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| **EVENT APPLICATION FORM** |

This document is designed to assist you in the process of organising a safe, enjoyable and successful event, further Information and advice on running an event can be found at: <http://www.hse.gov.uk/event-safety/running.htm>

Please complete the application form in full and return to [events@sunderland.gov.uk](mailto:events@sunderland.gov.uk) with all supporting documentation.

**Submission deadlines:**

When submitting your event application form you should consider if additional licences are required e.g road closure or temporary event notices (TEN). The more notice you give the better.

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| Below 499 people | Three months prior to event |
| 500 – 2999 people | Five months prior to event |
| 3000 + people | Six months prior to event |

**Useful links:**

[**Temporary event notice - Sunderland City Council**](https://www.sunderland.gov.uk/temporary-event-notice)

[**Temporary road closures - Sunderland City Council**](https://www.sunderland.gov.uk/article/14882/Temporary-road-closures)

Upon receipt of your application, we will review the information provided and provisionally hold the dates, subject to availability.

An Event Management Plan and all relevant supporting documentation will be required prior to the event and you may be invited to attend a Safety Advisory Meeting (SAG) to answer any further questions.

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| Date of Enquiry |  |
| Date of event |  |
| Event title |  |
| Proposed location for the event |  |

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| Event organiser |  |
| Type of organisation (i.e. Ltd, plc, not for profit, charity, CIC etc) | Company number: |
| Address |  |
| Postcode |  |
| Telephone number |  |
| Email address |  |

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| Description of event  *E.g. music festival, fun-run, fete etc.* |  |
| Activation of event | ☐ Live pop/rock music  ☐ Live classical music  ☐ Pre-recorded amplified music  ☐ Theatre performance  ***NB: If music is part of your event a music licence may be needed, and you must submit your application at least 10 weeks before your proposed event date. More information can be found:*** [***Temporary event notice - Sunderland City Council***](https://www.sunderland.gov.uk/temporary-event-notice)  ☐ Agricultural /country show  ☐ Animals  ☐ Sports activity/demonstration  ☐ Fun-run/sponsored walk  ☐ Bonfire/fireworks  ☐ Fairground/circus  ☐ Drones/parachutes/kites  ☐ Market stalls/craft fair  ☐ Boxing / wrestling  ☐ Charitable donations  ☐ Food stalls/concessions  ***(4\* food hygiene certificate & name of registered authority required)***  ☐ Temporary structures:  ☐ Marquee/Tents  ☐ Stage  ☐ Stalls/Gazebo  ☐ Inflatables/Bouncy Castles  ☐ Other (Please state) |
| Estimated number attending | ☐ 0 > 499  ☐ 500 > 999  ☐ 1,000 > 2,999  ☐ 3,000 > 5,000  ☐ 5,001 + |
| Time/Date site required |  |
| Event start date and time |  |
| Event finish date and time |  |
| Date and time site vacated |  |

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| Is event free to the public? | ☐ Yes ☐ No |
| If no what is the admission price | £ |
| Will the event be ticketed | ☐ Yes ☐ No |
| Will alcohol be available at the event? | ☐ Yes ☐ No  ***NB: A licence may be required, and you must submit your application at least 10 weeks before your proposed event date. More information can be found:*** [***Temporary event notice - Sunderland City Council***](https://www.sunderland.gov.uk/temporary-event-notice) |
| Will a road closure be required | ☐ Yes ☐ No  ***NB: If a road closure is needed you must submit your application at least 8 weeks before your proposed event date and apply for a temporary road closure.More information can be found:*** [**Temporary road closures - Sunderland City Council**](https://www.sunderland.gov.uk/article/14882/Temporary-road-closures) |
| Do you have Public Liability Insurance in place? If so, please attach the policy document to this application. | ☐ Yes  ☐ £5million  ☐ £10million  ☐ £20million  ☐ No |
| Has this event been held previously? | ☐ Yes ☐ No |
| If yes, how many people attended? |  |
| Can you provide references from previous events you have worked on? | ☐ Yes ☐ No  ***Attach references, if available*** |
| Do you anticipate that this event will be: | ☐ one-time event  ☐ held regularly  ☐ weekly  ☐ monthly  ☐ annually/yearly  ☐ other please specify: |
| Sustainability | Please find details of Sunderland City Council’s Low Carbon pledge: [Low Carbon - Sunderland City Council](https://www.sunderland.gov.uk/lowcarbon)  Please provide details of any credentials or processes that you pledge. |

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| **OFFICIAL USE ONLY** |
| ☐ Regulatory Services Sunderland City Council and Public Protection Agencies  ☐ Licensing notified  ☐ Environmental Health notified (e.g. Noise & Food Safety)  ☐ Noise Team notified  ☐ H&S notified  ☐ Property Services notified  ☐ Highways notified  ☐ FRU notified  ☐ TWFS notified  ☐ NERAMS notified  ☐ ☐ Public Liability Insurance |