



# EVENT PLANNING APPLICATION

Dover District Council, Kent Highway Services and the emergency services need to know of any event taking place in the district, which will be open to the public and/or charging admission. These may require licences or raise public safety issues. We may also be able to assist with publicising your event in local listings. This form has been designed to discover areas of concern and to help ensure your event runs smoothly, so careful completion is essential.

**COMPLETED FORMS MUST BE RECEIVED 8 WEEKS PRIOR TO ANY EVENT.**

PLEASE COMPLETE THE FOLLOWING IN **BLOCK CAPITALS**

## EVENT NAME

## APPLICANT'S DETAILS

Organisation name:

Organisation address:

Contact name:  Telephone:

Mobile:  Email:

Position within organisation:

Address (if different from above):

Alternative contact name and telephone if you are not available:

Mobile contact number during event:

## VENUE

WHICH PARK/OPEN SPACE DO YOU WISH TO HIRE, OR WHERE IS THE VENUE FOR YOUR EVENT?

**Please Note: Pencester Gardens bandstand is managed by Dover Town Council and must be booked separately Tel: 01304 242625**

PLEASE STATE THE NATURE OF THE HIRE & ACTIVITIES THAT WILL TAKE PLACE (e.g. Fete, Fun Fair, Carnival etc.):

Charitable Event? YES/NO  Charity Registration N°:

## DATES/TIMES

Date of event:  Time from:  To:

Date of hire:  Access from:  To:

The Park/Open Space will be cleared by:

If you wish to book multiple dates please list or specify operating days during your visit:

## ATTENDANCES

Estimated number of attendees:

What arrangements are being made for security, stewarding and first aid?

**Please do not assume Police, Ambulance or Fire Services could attend other than for emergencies**

How many dedicated stewards will be on duty and what is their brief?

If you are using security staff/company please provide details and SIA reference numbers. You may want to consult with DDC as to whether you require dedicated stewards and/or security staff for your event.

**Please supply thorough details (on separate page if necessary) as this information is a statutory requirement, especially if you wish for any road closures.**

## INSURANCE

THE EVENT ORGANISER MUST PROVIDE DETAILS OF PUBLIC LIABILITY INSURANCE AND A COPY OF THEIR CERTIFICATE

Name of insurance company:

Policy No:

Renewal Date:

Public liability limit: £

Mechanical rides and animal rides - each ride must have a third party/public liability additional insurance to the sum of £5 million to cover specific risks associated with the ride. A detailed list of rides must be attached giving insurance information

**When supplying the relevant insurance documentation, please ensure that your policy extends to cover the event. If in doubt, please contact your insurance company immediately for clarification, otherwise you may find that you could be potentially uninsured.**

## PLEASE INDICATE IF THE FOLLOWING HAVE BEEN CONSIDERED

A. Is any part of the event planned to take place on any part of a Highway (e.g. stalls/displays/processions along any carriageway/footway/pedestrian area)? If so, please give brief details below or highlight where, in the accompanying documentation, this detail can be found. If road closures are involved please state times if different from those given on page 1.

YES/NO      If YES please give details:

B. Will off-road parking be arranged for this event?

YES/NO      If YES please give details:

C. Will the organisers be providing transport to the event?

YES/NO      If YES please give details:

D. Will the event be outdoors and/or using any marquees or gazebos?

YES/NO      If YES please give details:

E. Will the event include music, dance, theatre, cinema or sport?

YES/NO      If YES please give details:

F. Will there be loud or amplified music - eg. live band, recorded music?

YES/NO      i) If YES please supply full details and agree with the Environmental Protection Team

ii) How will you monitor sound levels?

G. Will alcohol be provided or on sale?

YES/NO      If YES please give details:

H. Will food be provided or on sale?

YES/NO      If YES, who will be providing the food and which local authorities are they registered with?  
Please provide details:

Name:

Trade:

Location of trader:

Public Liability Insurance:

Food Hygiene Certificate:

I. Will there be fireworks or a laser display?

YES/NO      If YES please give details:

J. Have arrangements been made for sanitary provision?

YES/NO      Please provide details:

K. Will money be collected for charity at the event?

YES/NO

M. Has a risk assessment been completed? - (Form attached to back of document)

YES/NO

N. Have you produced your emergency plan?

YES/NO If YES please attach a copy.

