

# Cornwall Council Event Notification Form

## For Events Requiring a Road Closure



Our Event Notification Form is designed to support organisers to run events safely, ensure that all of the necessary permissions/ licences are in place and that they comply with the relevant legislation through one single point of contact. It will prompt you to consider the key areas involved in running your event.

Many of the questions require yes/no answers, please delete as required. If you answer 'Yes' to some of the questions, additional links are provided to the relevant Council website which will help you establish whether you need to provide additional information.

**Timescales:** Please note if you require permission to use council land (incl. Public Open Spaces, Beaches, Harbours and Car Parks) and/or a Road Closure for the event you will need to provide a minimum of **12 weeks notice** in order for applications to be processed and permissions to be issued in time for the event. **Applications for Road Closures will NOT be processed with less than 6 weeks' notice.**

1. Event Organisers Details		
<b>Event Name</b>		
<b>Organisation applying and charity number if applicable</b>		
<b>Name of event organiser</b> (person or people responsible for health and safety, noise control and overall running of the event on the day)		
<b>Address for correspondence</b>		
<b>Contact number prior to event</b>		
<b>Contact number during the event</b>		
<b>Email address</b>		
2. Event timings	Start	Finish
<b>Date of event</b>		
<b>Times of the event</b>		
<b>Times of road closure</b>		
<b>Do you need additional access to the site for set up and take down of your event?</b> If <b>Yes</b> , please provide details		Yes <input type="checkbox"/> No <input type="checkbox"/>

### 3. Location of Event

<b>Address</b>	
<b>Postcode</b>	

### 4. Council Property including Public Open Spaces, Car Parks, Harbours and Beaches

<b>Will the event affect the use of or be held on Cornwall Council property?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure <input type="checkbox"/>
If <b>Yes</b> or <b>Unsure</b> please provide details	
If <b>No</b> please identify owners	
<p><b>Please Note:</b> For use of council land you will need to supply a risk assessment and confirmation of public liability insurance (Min of £5 million) together with this Event Notification Form.</p> <p><b>Please Note:</b> Please make it clear if the car park use that you require is the actual car park land for hosting your event, or only for associated parking to another site</p>	

### 5. Description

<b>Please give a short description of what the event is about</b>	
<p>a) What happens?  b) How can visitors take part (activities/side shows)?  c) Please tell us about any concessions that you have hired in for your event and provide a location plan detailing where they are going.</p>	
<p><b>Please Note:</b> please ensure that you advise the Event Planning Team if you make <b>any alterations or additions</b> to your event once you have submitted your Event Notification Form.</p>	
<b>Is your event part of a wider festival or are there other events being held or marketed in association with it?</b> If <b>Yes</b> please provide details	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Is your event held annually?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>How many people (participants &amp; spectators) do you expect on site at any one time?</b>	

6. Activities			
	Details	Please Tick	Office Use
<b>Event venue</b>	Indoor		
	Arena or stadium		
	Outdoor, with defined boundaries		
	Outdoor, widespread or street		
<b>Expected numbers per day</b>	Less than 500		
	501 - 2,000		
	2,001 - 5,000		
	More than 5,000		
<b>Audience accommodation</b>	All seated		
	Mixed (at least 50% seated)		
	Standing or Active		
<b>Audience age and profile</b>	Families		
	All ages, not in family groups		
	Mainly adults		
	Mainly young people/ adults (16-30 years)		
	Mainly elderly		
<b>Additional Factors</b> (tick all that apply)	Parade/Carnivals (Vehicular)		
	Onsite catering (Mobile/ BBQ)		
	Traffic movement in crowd area		
	Temporary structures (Inc. marquees)		
	Overnight camping		
	Livestock		
	Marine/waterway event in/adjacent to water		
	Pop, rock or dance event		
	Using Public Highways and Footpaths		
	Hours of Darkness		
	Inflatables/ Bouncy castle/ Sideshow		
	Funfair rides		
	Fireworks and/ or bonfire and/or Pyrotechnics		
	New Event running for the first time		
	Aviation sport and display		
Alcohol available			
Motor Sport/ Stunt Shows/ Extreme Sports			
<b>Distance from major A&amp;E facility</b> (Truro or Plymouth)	Over 10 miles		
<b>Distance from Fire &amp; Rescue Service</b> (travel times)	Response time over 10mins		
<b>TOTAL</b>			

## 7. Licensed Premises

Are you holding your event in licensed premises

Yes  No

## 8. Licensable Activities

The following activities may require authorisation from the Council's Licensing Service. Please indicate whether your planned event will include any of the following activities. If you answer 'yes', please provide further details in the 'Planned Activities' box below.

