



COUNCIL OF THE ISLES OF SCILLY

Safety Advisory Group

Event Notification Form

This form should be completed by event organisers and returned to infrastructure@scilly.gov.uk or as a hard copy to the Town Hall at least 8 weeks prior to your event. You will receive confirmation within 5 working days of receipt of your form.

This form will be shared with the Safety Advisory Group; a collaborative working group consisting of multi-agency partners, providing safety advice for events organised on the Isles of Scilly. Members include; Devon and Cornwall Police, South West Ambulance Service, Isles of Scilly Fire Service, Maritime & Coastguard Agency, Council of the Isles of Scilly (Emergency Planning, Environmental Health, Licensing, Highways, Waste) and local Landowners/ Leaseholders.

1. Event Organisers Details

Event Name	
Organisation applying and charity number if applicable	
Name of event organiser (person or people responsible for health and safety, noise control and overall running of the event on the day)	
Address for correspondence	
Contact number prior to event	
Contact number during the event	
Email address	

2. Event Timings

	Start	Finish
Date of event		
Times of event		
Do you need additional access to the site for set up and take down of your event? If Yes please provide details;	Yes	No

3. Location of Event

Address	
Postcode	

4. Event Location: Public Open Space, Buildings, Harbours, Car Parks and Beaches

Will the event affect the use of or be held on Council of the Isles of Scilly property/land ?	Yes	No	Unsure
If Yes or Unsure please provide details			
If No please identify owners			

Please Note: 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.

5. Description

Please provide a short description of the event below	
Event Description	
How can visitors take part (activities)?	
Please tell us about any concessions that you have hired in for your event and provide a location plan detailing where they are going.	
Please Note: If your event is on Council property, please ensure that you advise the Council if you make any alterations or additions to your event once you have submitted your Event Notification Form.	

Is your event part of a wider festival or are there other events being held or marketed in association with it? If Yes please provide details	Yes	No
Is your event held annually?	Yes	No

6. Activities

Event Details		Please Tick	Office Use
Event venue	Indoor		
	Outdoor, with defined boundaries		
	Outdoor, widespread or street		
Expected numbers per day	Less than 500		
	501—2000		
	2001—5000		
Audience	All seated		
	Mixed (at least 50% seated)		
	Standing or active		
Additional factors (please select 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		
	Music or dance event		
	Using public highways and footpaths		
	Hours of darkness		
	Inflatables/ bouncy castle/ slideshow		
	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			

7. Event Type

Commercial event	Yes	No	
Not for profit event	Yes	No	
Registered charity event	Yes	No	
Unregistered charity event	Yes	No	
Will all income raised go to the charity concerned?	Yes	No	N/A

Please Note: If you plan to raise money for charity at your event you may need to apply for a street collection permit. Please contact the licensing department for more information Licensing@scilly.gov.uk

8. Licensed Premises

Are you holding your event in a licensed premises?	Yes	No
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9. 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.

Plays or films	Yes	No
Indoor sporting event	Yes	No
Live/recorded music	Yes	No
Performance of dance	Yes	No
Sale/supply of alcohol	Yes	No
Provision of late night refreshment (hot food/drink between 11pm-5am)	Yes	No
Street trading stalls	Yes	No
Charitable collections	Yes	No

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. Licensing@scilly.gov.uk

10. Risk Assessments

Please ensure you have completed the following risk assessments for your event

Covid-19 Risk Assessment guidance is available to download from the Safety Advisory Group webpage on the

H&S Risk Assessment (including fire safety):	Yes	No
Covid-19 Risk Assessment	Yes	No

11. Fire Safety

Have you considered the following as part of your event planning and risk assessment?			
Fire warning	Yes	No	
Means of escape	Yes	No	
Firefighting equipment	Yes	No	
Access for fire appliances	Yes	No	
Arson	Yes	No	
Assembly points	Yes	No	
Is the event being held in licensed premises?	Yes	No	N/A
Have you calculated your maximum occupancy? If yes , ensure this is used in the event planning If no, calculate the maximum occupancy using the step by step guide found at www.cornwall.gov.uk/fireoccupancy	Yes	No	N/A

12. Medical Provision

Organisation providing cover			
Contact name			
Contact telephone number during event			
Email address			
No. of paramedics/doctors attending		No. of first aiders :	
No. of ambulances attending		No. of lifeguards :	

13. Welfare & Safeguarding Plan

<p>Please outline what welfare and safeguarding plans you have in place for any children, young people or vulnerable adults at your event (if applicable) For example;</p> <ul style="list-style-type: none"> • Missing children • Minimising excessive alcohol consumption and underage drinking • Sexual exploitation (if applicable) • Promotion of national drink awareness / domestic violence campaigns (if applica- 	
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14. Catering

Are you having any catering at your event?	Yes	No
If Yes , please list the organisations providing catering at your event		
You may wish to check your catering providers Food Standards Agency National Food Hygiene Rating Score.		