O. Have provisions been made for clearing of litter and removal of waste ?

YES/NO If YES please give details:

P. Has a system for reporting and recording any accidents been set up?  
Your insurers will want sight of this should a claim be made against you.

YES/NO If YES please give details

Event organisers are reminded that the requirements of the Equality Act 2010 should be considered and taken into account when planning, implementing and advertising an event.

If you are expecting Dover District Council to dispose of waste, trade waste sacks must be purchased in advance. These can be purchased from the area offices or the Whitfield office. Please note, clearing rubbish and then putting it into litter bins is not sufficient when making arrangements for waste removal as the bins over flow and we then have to pay to have your rubbish disposed of. Please contact local waste service providers who will be able to deal with waste from your event. Ensure that arrangements have been made before hand. If you require assistance please contact the Council who can help with your arrangements.

## PUBLICITY

Courtesy of Dover District Council, your event will automatically be advertised at the following websites: [www.whitecliffscountry.org.uk](http://www.whitecliffscountry.org.uk) and [www.dover.gov.uk](http://www.dover.gov.uk). The information provided in this section may also be shared with tourism bodies such as Visit Kent, Visit Britain, Tourism South East and Enjoy England for inclusion on their websites.

Please provide details of your website address:

Title of Event:

Full description of your event (please include contact details)

Please tick the appropriate boxes if you agree to the publicity information on page 4 being used in the following ways:

The tourism promoter sometimes make data available to carefully selected organisations whose products and services may be of interest to you. Please tick if you wish your data to be passed on in this way.

The tourism promoters sometimes make data available to carefully selected organisations for inclusion in tourism-related publications, websites and the Big Screen in Market Square, Dover for the purpose of, but not limited to, providing you with potential additional customers and/or sales leads. Please tick if you wish your data to be passed on in this way.

Please tick if you consent to the tourism promoters passing the information you have supplied in this section to persons and/or organisations located outside the European economic Area.

## ADMISSION FEES

If you are charging an admission fee please state amount below:

Adults	Juniors	Senior Citizens
Programme	Car	Other

## ADDITIONAL REQUIREMENTS

PLEASE STATE ANY OTHER REQUIREMENTS THAT YOU MAY HAVE.

(NB Additional charges may be applied to the provision of specialist services and supplies)

## EVENT FIRE RISK ASSESSMENT

1. Is this event in a building? If yes, does the building require a full fire risk assessment under the Fire Safety Order 2005. Does the event venue have a fire risk assessment? If so, does it incorporate your event?

YES/NO

**If this is an open air event a fire risk assessment should be undertaken**, please indicate if the following have been considered and provide a brief description.

If any of the following answers are 'NO', please explain in the 'Event Risk Assessment Form'.

2. Is there adequate means of escape from any fire?

YES/NO

7. Is there adequate emergency lighting? (e.g. torches)

YES/NO

3. Is there a facility for calling the emergency services?

YES/NO

8. Is there adequate fire fighting equipment?

YES/NO

4. Is there access to the venue for emergency vehicles?

YES/NO

9. Has all electrical equipment been safety checked?

YES/NO

5. Are all staff/helpers aware of emergency procedures?

YES/NO

10. Are any other potential fire risks allowed (e.g. barbeques)? If so, please explain in the 'Event Risk Assessment Form'.

YES/NO

6. Is there a means of alerting the attendees about any fire/incident?

YES/NO

## **PROTOCOL FOR EVENT USAGE OF BIG SCREEN, DOVER**

Below is a list of protocols which need to be adhered to in order to utilise the screen for an event:

