

Events – Outdoor Event Application Form

Please note that the role of the Wymondham Town Council (WTC) is to encourage events, whilst ensuring that event organisers hold their events safely and legally. The responsibility for the management, health, safety and welfare of an event remains with the event organiser(s).

Please give a short description of what the event is about, what happens? How can visitors take part (activities/slide shows)?

Is this a free event?	YES ☐	NO ☐
If no, will you be selling tickets/programmes?	YES ☐	NO ☐
How many people do you think will be attending (including staff) at any point in time? (ie you may expect 250 at any one time but 5000 over the whole event)		
How many people do you think will be attending (including staff) throughout the event?		
Event type		
Charity event	YES ☐	NO ☐
Commercial	YES ☐	NO ☐
Community Service	YES ☐	NO ☐
Fund Raising	YES ☐	NO ☐
Non Commercial	YES ☐	NO ☐

Do you intend to use the following?		
Highway directional signs	YES ☐	NO ☐
If yes, please detail		
Site banners/posters	YES ☐	NO ☐
If yes, please detail		

Will the event involve any of the following? (if you answer yes to any question, please provide further detail at the bottom)		
Animals	YES ☐	NO ☐
Fireworks/pyrotechnics	YES ☐	NO ☐
Bonfire	YES ☐	NO ☐
BBQ	YES ☐	NO ☐
P.A. system	YES ☐	NO ☐
Vehicles	YES ☐	NO ☐
Licensable activity	YES ☐	NO ☐
Generators – DIESEL ONLY	YES ☐	NO ☐
Marquees/temporary structures	YES ☐	NO ☐
Barrier fencing	YES ☐	NO ☐
Temporary WCs	YES ☐	NO ☐
Stewarding/security	YES ☐	NO ☐
On site caterers	YES ☐	NO ☐
Medical/welfare provision	YES ☐	NO ☐
Inflatables	YES ☐	NO ☐

Lost children point (DBS check required)	YES ☐	NO ☐
Portable staging	YES ☐	NO ☐
Market stalls	YES ☐	NO ☐
Please give details where yes is ticked		

Is there anything that you feel we should know about your event that has not been covered in the above topics?

Other permissions

I have applied for or will be applying for the following (please provide licence/notice reference or copies where possible)

Premises licence	YES ☐	NO ☐
Please provide premises licence number		
Temporary Event Notice (TEN)	YES ☐	NO ☐
Please provide TEN reference		
Live Music/Entertainment	YES ☐	NO ☐
Landowner consent	YES ☐	NO ☐
Road closure	YES ☐	NO ☐

Traffic Management

Do you anticipate the need for any of the following

Road closure	YES ☐	NO ☐
On street parking restriction	YES ☐	NO ☐
Traffic Diversion	YES ☐	NO ☐
Car park closure	YES ☐	NO ☐
Landowner consent	YES ☐	NO ☐
Road closure	YES ☐	NO ☐
Times of road closure		
Please provide full details of locations, dates and times		

Waste Management *

Do you anticipate the need for

Wheelie bins – how many	YES ☐	Number	NO ☐
Portable toilets – how many	YES ☐	Number	NO ☐
I have read the Waste Management statement below	YES ☐	NO ☐	

*** Please note** that the event organiser has the statutory duty to ensure adequate arrangements are provided to collect and dispose of any waste arising from their event to ensure that the council's obligations under the Environmental Protection Act 1990 – Code of Practice on Litter and Refuse is discharged. If the event organiser fails to do this then the council reserves the right to carry out the works in default and charge the event organiser the cost incurred. You will not be permitted to use any council litter bins etc for disposal. You will also be required to ensure that the toilet facilities are adequate.

Emergency Services	
You are requested to notify the Police and other appropriate Emergency Services. Please indicate below contact made.	
Police	☐
Ambulance	☐
Medical Provider	☐
Red Cross	☐
Fire Station	☐
Other	☐

Parking & Vehicles	
Will you be requiring car parking for	
Event Staff	YES ☐ NO ☐
General Public	YES ☐ NO ☐

A fee may be chargeable in certain circumstances.

If yes please indicate the approximate number of vehicles attending the event. Indicate on your site plan (on a separate sheet), the proposed car parking area and how you intend to manage the parking of vehicles.

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I confirm that the information provided on this form is accurate, to the best of my knowledge.

Signed	
Date	

Useful Enclosures

- a) Certificate of public liability insurance
- b) Site plan showing entrances, exits, temporary structures, licensable areas, etc
- c) Programme of the event
- d) Event management plan
- e) Risk assessment