a
Environment &
Regeneration
Division
Civic Centre
Newcastle, NE1 8PB

Sergeant Iain Boath
Northumbria Police
Newcastle Area
Command
Market Street Police
Station
Newcastle, NE1 6XA

(0191) 2218065

Station Manager
Tyne & Wear Fire
& Rescue Service
North Division HQ
West Denton Way
Newcastle, NE5
2RB

(0191) 4441003

Phil Bain/Simon Swallow
North East Ambulance Service
Tynemouth Ambulance Station
Emergency Planning Department
Preston North Road
North Shields
NE29 9PY

(0191) 2963921

(0191) 2777179

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