- There will be no alcohol allowed to be either dispensed or consumed within the designated event area.
- If it is deemed necessary by the Dover District Council Events Group the event organiser at their own cost will need to provide additional SIA staff to ensure that no alcohol is taken from the licensed premises adjacent to the screen out of their licensed area.
- A 4m access route must be maintained around the event area to allow emergency vehicles access.
- A clearly identifiable Event Manager will need to be on site at all times to liaise with the emergency services.
- All properties surrounding Market Square, including Stembrook Court, and the appropriate District Councillor(s) for the Ward must be advised in writing of the event at least 4 weeks prior to the event taking place. A contact number for the Event Manager needs to be placed on the notice along with the times of the event including the assembly and dismantling periods.
- Event organisers must include details to show how they will address the following issues: Promoting Public Safety, Prevention of Crime and Disorder, Protection of Children from harm and Prevention of Public Nuisance as required under the Licensing Act 2003.
- Event Managers must agree to have a contact number on the day (which can be passed on to others) for emergency services and the Out of Hours service to contact in case of any incident.
- A diary of any and all incidents reported to the event stewards must be kept and given to Dover District Council after the event so a full debrief can be carried out by the Big Screen Events Sub-Group and the Dover District Council Events Group.

# GUIDANCE FOR CARRYING OUT A RISK ASSESSMENT

The aim of the Risk Assessment is to clearly identify all the risks to the public, participants and employees attending an event posed by the environment of the site and the nature of the activities thereon, and record the means by which these risks are eliminated or minimised.

## 1. LOOK FOR THE HAZARDS

Look for hazards which you could reasonably expect to result in significant harm. Use the following examples as a guide only:

- Slipping/tripping hazards
- Fire e.g. barbecues
- Water
- Chemicals
- Moving parts of machinery
- Vehicles
- Electricity/wiring

## 2. DECIDE WHO MIGHT BE HARMED, AND HOW

There is no need to list individuals by name - just think about groups of people doing similar work or who may be affected.

## 3. IS THE RISK ADEQUATELY CONTROLLED?

Have you already taken precautions against the risks from the hazards you listed? For example, have you provided:

- Adequate information, instruction or training?
- Adequate systems or procedures?

Do the precautions:

- Reduce risk as far as reasonably practicable?
- Represent good practice?

If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place. You may refer to procedures, manuals, company rules, etc. giving this information.

## 4. WHAT FURTHER ACTION IS NECESSARY TO CONTROL THE RISK?

What more could you reasonably do for those risks which you found were not adequately controlled?

List the risks which are not adequately controlled and the action you will take where it is reasonably practicable to do more.

You will need to give priority to those risks which affect large numbers of people and/or could result in serious harm. Apply the principles below when taking further action, if possible in the following order:

- Remove the risk completely
- Try a less risky option
- Prevent access to the hazard (e.g. by guarding)
- Issue personal protective equipment.

# EVENT RISK ASSESSMENT FORM GUIDANCE NOTES

## GUIDANCE FOR FILLING IN THE EVENTS RISK ASSESSMENT FORM

**Event Risk Assessment:** This is a means to identify and record the potential hazards associated with an event and identify measures to minimise any risk.

**Name of Event:** Place the name of your event here

**Location of event:** Enter location here

**Date(s) of event:** Enter date(s) of event here

**Date of assessment:** Enter date here

**Assessment review date:** The assessment review date should be when all target dates for additional measures have expired or a maximum of one year from date of this assessment.

**Hazard:** A hazard is something with the potential to cause harm.

**Potential hazard:** Enter potential hazard for example 'Tripping over cables'. A specific 'COSHH Assessment' will be a legal requirement for some potentially hazardous chemical products.

**Initial risk reduction control measures identified:** Enter details for example 'Cables will be routed overhead'

**Risk:** The likelihood of harm occurring.

**Risk Group(s):** Enter the appropriate initial from list below. For example for our 'Tripping over cables' hazard you may enter categories 'P,P(C),VW and C'. For groups E(P/NM), E(YP) and (WE) a separate specific risk assessment is a legal requirement.

<b>E</b>	Employee
<b>E(P/NM)</b>	Employee (Pregnant/Nursing Mother)
<b>E(YP)</b>	Employee (Young Person)
<b>WE</b>	Work Experience
<b>V</b>	Visitors
<b>C</b>	Contractor
<b>P</b>	Public
<b>P(C)</b>	Public (Children)
<b>VW</b>	Volunteer Worker

**Severity:**

<b>10</b>	Death
<b>8</b>	Major injury/Disabling illness/Damage
<b>6</b>	Lost time injury or illness/Repairable damage
<b>4</b>	Minor injury/illness/damage
<b>2</b>	Delay only