15. Water Supply

Do you require a water supply	Yes	No
If you are using mains water supply, please provide a brief description of how you intend to connect to the system. Please ensure you contact the South West Water office on St Mary's and inform them of your intentions. If you are using a Private Water Supply, please contact the relevant owner of the supply for confirmation of water quality. Samples may be required in advance of the event. (If needed please provide information on an additional sheet or covering email)		

16. Waste & Recycling

How will waste and recycling produced at the event be managed?	
What toilet facilities will be provided? (if any)	
Please Note: Event organisers have a statutory duty to ensure adequate arrangements are provided to collect and dispose of any waste/recycling arising from their event.	
If your event is taking place on Council land you may be required to provide the following before permission for use of land can be confirmed;	
<ul style="list-style-type: none">Evidence of Commercial Waste Contract & their Waste Carriers Licence	

17. Highways and Traffic Management

Have you considered traffic, transport or parking plans for your event?	Yes	No
Will your event require a full or partial road closure? If Yes, please complete a Road Closure Application (infrastructure@scilly.gov.uk)	Yes	No
Is the event being held on the road? If Yes, but no road closure required, please provide details	Yes	No
Will your event require closure of a Public Right of Way or Footpath	Yes	No
Will your event affect public transport routes?	Yes	No

18. Firework Displays & Bonfires

Times of firework display (Please inform the Fire and Rescue Service)	to
Estimated bonfire duration	to
Location of fireworks (if different to above event location)	
Name & contact details of company running the display or person (s) firing & running the display and appropriate training/ experience	
Source of fireworks	
Delivery date	
Where are the fireworks stored prior to set up?	

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.

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

19. Sustainable Event Management Plan

Please Note: The Isles of Scilly is a Site of Special Scientific Interest (SSSI) and as such, event organisers must ensure the natural environment is not damaged as a result of their event taking place. Furthermore, the Isles of Scilly has declared a Climate Emergency and is working towards achieving zero carbon emissions by 2030.

Please submit a Sustainable Event Plan outlining how you will help protect our islands, reducing any negative environmental, social and economical impacts of your event. For example;

- Go digital
- Avoid single use plastics (water bottles, confetti, balloons, etc)
- Don't be wasteful—reduce waste, specifically packaging, food waste, single use items)
- Maximise reuse and recycling
- Promote walking / cycling to your event
- Reduce your energy and water consumption
- Support the local economy (stay local)
- Protect our natural resources (green spaces, coastal paths, beaches, coastal waters, wildlife)
- Shout about your events sustainability credentials to raise awareness and encourage other event organisers to do the same

20. Checklist

Proof of Public Liability Insurance (Min of £5 million) **	Yes	No
Event Risk Assessment **	Yes	No
Covid-19 Risk Assessment **	Yes	No
Road Closure Application, including route, location, maps etc (if applicable)	Yes	No
Welfare and Safeguarding Plan (if applicable)	Yes	No
Sustainable Event Management Plan (If applicable)	Yes	No
Evidence of Commercial Waste Contract & their Waste Carriers Licence	Yes	No

Please Note:

Items marked with ** **must** be supplied along with the Event Notification Form in order for Council permission to be issued.

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: infrastructure@scilly.gov.uk. If you are unable to send by email, please post to Infrastructure, Town Hall, St Marys, Isles of Scilly, TR21 0LW

Please ensure that you advise the Council if you make any alterations or additions to your event once you have submitted your Event Notification Form.

What happens next?

Once received the information provided will be processed and circulated to the relevant services. Individual services will then directly liaise with organisers regarding any permissions, queries or additional requirements. It is likely that your plans will also be referred to members of the Safety Advisory Group (SAG) for their consideration. If this does occur you will be advised by the Council in the first instance, the SAG will then liaise with organisers directly.

21. Privacy Notice

Who controls my data?

The Data Controller for all the information you provide on this form is Cornwall Council, New County Hall, Treyew Road, Truro, TR1 3AY. Our Data Protection Registration Number is Z1745294. Your data is collected by us for the purpose of carrying out public tasks in accordance with the data protection principles contained within the Data Protection Act 2018 and the General Data Protection Regulation.

If something's not clear.

If you need help in understanding or completing this form with regards to your assisted collection, please contact the Waste & recycling team on 01720 424450 or by emailing infrastructure@scilly.gov.uk.

How we use your information

The information on this form will be processed for the performance of a task carried out in the public interest or in the exercise of the official authority of the Council with a view to ensuring the safe running of events on the Isles of Scilly.

How we keep your information safe

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

Your 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 a commonly used electronic format (if you provided it to us in this 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 it, although we will no longer be able to provide the service without it
- Restrict how we process it
- Object to us using it for marketing 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 to exercise your data 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, Cornwall Council, County Hall, Truro, TR1 3AY Tel No: 01872 326424 Email: dpo@cornwall.gov.uk

If you 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 about 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 direct with the Information Commissioner's Office Tel No: 0303 123 1113 <https://ico.org.uk/make-a-complaint/>.

DECLARATION

I confirm that I have understood the information provided in the Terms and Conditions in Section C and the Privacy Notice in Section D.

Signed

Date

Please send your completed form to infrastructure@scilly.gov.uk or post it to Infrastructure Dept, Council of the Isles of Scilly, Town Hall, St Marys, Isles of Scilly, TR21 0LW