

**EVENT APPLICATION FORM**

**3 MONTHS PRIOR NOTICE IS REQUIRED**

**Section One - Organiser details**

Event organiser	
Address	
Postcode	
Telephone number	
Email address	
Over 18?	Yes <input type="checkbox"/> No <input type="checkbox"/>
New or repeat event?	
Previous experience (Please provide details of any previous experience in organising events)	

**Section Two – Event details**

Date of Enquiry	
Date of Event	
Event title	
Location	

Description of event E.g. live music, dancing, fun run, picnic, fete etc. Include any temporary structures e.g. stages, stalls, bouncy castles etc	
Estimated number attending	
Audience profile	
Date and time site required	
Event start date and time	
Event finish date and time	
Date and time site vacated	

Is the event free to the public	Yes <input type="checkbox"/> No <input type="checkbox"/>
If no what is the admission price	£

### Section Three – Land Ownership

You must ensure that you have checked who owns the land/ venue where your event is to be held and obtained permission to use it, having considered its suitability for the event, taking account of any potential hazards and restrictions present. Agreement (in principle) must be obtained from the relevant Land Manager before proceeding with the process. You will need to address any potential hazards/restrictions associated with the land/location/venue in your event management plan and risk assessments.

You must have obtained agreement in principle from the Land Manager to use the land	<b>Attach contact details of the Land Manager who has granted agreement in principle</b>
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### Section Four – Site plan

A detailed site plan showing positions of stalls, marquees, arena, exhibition units, car parking etc. and a list of programme items is required. In respect of races etc. a detailed route plan which must also show location of route marshals, must be provided.

You must have a suitable site / route plan as detailed above	<b>Attach site / route plan</b>
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### Section Five – Insurance details

Event organisers are required to hold a current policy of Insurance in respect of Public Liability or Third-Party risks (including products liability where appropriate). The relevant limit of indemnity shall be an amount approved by the council's Risk and Insurance Section and Legal Section. A level of £10 million PLI cover will normally be required. However, depending on the type of event an increased amount of cover may be required (in certain circumstances, a lower level of cover may also be acceptable and will be assessed on a case by case basis).

You must have obtained suitable public liability insurance	<b>Attach policy document</b>
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### Section Six – Event Management Plan

An Event Management Plan (EMP) is an essential document which outlines all of the elements of the event. Depending on the nature of the event, the EMP should include an outline of the event, the event management hierarchy, a site safety plan, a crowd management plan, a transport management plan (if relevant), a welfare plan, an emergency plan, a medical plan, a weather plan, a communications plan, detailed security arrangements, detailed first aid arrangements, a noise impact assessment, amongst all other relevant details of the event.

You must have a suitable Event Management Plan for your event.	<b>Attach Event Management Plan document</b>
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## Section Seven – Risk Assessment and Fire Risk Assessment

Taking all the above into consideration, you should establish which specific hazards require individual risk assessment. Initial assessments should be undertaken and any remedial action specified in the updated event management plan (EMP). A timescale should be specified where necessary.

You must have a suitable Risk Assessment and Fire Risk Assessment for your event.	<b>Attach Risk Assessment and Fire Risk Assessment documents</b>
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Guidance on Fire Risk Assessments can be found on the following website - [www.gov.uk/government/publications/fire-safety-risk-assessment-open-air-events-and-venues](http://www.gov.uk/government/publications/fire-safety-risk-assessment-open-air-events-and-venues)

## Section Eight – Additional information

Do you intend to utilise or permit any of the following attractions at the event? If so, please tick the appropriate boxes (some of these may not be permitted at all sites).			
Fireworks/Pyrotechnics	Portable staging	Motorcycles	
Carnival/procession	Fairground equipment	Food concessions	
Aircraft/ Drones	Balloon launch	Parachutists	
Hot Air Balloons	Horses/other animals	Market stalls	
Inflatables	Temporary structures (tents / marquees)	Other (please specify)	

Have arrangements been made for any of the following event? If so, please tick the appropriate boxes.			
Stewarding/Security	Lost children point	Power supply	
On site communications	Refuse and litter control	Access /Egress for emergency vehicles	
Welfare facilities	First Aid	P.A System	
Event signage	Door supervisors	Toilets	
Barrier / fencing	Water supply	Portable generator	

## Section Nine – Highways requirements

Do you anticipate the need for: Road closure Traffic diversion Car park closure	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
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For a temporary road closure in Newcastle, complete our [online application form](#).

