

EVENT SUBMISSION – FORM

PART 1A

Name of enquirer	
Organisation / Group	
Postal address	
Postcode	
Contact telephone number(s)	
Email address/ website address if relevant	

PART 1B

Name of event	
Date(s) of event	
Time(s) of event	
Set up / clear up time and nature of the work	
Duration of event	
Nature of event & event description and any previous experience of running such an event	
Location of event	
Who owns the land	
Has permission been sought from the landowner	
Target audience (demographic – age, etc)	
Target attendance figure (anticipated attendees)	

PART 2

Will you be selling alcohol?

- NO
- YES

If you've marked 'yes' then please be aware that you may need to make a licensing application for which there is an associated fee.

Will there be commercial traders?

- NO
- YES

If you've marked 'yes' then please be aware that you may need to make a licensing application for which there is an associated fee.

Will you be making an charitable collections?

- NO
- YES

If you've marked 'yes' then please be aware that you may need to make a licensing application.

Will you be displaying any banners?

- NO
- YES

If you've marked 'yes' then please be aware that you will require permission from the Council.

Will there be any entertainment? (please give details)

Will you be selling food? (please give details)

Will you be erecting a structure (temporary or permanent)?

Will you be making any traffic management proposals?

Do you have public liability insurance?

- NO
- YES

If you've marked 'yes' then please state how much below
£