Plays or Films	Yes <input type="checkbox"/> No <input type="checkbox"/>
Indoor Sporting Event	Yes <input type="checkbox"/> No <input type="checkbox"/>
Boxing or Wrestling	Yes <input type="checkbox"/> No <input type="checkbox"/>
Live / Recorded Music	Yes <input type="checkbox"/> No <input type="checkbox"/>
Performance of Dance	Yes <input type="checkbox"/> No <input type="checkbox"/>
Sale / Supply of alcohol	Yes <input type="checkbox"/> No <input type="checkbox"/>
Provision of late night refreshment (hot food/drink between 11pm-5am)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Street Trading Stalls	Yes <input type="checkbox"/> No <input type="checkbox"/>
Charitable Collections	Yes <input type="checkbox"/> No <input type="checkbox"/>
Gambling (e.g. casino, betting, bingo, poker, lottery)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Adult Entertainment (e.g. lap-dancing, nudity)	Yes <input type="checkbox"/> No <input type="checkbox"/>

Planned Activities:

**Please Note:** if you have indicated that you are planning any of the above activities then you may need to apply for an additional permit from the Licensing Service. For more information see <http://www.cornwall.gov.uk/advice-and-benefits/licences-and-street-trading/>

## 9. Waste

How will the litter and waste produced at the event be managed?

What toilet facilities will be provided?

**Please Note:** Organisers have a statutory duty to ensure adequate arrangements are provided to collect and dispose of any waste arising from their event and this must not rely on any normally provided waste management services unless by prior arrangement.

If your event is taking place on Cornwall Council land you may be required to provide the following before permission for use of land can be confirmed;

- A copy of your Waste Carriers Licence, Evidence of Commercial Contract, Waste Transfer Notes

10. Medical Provision			
<b>Organisation providing cover</b>			
<b>Contact name</b>			
<b>Contact telephone number during event</b>			
<b>Email address</b>			
<b>No. of paramedics/doctors attending</b>		<b>No. of first aiders attending</b>	
<b>No. of ambulances attending</b>		<b>No. of Lifeguards attending</b>	

11. Catering	
<b>Are you having any catering at your event?</b> If <b>Yes</b> , please list the organisations providing catering at your event	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>If needed please provide information on an additional sheet or covering email</p> <p>You may wish to check your catering providers <a href="#">Food Standards Agency National Food Hygiene Score</a></p>	

12. Water Supply	
<b>Type of water supply</b>	Mains <input type="checkbox"/> Private <input type="checkbox"/> Water Bottles <input type="checkbox"/>
<p>Please provide a brief description of the water supply (this should include a Water Safety Plan with meter info, supply points, sampling program and map of the pipework layout).</p> <p>(if needed please provide information on an additional sheet or covering email)</p>	

13. Event Type	
Commercial event	Yes <input type="checkbox"/> No <input type="checkbox"/>
Not for profit event	Yes <input type="checkbox"/> No <input type="checkbox"/>
Registered charity event	Yes <input type="checkbox"/> No <input type="checkbox"/>
Unregistered charity event	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will all income raised go to the charity concerned?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
<p><b>Please Note:</b> If you plan to raise money for charity at your event you may need to apply for a street collection permit. To access the form click on the following underlined link <a href="#">Street Collection Form</a></p>	

## 14. Fire Safety

### Have you considered the following as part of your event planning?

Fire Warning	Yes <input type="checkbox"/> No <input type="checkbox"/>
Means of escape	Yes <input type="checkbox"/> No <input type="checkbox"/>
Fire Marshalls	Yes <input type="checkbox"/> No <input type="checkbox"/>
Firefighting Equipment	Yes <input type="checkbox"/> No <input type="checkbox"/>
Access for Fire Appliances	Yes <input type="checkbox"/> No <input type="checkbox"/>
Arson	Yes <input type="checkbox"/> No <input type="checkbox"/>
Assembly Points – for more information see <a href="http://www.cornwall.gov.uk/firesafetyguides">www.cornwall.gov.uk/firesafetyguides</a>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Is the event being held in licensed premises?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Have you calculated your maximum occupancy? If <b>yes</b> , ensure this is used in the event planning If <b>no</b> , calculate the maximum occupancy using the step by step guide found at <a href="http://www.cornwall.gov.uk/fireoccupancy">www.cornwall.gov.uk/fireoccupancy</a>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