Progressing the legal order for the closure takes 6-8 weeks, so applications must be submitted a minimum of 8 weeks in advance of the date required.

Please note that making an application for a road closure does not automatically guarantee that permission will be granted, your application will be assessed and one of our engineers will contact you to advise if your proposals can be accommodated. You can apply for a Temporary Traffic Regulation Order (TTRO) if restrictions are needed to:

- allow an event to be held
- enable members of the public to watch the event
- reduce the disruption to traffic likely to be caused by the event.

### Section Ten – Licensing requirements

You must apply for any necessary licences required for the event. In most cases, organisers will need to submit a Temporary Event Notice, to the Licensing Authority (Newcastle City Council) and to Northumbria Police. However, there are restrictions on the use of Temporary Event Notices and it may be necessary to apply for a full premises licence or the use of a Premises Licence for the location of your planned event. A Premises Licence application can take up to two months so organisers will need to apply in advance. In either case, please contact the Licensing Authority Office for advice. Please note that Newcastle City Council is the Premises Licence holder for a number of parks and public spaces in the City of Newcastle.

Do you intend to involve any of the following licensable activities at the event? If so, please tick the appropriate boxes (some of these may not be permitted at all sites).	
The retail sale of alcohol	
The supply of alcohol by or on behalf of a club to a member or to the order of a member	
The Provision of regulated entertainment <ul style="list-style-type: none"> <li>• Performance of a play</li> <li>• Exhibition of a film</li> <li>• Indoor sporting event</li> <li>• Any playing of recorded music</li> <li>• Performance of dance</li> <li>• Boxing or wrestling entertainment</li> <li>• Performance of live music</li> </ul>	
The provision of late night refreshment (only applied after 23:00 and before 05:00)	

### Final Checklist

Please confirm that you have included, where possible, the following documents as part of your submission with the Event Application Form. This will assist in the processing and consultation in respect of the event. We may request additional documentation, as deemed appropriate.

Completed and signed event application form	
Permission to use the land confirmation	
Event insurance policy document	
Site plan / route plan	
Event Management Plan	
Risk Assessment and Fire Risk Assessment	
Copy of TTRO (if required)	
Copies of Licences / Temporary Event Notices (if required)	

The Event Organiser must have read and agreed to comply with the advice given on [www.newcastle.gov.uk/events](http://www.newcastle.gov.uk/events) website.

**It is the event organisers responsibility to deliver the event legally and safely.**

If permission is granted for the event, I hereby agree to comply with the conditions set out in this form, the council' website advice, any departmental terms and conditions and all reasonable instructions given by all authorised officers of the City Council.

Signed	
Position	
Date	

**A COPY OF THIS FORM MUST BE SUBMITTED TO THE FOLLOWING:**

Events Team  
Public Safety and Regulation  
Newcastle City Council  
Newcastle upon Tyne  
NE1 8QH  
Phone: 0191 2777130  
Email: [EventsCSandG@newcastle.gov.uk](mailto:EventsCSandG@newcastle.gov.uk)

**DATA PROTECTION**

Personal information provided in an application form and during the period of any subsequent Licence is normally held for a period of five years from the expiry of the last consecutive Licence held. It will be used primarily for the purpose of the licensing function concerned although it may also be used for data matching purposes across various licensing functions.

Personal information held for licensing purposes will be held and used in accordance with the requirements of the Data Protection Act 1998. To assist the Council in the prevention and detection of fraud so that it can protect the public funds it administers the Council may use information provided for licensing purposes within this Authority for data matching purposes. It may also data match information provided for licensing purposes with other public bodies that regulate, administer or are in receipt of public funds for the purposes of the prevention and detection of fraud. If you do have any queries regarding any Data Protection, please contact the responsible officer.

**FREEDOM OF INFORMATION**

Information held by the Council may need to be disclosed in response to a request for it within the terms of the Freedom of the Information Act 2000. This information excludes that which is in any other way already in the public domain.