

Event Notification Form

This form will be circulated to members of the Welwyn Hatfield Safety Advisory Team (SAT) for the purpose of notifying key agencies that an event is taking place. It will enable key agencies to provide advice and guidance on specific aspects of your event (road closures, licensing requirements etc) helping to inform safe planning and delivery of your event; minimising the risk to public safety.

Name of Event	
Description of Event Activity	
Location of Event	

Do you have permission for use of the land? Yes No
(please provide proof in writing from the landowner)

Date(s) of Event	
Start/Finish Times	
Approx. # of attendees	
Target Audience	[i.e. Families, Over 18s]

Event Organiser's Details

Name	
Address	
Phone Number	
Email Address	

Has this event ever been run before?	Yes	No
<i>If yes, please give date of the last event</i>		
Do you intend to sell alcohol at your event?	Yes	No
Will there be food supplied/sold at your event?	Yes	No
Have you arranged first aid provision for your event?		
<i>If yes, please state the name of the first aid provider</i>		
Do you intend to publicly advertise your event?	Yes	No
Is any part of the event to be held on a Public Highway?	Yes	No
Are animals to be displayed or exhibited at the event?	Yes	No
<i>If yes, please give examples of what kind</i>		
Do you intend to supply water at your event?	Yes	No
	<i>Is this supply:</i>	<i>public or private</i>
Do you have a water safety management plan?	Yes	No

Day to Day contact person (if different from Event Organiser):

Name
Address
Phone Number
Email Address

Data Protection

The information collected on this form is necessary to process your Event Notification and will not be used for any other purposes. By submitting your notification you are consenting to your data being shared with other agencies.

Completed forms should be returned to:
**Safety Advisory Team (Licensing Department), Welwyn Hatfield Borough Council, The Campus,
 Welwyn Garden City, Hertfordshire, AL8 6AE**

Or emailed to:
safetyadvisoryteam@welhat.gov.uk