**Likelihood:**

<b>10</b>	Certain or imminent
<b>8</b>	Very likely
<b>6</b>	Likely
<b>4</b>	Possible
<b>2</b>	Unlikely
<b>1</b>	Extremely remote

**Current Risk Rating:**

<b>T</b>	Trivial Risk
<b>C</b>	Risk controlled to 'Best Practice' standards
<b>S</b>	Significant risk remains
<b>U</b>	Unacceptable risk remains

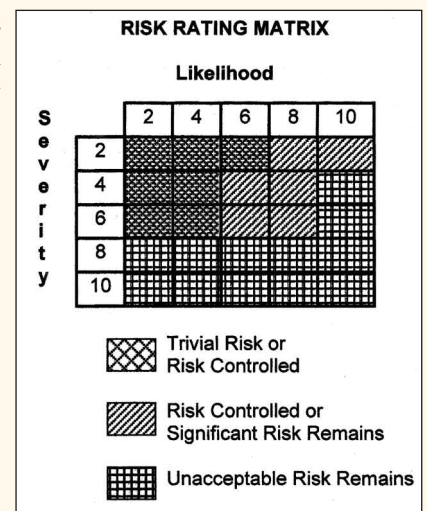
**Additional risk reduction control measure required:** A high Risk Assessment Rating, Severity or Likelihood figure should result in the identification of additional risk reduction measures (matrix table is a useful guide). For example for our 'Tripping over cables' you could enter 'None necessary if cables are run overhead' but if additional measures are required you should list them and provide a target date for each additional measure eg. before work commences or by a specific date.

**Person to implement measures:** Example 'Chief Steward'

**Residual Risk Rating:** Risk rating T, C, S or U after the additional measures have been implemented.

**Additional notes:**

1. A specific "Manual Handling" risk assessment will be a legal requirement for some activities.
2. An additional "Fire Risk Assessment" will be a legal requirement for most premises.
3. Assessor(s) must be capable of defending all "acceptable residual risk" e.g. the costs involved in taking additional risk reduction measures outweigh the benefits they would provide to prevent harm.
4. If you rely upon "information; instruction; training; supervision or professional competence" as a risk control measure you must ensure it exists.



# EVENT RISK ASSESSMENT FORM

- Health & Safety Law References**
- Management of Health and Safety at Work Regulations 1999
  - Fire Precautions (Work place) Regulations 1999
  - Control of Substances Hazardous to Health Regulations 1999 (COSHH)
  - Manual Handling Operations Regulations 1992

Name of Event:		Risk assessment reference number:									
Location of Event:		Sheet		of:							
Date(s) of Event:		Date of assessment:		Assessment review date:							
Potential Hazard	Initial Risk Reduction Control Measures Identified	Risk Group(s)	Initial Analysis of Foreseeable Risk			Additional Risk Reduction Control Measures Required	Person to Implement Measures	Residual Risk Rating			
			Severity	Likelihood	Severity x Likelihood				Current Risk Rating		
Example: Tripping over cables	Cables will be routed overhead	P, P(C) VW C	6	1	6	T	None necessary if cables run overhead.	Chief Steward	T		
Assessors Remarks:											
Signed: Assessor Date:											

# PARKS AND OPEN SPACES

## CONDITIONS OF HIRE

These conditions of hire should be read prior to completion and submission of the hire application form and a copy retained by the hirer. A signed application form signifies that the hirer has read and understood the conditions of hire.

The Parks and open spaces available to hire are owned/managed by Dover District Council (herein after referred to as the Council) and parks and open spaces are referred to throughout these conditions as the Park. Where these conditions refer to the Officer, this refers to the representative of the Council, who is appointed to act on behalf of the Council.

### 1) Applications

All applications for hire must be made in writing on the official application form. The person making the application will be deemed to be the responsible Hirer save that, where an organisation is named, that organisation also shall be considered the Hirer and shall be jointly and severally liable with the person who signs the form. The application only becomes a booking when it is confirmed in writing by the Officer and the Council reserves the right to refuse any booking at its discretion.

### 2) Cancellations

(a) By the Hirer - In the case of a cancellation of a booking, the Hirer shall inform the Council at the earliest opportunity to enable the Park to be hired by another party. Cancellation must be made in writing.