**Please Note:** If you have 5 or more employees for your event or have a licence in force a written Fire Risk assessment is required. Further guidance can be found at [www.cornwall.gov.uk/firerisktemplate](http://www.cornwall.gov.uk/firerisktemplate)

## 15. Firework Displays & Bonfires (please skip if not applicable)

<b>Times of Firework Display</b> (Please inform Fire Control on 01209 722860)	to
<b>Estimated Bonfire Duration</b>	to
<b>Location of Fireworks</b> (if different to above event location)	
<b>Name &amp; contact details of company running the display</b> or <b>Person(s) firing &amp; running the display and appropriate training/ experience</b>	
<b>Source of Fireworks</b>	
<b>Delivery Date</b>	
<b>Where are the fireworks stored prior to set up</b>	

**Please Note:** The above information should be readily available as it will help you ensure your display is run safely. The following guidance sets out the minimum standards expected from firework operators, clearly taking into account the size and location of the display.

- Organising firework displays - <http://www.hse.gov.uk/explosives/fireworks/using.htm>
- Fire Safety – [www.cornwall.gov.uk/fireworks](http://www.cornwall.gov.uk/fireworks)
- A guide to safety for firework display organisers and operators - <http://www.hse.gov.uk/pubns/priced/hsg123.pdf>

<b>16. Traffic Management</b> <ul style="list-style-type: none"> <li>○ A minimum of <b>12 weeks</b> notice is required for a Road Closure Application.</li> <li>○ Applications will <b>NOT</b> be processed with less that 6 weeks notice.</li> <li>○ Failure to complete <b>ALL</b> sections fully will result in the application being returned to you resulting in a potential delay in processing your Order.</li> </ul>	
<b>Have you considered traffic, transport or parking plans for your event?</b>  <b>Please Note:</b> For larger events you will be expected to supply a Traffic Management Plan For more information see <a href="http://www.cornwall.gov.uk/eventtrafficplan">www.cornwall.gov.uk/eventtrafficplan</a>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Will your event require a road closure?</b> If <b>Yes</b> , please complete Section 16 and 17 to apply for a Road Closure	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Is the event being held on the road?</b> If <b>Yes</b> , but no Road Closure required, please provide details   For more information see <a href="http://www.cornwall.gov.uk/eventonhighway">www.cornwall.gov.uk/eventonhighway</a>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Please explain why you must use the highway and not an alternate off-highway location for your event.</b>   <b>Please Note:</b> This information may be required for the Secretary of State for Transport.	
<b>Signs can only be placed on the highway by either a Traffic Management Company or an appropriately qualified person; either a Streetworks accredited operative or someone who has attended a Traffic Management for Community Events Course.</b>  <b>Please provide the following details:</b>  Name of accredited person: Traffic Management Certificate Card Number/ Streetworks card number: Or Traffic Management Company Name:  <b>Please Note:</b> For details of Traffic Management for Events courses please contact Notterbridge Training on 01752 851373  <b>Please note:</b> Chapter 8 Advanced Warning Signs <b>MUST</b> be placed onsite 2 weeks prior to the event and contain the road closure, event name, date(s) and timings.	
<b>Will your event require closure of a Public Right of Way or Footpath</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Will your event affect public transport routes?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Bus companies must be consulted with details of your closure and diversion route.</b> Please provide details	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>Please Note:</b> You will need evidence of consultation with bus operators, provide a clear concise plan of the alternative arrangements agreed with them.	

<p><b>Do you wish to erect bunting / banners on the highway?</b> For more information see <a href="http://www.cornwall.gov.uk/bunting">www.cornwall.gov.uk/bunting</a></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><b>Please confirm access can be maintained for local residents and businesses.</b></p> <p>All Traffic (Motor Vehicles, Pedestrians, Cyclists etc) Pedestrian Access Vehicular Access No Access can be maintained</p> <p>If no access can be maintained, full consultation and notification MUST take place with the local residents and businesses prior to the event to allow them to make alternative arrangements. Please note that in some circumstances if access cannot be maintained the Highway Authority may refuse your event.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><b>I/we agree to keep clear access at all times for emergency vehicles during the closure and acknowledge that the closure will apply to all other traffic</b></p>	<p><input type="checkbox"/></p>

