



Westmorland
& Furness
Council

Working for **Cumberland Council** and
Westmorland & Furness Council

NOTIFICATION FORM FOR EVENTS IN CUMBRIA

This Event Notification Form (SAG 1) should be used by organisers who intend to hold a public event in Cumbria and be submitted to the Single Point of Contact for Events (SPOC).

Once completed, please return this form, along with the required details to the Single Point of Contact at: event.notification@cumbria.gov.uk

Upon receipt of this form the SPOC from the appropriate council will acknowledge it and will advise of any comments received from the SAG members in due course.

*****DUE TO THE HIGH VOLUME OF EVENTS RECEIVED BY SPOC,
PLEASE GIVE AT LEAST 1 MONTH'S NOTICE BEFORE THE EVENT*****

ROAD CLOSURES NEED TO BE APPLIED FOR AT LEAST 12 WEEKS IN ADVANCE.

Event Name:	Contactee: Position: Tel: Mob: Email:		
Organisation:			
Website:			
Type & Description of Event:	Date of Event:	Start Time:	End Time:
	Anticipated Numbers & Type:		
	Spectators	Participants	Staff
Location/Route of Event: <i>(Please only hyperlink to Strava, as we are not able to open some website links. We can access One Drive and other large file links if you would prefer to send electronic routes)</i>			
Has the event been run before? If so, please provide details <i>(including previous attendance numbers):</i>			



Westmorland
& Furness
Council

Working for **Cumberland Council** and
Westmorland & Furness Council

Please provide more details as appropriate. (Please use the 'blank' sections')

a) Layout of the event ground stand / route / stage (including buildings and approach routes):

--

b) Identify and name areas of the ground / stands / land / route:

--

c) Identify entrances / exits to the ground / stand / route / emergency services access:

--

d) Along the route, any identified rest areas, first aid, road closures:

--

e) Existing structures and utilities such as underground pipes, overhead power lines etc.:

--

f) Emergency Exits:

--

g) Turnstiles / Entrances (which should be appropriately identified / numbered):

--

h) Perimeter Gates (which should be appropriately identified / numbered):

--

i) First Aid room / post(s):

--

j) Fire-fighting equipment:

--

k) Parking area for vehicles, ambulance and/or emergency doctor:

--

l) Location of floodlight towers / auxiliary power supplies:

--

m) Media platforms / gantries:

--

n) Control point contact area:

--

o) Lost child point:

--

p) High risk areas (fuel stores / generator / electrics / LPG cylinders / chemicals etc.):

--

q) Catering / Toilet provision:

--

r) Helicopter landing area:

--

s) Site communications and for use in an emergency, with the details of setup (including contact details of the Ofcom licence holder and the user service provider such as Cumbria Raynet) and how this will be tested:



Westmorland
& Furness
Council

Working for **Cumberland Council** and
Westmorland & Furness Council

t) Traffic management measures:

u) Crowd management and anti-terrorism measures:

a) Please tell us about you, your organisation, and its competence, or how the competence will be provided.

b) How you will manage health, safety, and welfare during the event? Please provide an Emergency Plan for the event.

c) How will the impact on the environment from the event will be minimised?
(Litter, black and grey waste disposal, swim cleaning stations etc)

d) Has a parking and local impact assessment of it been carried out?

e) Have you applied for any statutory licences / orders / certificates that may be required? *(for example: road closures or sale of alcohol)*

f) Have you contacted the local Parish Council and Landowner affected?

1	<u>Comments from the SAG</u>		
	PLEASE LEAVE BLANK		
2	Name & Organisation	Telephone number	e-mail address
	PLEASE LEAVE BLANK	PLEASE LEAVE BLANK	PLEASE LEAVE BLANK
	PLEASE LEAVE BLANK	PLEASE LEAVE BLANK	PLEASE LEAVE BLANK
	PLEASE LEAVE BLANK	PLEASE LEAVE BLANK	PLEASE LEAVE BLANK
	PLEASE LEAVE BLANK	PLEASE LEAVE BLANK	PLEASE LEAVE BLANK

Signed (SPOC) Date
[To be forwarded to event organiser]

Checklist for Organisers:

EAG Form Completed	
Routes Attached or Links Included	
Risk Assessment Attached	
Event Management Plan (if appropriate)	
Insurance Certificates (if appropriate)	