(b) By the Council - The Council reserves the right at any time to close or prohibit the use of the Park at its discretion. The Council will not be liable for any loss or expenditure incurred by or on behalf of the Hirer or by or on behalf of any other person arising from the exercise of this discretion or from the cancellation of any booking by the Council. The Council will refund such fees paid as it considers reasonable in the circumstances.

The Council has the right to cancel the contract and to recover from the Hirer the amount of any loss resulting from such cancellation, if the Hirer shall have offered or given or agreed to give to any person any gift or consideration of any kind or committed any offense under the prevention of Corruption Acts 1889 or 1916, or Section 117 (2) of the Local Government Act 1972.

### 3) Charges

If the booking is accepted, confirmation will be by signed agreement as shown on the Hire Application Form. The Council reserves the right to require a deposit in respect of any proposed hiring or event. Full details of charges are attached.

### 4) Indemnity Against Claims and Insurance

(a) The use of the Park or any part thereof is entirely at the risk of the Hirer who shall be liable for any claim in respect of:-

- (i) personal injury or death arising out of the booking except to the extent that the same is due to any act or neglect of the Council or any person for whom the Council is responsible;
- (ii) loss of or damage to property whether real or personal and whether belonging to the Council or otherwise.

(b) The Hirer shall indemnify the Council against and from all costs, claims, loss, expenses, demands, charges or liability howsoever arising from the liability of the Hirer in 4(a) above.

(c) The Hirer shall adequately insure with an Insurance Company against any or all of the foregoing risks and shall produce evidence of such insurance. A public liability indemnity of £5,000,000 will be required before the hiring can be confirmed.

### 5) Mechanical Rides

The hirer shall not permit any mechanical contrivance or apparatus to enter upon or be operated unless:

- (i) the hirer has produced a valid certificate granted by a competent engineer in the preceding 12 months showing that the equipment or apparatus has been inspected and found to be in a safe and satisfactory condition such as not to present any hazard or danger to users thereof or members of the public;
- (ii) there is in force in respect of mechanical contrivance or apparatus a valid policy of insurance providing third party liability cover in the sum of £5million and evidence of this insurance in the form of a certificate or cover note should be produced to the Council at least 7 days prior to entry to the site;
- (iii) a log book for each mechanical contrivance or apparatus is available for inspection on demand.

### 6) Maximum Numbers to be Admitted

The maximum number of persons to be admitted to the Park or the part thereof being hired during the period of the hiring is not to exceed the recommendations of the Councils Safety and Emergency Planning Officer or the emergency services.

### 7) Damage

Nothing shall be driven into or fixed or fastened to any part of the Park or its furniture or fittings or equipment unless agreed by the Council in advance and the Hirer shall take every precaution to avoid damage to the same. The Hirer shall pay the Council on demand the cost of repairing or making good any damage to the Park of any part thereof (fair wear and tear excepted) arising out of or incidental to the hiring or for the loss of any equipment included in the hiring. Any HEAVY EQUIPMENT to be used within the Park must be identified on the application. No other heavy equipment may be used.

The hirer shall ensure that any vehicle, generator or ride specially permitted on the area must have satisfactory measures in place to contain discharge fuel or grease.

### 8) Animals

Animals will not be admitted to the Park (except guide dogs), unless specifically approved by the Officer.

The hirer shall not permit or suffer any live fish, animal or bird to be offered or given as a prize in any raffle or competition, whether of skill or otherwise

### **9) User Not Transferable**

The right to use the facilities or equipment hired is not transferable and the accommodation or facilities hired shall not be used for any purpose other than that specified on the application form.

### **10) Supervision**

No hiring may start until the Hirer or a responsible person within the organisation is in attendance.

The Hirer is responsible for:-

- (a) The administration, organisation, control and running of the particular event.
- (b) Leaving all premises, including outside facilities, in a clean and tidy condition to the satisfaction of the Officer.
- (c) Having appropriate and sufficient officials to fulfil these conditions, and control those persons attending.

### **11) Access by Officer**

During the hiring the Officer, other authorised staff, police and fire brigade officers shall at all times have free ingress to and egress from all parts of the Park and instructions must be given by the Hirer for their admission. The Hirer, his servants and agents shall during the hiring and during such other times as they or any of them shall be in the Park comply with all reasonable requirements of the Officer.