### 17. Road Closure Application – Road Traffic Regulation Act 1984, S.16A

List Road/ Street Names to be closed, the section to be closed and location of no waiting cones:

List Road/ Street Names to be used as part of the diversion route:

**Please note** it requires 12 weeks to process a Road Closure Application - for more information see [www.cornwall.gov.uk/eventroadclosure](http://www.cornwall.gov.uk/eventroadclosure)

### Costs

#### Community Event

Event/ activity	Road Closure
Small Event (Less than 5000 people)	£48 <input type="checkbox"/>
Large Event (more than 5000 people)	£109 <input type="checkbox"/>
Events of National Significance	No Charge



**Commercial Event**

<b>Event/ activity</b>	<b>Road Closure</b>
Small Event (Less than 5000 people)	At cost* <input type="checkbox"/>
Large Event (more than 5000 people)	At cost* <input type="checkbox"/>

\*Please contact **Streetworks** on **0300 1234 222** for details of charges for commercial events

**Payment**

<b>Cheque</b> *Please state cheque number	
<b>Card</b> *Please provide contact name/number so payment can be taken over the phone	

**Declaration:**

I hereby apply for a Road Closure for the event named in this application.

- I understand, as the event organiser, that I am the person responsible for the event. Therefore I will ensure that appropriate risk assessments will be conducted to identify necessary measures that need to be in place to prevent or reduce the risk of something occurring during the event.
- I confirm that I will ensure in any case that there is appropriate signage, traffic management and planning and sufficient Public Liability Insurance in place which must be for a minimum cover of £5,000,000.
- I understand that in the event that litter/rubbish remains in the area as a result of the event that there will be a charge imposed on the event organiser should the Council have to remove it.
- I understand, as the organiser, that I am responsible for ensuring that site notices issued are displayed to the general public prior to the event. I also understand that these will contain my contact details to address any queries should they arise.
- I understand that access for emergency vehicles must be maintained at all times.
- I understand that all barriers, signs and cones will be promptly removed following the event.

Having read the declaration please sign and date below:

<b>Print Name:</b>	<b>Signature:</b>	<b>Date:</b>
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<b>18. Checklist – have you attached:</b>	
Proof of Public Liability Insurance (Min of £5 million)**	Yes <input type="checkbox"/> No <input type="checkbox"/>
Risk Assessments **	Yes <input type="checkbox"/> No <input type="checkbox"/>
Fire Risk Assessment	Yes <input type="checkbox"/> No <input type="checkbox"/>
Event Safety Plan / Event Management Plan - <a href="#">event management plan</a> .	Yes <input type="checkbox"/> No <input type="checkbox"/>
Waste Carriers Licence/ Waste Transfer Notes & Evidence of Commercial Contract	Yes <input type="checkbox"/> No <input type="checkbox"/>
Traffic Management Plan**	Yes <input type="checkbox"/> No <input type="checkbox"/>
Plan/ Map (Route showing roads to be closed and proposed diversion)**	Yes <input type="checkbox"/> No <input type="checkbox"/>
Evidence of consultation with public transport operators **	Yes <input type="checkbox"/> No <input type="checkbox"/>
Details of person placing signs on the highway (Must be chapter 8 Streetworks accredited or has attended 'Traffic Management at Community Events' Training)**	Yes <input type="checkbox"/> No <input type="checkbox"/>
Declaration has been signed and dated**	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p><b>Please Note:</b> A minimum of <b>12 weeks</b> notice is required for a Road Closure Application. <b>Applications will not be processed with less than 6 weeks notice.</b></p> <p>Items marked with <b>** must</b> be supplied together with the Event Notification/Road Closure Application in order for the application to be processed. If information remains missing or is inadequate within 4 weeks of the closure date then the application may be declined.</p>	

### **Thank you for notifying us of your event**

#### **Where to send completed forms:**

Please return your completed Event Notification Form along with supporting documents as identified above to: [eventplanning@cornwall.gov.uk](mailto:eventplanning@cornwall.gov.uk). If you are unable to send by email, please post to Event Planning, Unit 6, Threemilestone Industrial Estate, Truro TR4 9LD.

Please ensure that you advise the Event Planning Team on [eventplanning@cornwall.gov.uk](mailto:eventplanning@cornwall.gov.uk) if you make **any alterations or additions** to your event once you have submitted your Event Notification Form.

#### **What happens next?**

Once received by the Event Planning Team the information will be processed and circulated to the relevant services identified from the information provided within the form. Individual services will then directly liaise with organisers regarding any permissions, queries or additional requirements. Additionally, if you are planning a large-scale event, it is likely that your plans will also be referred to members of the Local Safety Advisory Group (LSAG) for their consideration. If this does occur you will be advised by the Event Planning Team in the first instance, the LSAG will then liaise with organisers directly.

## 19. Privacy Note

### Who will control my data?

The Data Controller for all the information you provide on this form, together with any supporting information or documents requested as part of the application process, is Cornwall Council, County Hall, Treyew Road, Truro, TR1 3AY.

### If there is something you don't understand.

Please contact the Event Planning Team on 01872 326762 or by emailing [eventplanning@cornwall.gov.uk](mailto:eventplanning@cornwall.gov.uk)

### How we will use the information about you?

The information in this form will be used for notifying Council services and relevant external agencies of your event and will remain secure. Information will be used to help plan for the event to run smoothly with the appropriate requirements in place and will not be shared with any other organisation that is not involved in the event notification process. Under Freedom of Information legislation however, the Council may get asked for copies of this event notification form which we must consider if appropriate for release. However, no personal data, including 3rd party personal data will be released without permission, or any other information that may be subject to a relevant exemption under the Freedom of information Act (FOIA) or the Environmental Information Regulations (EIRs).

We may also use your contact details to provide you with information or to ask your views on certain matters. For example: advising on changes to legislation & policy, training & seminars or seeking your views on customer satisfaction, formation and review of policy, practice and /or procedures.

### Safeguards.

Your data will be held within Cornwall Council's secure network and premises and will not be processed outside of the UK, the EEA. Access to your information will only be made to authorised members of staff who are required to process it for the purposes outlined in this privacy notice.

### How long will we keep this information for?

Your information will be kept for 6 years from the date you last accessed the service.

### What are my data rights?

Your personal information belongs to you and you have the right to:

- be informed of how we will process it
- request a copy of what we hold about you and in commonly used electronic format if you wish (if you provided this to us electronically for automated processing, we will return it in the same way)
- have it amended if it's incorrect or incomplete
- have it deleted (where we do not have a legal requirement to retain it)
- withdraw your consent if you no longer wish us to process
- restrict how we process it
- object to us using it for marketing or research purposes
- object to us using it in relation to a legal task or in the exercise of an official authority
- request that a person reviews an automated decision where it has had an adverse effect on you

**How do I exercise these rights?**

If you would like to access any of the information we hold about you or have concerns regarding the way we have processed your information, please contact: -

Data Protection Officer Assurance, Cornwall Council, County Hall  
TRURO, TR1 3AY. Tel: 01872 326424 Email: [dpo@cornwall.gov.uk](mailto:dpo@cornwall.gov.uk)

**I don't agree with something**

We would prefer any complaints to be made to us initially so that we have the opportunity to see if we can put things right. However, if you are unhappy with the way we have processed your information or how we have responded to your request to exercise any of your rights in relation to your data, you can raise your concerns directly with the Information

Commissioner's Office:

Tel No. 0303 123 1113 or <https://ico.org.uk/concerns/>

**20. Business Support**

Our [Business Regulatory Support Service](#) is your first point of contact for business support across environmental health, trading standards, fire, planning, building control and licensing.

This service offers a wide range of regulatory support and advice. Whether you are a new or established business, or looking to invest in Cornwall, we can help you with your regulation enquiries to ensure you are compliant with the law. This service aims to help you save time, money and get it right first time.

Our services include free signposting as well as business support packages (charged at cost price).

Do you wish to receive information about our regulatory support products, services & legislative updates

Yes  No

We may also use your contact details to provide you with information or to ask your views on certain matters. For example: advising on changes to legislation & policy, training & seminars or seeking your views on customer satisfaction, formation and review of policy, practice and /or procedures.

Please tick Yes or No to confirm if you are happy with this.

Yes  No

If you have ticked "Yes" to either of the above, please indicate which forms of communication you would prefer:

Post  Email  Phone

In addition, we can offer (when available) SMS/Text

By opting in you are giving consent on behalf the business (not as an individual.)

If you have ticked any of the boxes, you have the right to withdraw consent at any time. To do so please email us on [businessadvice@cornwall.gov.uk](mailto:businessadvice@cornwall.gov.uk) or call 0300 1234 212