### **12) Admission**

The Council reserves the right at its absolute discretion to refuse admission to or evict any person from the Park.

### **13) Collections and Lotteries**

No collection, game of chance, sweepstake, sale of programme, raffle or lottery may be conducted without the prior consent of the Officer.

### **14) First Aid**

The Hirer may wish to make contact with the British Red Cross or St Johns Ambulance Brigade regarding the provision of first aid cover for the hiring/event. If an accident occurs during the event, the Hirer must report this to the Council at the earliest opportunity.

### **15) Catering**

No intoxicating liquor shall be taken into the Park by the Hirer or anyone on behalf of the Hirer or by any other person attending any event unless previously agreed in writing by the Head of Property and Procurement. BBQ's are to be held in designated areas only.

### **16) Equipment**

Additional equipment which is required will be by negotiation between the Officer and the Hirer and may be liable to charge and deposit.

### **17) Services**

The hirer shall not connect to any electricity, water or gas supply on Council property without the written consent of the Council.

### **18) Display of Posters and Advertising**

No flags, emblems, decorations, posters or advertisements shall be displayed inside or outside the Park without the previous consent of the Officer.

### **19) Flyposting**

(The display of advertisements in contravention of the advertisement control regulations).

Flyposting is an offense incurring liability to a fine. Any Hirer wishing to display posters must first consult the District Planning Officer to find out whether consent is required.

The Hirer is solely responsible for obtaining any necessary consents. Where the Hirer wishes to display or attach notices on any Highway or Highway fixtures (signposts, lamp standards etc) he must first obtain the consent of the Highways Officers at Kent County Council

Any event advertised by flyposting whether within the District of Dover or otherwise is liable to immediate cancellation, loss of deposit and prosecution of the Hirer.

### **20) Litter**

The hirer is responsible for the removal of all litter from the Park and the site.

### **21) Obligation**

The Hirer will abide by the Conditions set out above wherever relevant and will be responsible to the Officer for the behaviour and control of any users or spectators. Specific Conditions in addition to those above may be introduced depending upon the type of event proposed to be held.

Any damage to property belonging to the Council used during or in connection with the hiring, including building, fixtures and fittings, equipment and the ground, occurring during the period of the hire as specified in the Booking Application Form (or any extension thereof) will be attributed to the Hirer howsoever such damage may be caused or arise, fair wear and tear excepted.

### **22) Public Nuisance**

Noise from regulated entertainment should be controlled at all times such that no nuisance is caused to any property in the vicinity.

## CHECKLIST

Please tick to indicate that you have enclosed the appropriate information with your application form.

\*Insurance Certificate

\*Risk Assessment

Deposit

\*Site Plan

Fee

\*Steward Brief

Signed Conditions

\*Traders details  
(including Public  
Liability Insurance  
and Food Hygeine  
Certificate)

**\*Details must be received at least 8 weeks in advance if you require a road closure.**

### DECLARATION

Relevant information will be stored on computer by both Dover District Council and Kent Police, in accordance with the Data Protection Act 1985.

If you have any objection to personal details (ie, names, addresses, email and telephone/fax numbers) being included. Please tick this box

**The information given on this form is to the best of my knowledge true and accurate.**

Signed:

Date:

**Please send this completed form to: EVENTS COORDINATOR, PROPERTY SERVICES,  
DOVER DISTRICT COUNCIL, WHITE CLIFFS BUSINESS PARK, DOVER, CT16 3PJ.  
TELEPHONE: 01304 872458**

***Please note that filling in this form does not mean that this event has been approved by the local authority or the emergency services. As the plans for your event develop in the coming months we may need to check with you that the information we have about your event is up-to-date. Please do not wait for us to contact you.***

### FOR OFFICE USE ONLY Confirmation of booking

Application received by		Date
Deposit of £	Received <input type="checkbox"/>	Date
Fee of £	Received <input type="checkbox"/>	Date
Insurance Certificate	Received <input type="checkbox"/>	Date
Signed Conditions of Hire	Received <input type="checkbox"/>	Date
Deposit cheque requisitioned		Date
Deposit cheque returned		Date
Event confirmed		Date