

**Event Registration Form**

Please complete this form and return it to the email/address overleaf as soon as possible.

If you need any guidance and information on how to organise an event, you can acquire a copy of the Purple Guide on the following link - [The Purple Guide](https://www.thepurpleguide.co.uk/)

You will need to provide certain other documentation including a Site/Route Plan, information on First Aid Cover and if the event is on council land, a Public Liability Insurance Certificate. You will also be asked to confirm if other event documentation is in place.

This form will determine whether the Safety Advisory Group (SAG) needs to check on the event detail and advise as it feels necessary. All information gathered from this Registration Form will be processed in accordance with the provisions contained within the UK General Data Protection Regulation and the Data Protection Act 2018 by all parties privy to the information.

**In summary:**

* The Safety Advisory Group (SAG) does not act as an additional and/or ancillary organiser for your event. Its role is limited solely for signposting event organisers to measures which they need to give due consideration to and/or put into place in order to ensure that their events proceed in a safe manner.
* As the event organiser, **YOU** are responsible for having in place the correct licences, authorisations, plans, risk assessments, and insurance cover etc. for your event.
* The SAG does not in any way operate as an unpaid and/or paid consultant to you in the organisation and/or running of your event (i.e. it does not owe you any duty of care in respect to your organisation and/or running of your event).
* If your event is to be held on authority controlled land, the highway, or requires a licence of some description, the relevant Local Authority department can assist in facilitating this request.
* It is not the responsibility of the SAG to ensure that as the organiser of an event you have put in place all necessary measures to facilitate the safe running of your event. Putting such measures in place is entirely **YOUR** responsibility.
* Should any incident occur at an event due to any organisational failures and/or implementation of your plans etc., **YOU** are ultimately responsible for any such incident and any consequences arising therefrom.

**Please tell us about your planned event by completing all of the areas below:**

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| **Event title** |  |
| **Date of event** |  |
| **Time of event** |  |
| **Duration of event** |  |
| **Name of organisation** |  |
| **Event venue address** |  |
| **Brief details of event** |  |
| **Date and time required of facilities**  | **(inclusive of set up and clear away times)** |
| **Estimated number of people attending the event including staff** |  |
| **Has this event run before and if so were there any problems?** **If yes, please provide dates of previous event(s)** |  |
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| **Name of LEAD Event Organiser** |  |
| **Address of Event Organiser including postcode**  |  |
| **Contact details of Event Organiser** | **Work Tel:** |  |
| **Home Tel:** |  |
| **Mobile:** |  |
| **Email Address:** |  |

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| **Name of one other contact** |  |
| **Address of other contact** **including postcode** |  |
| **Contact details of other contact** | **Work Tel:** |  |
| **Home Tel:** |  |
| **Mobile:** |  |
| **Email Address:** |  |

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| **Name of Safety Officer or person responsible for Health and Safety** |  |
| **Address of Safety Officer including Postcode** |  |
| **Contact Details of Safety Officer** | **24 Hour Contact Tel No:** |  |
| **Work Tel:** |  |
| **Home Tel:** |  |
| **Mobile** |  |
| **Email Address:** |  |

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| **Is the event planned to take place on NPTCBC land?**(If **yes,** please contact our **Estates Department** on 01639 686980, who will advise you regarding the licence required to host the event and whether a fee will be applicable) | **Yes** |  | **No** |  |
| **Has permission been sought from the landowner?**(please note you should not be filling in this form if you have not sought landowner permission where applicable) | **Yes** |  | **No** |  |
| **Name, telephone and/or email of landowner or landowner representative:** |  |
| **Will you ensure the area is left clean?**(If **yes,** please describe how and by whom this will be managed) | **Yes** |  | **No** |  |
| **Further Info:** |

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| **Will you require assistance from the Police?**(\*\*Please note the Police will no longer manage traffic at events or processions\*\*) | **Yes** |  | **No** |  |
| **Do you reference Police support in either your Emergency or Contingency Plans?** | **Yes** |  | **No** |  |
| **If so, have you made contact with them?**  | **Yes**  |  | **No** |  |
| **If yes, who is your point of contact? Please provide name, title, telephone number and email address** |  |
| **Please outline what assistance you require:** |
| **Will you require assistance from the Fire Service?** | **Yes** |  | **No** |  |
| **Please outline why:**  |
| **Will you require assistance from the Ambulance Service?** | **Yes** |  | **No** |  |
| **Please outline why:**  |
| **Do you have the appropriate Public Liability Insurance Cover?** | **Yes** |  | **No** |  |
| **Have you organised a first aid supervisor/treatment?**  | **Yes** |  | **No** |  |
| If **yes**, please provide details of the person(s), qualifications and copies of the certificates held. **\*\*Please note that First Aid at Work and Emergency First Aid at Work are not really appropriate qualifications for the event industry. Ideally, first aiders should have a qualification in Pre Hospital Care and the use of AED Defibrillators. FREC3 (First Response Emergency Care) and FPOS (First Person on Scene) are such examples. Organisers are advised to use** [The Purple Guide](https://www.thepurpleguide.co.uk/) **for guidance on the appropriate cover. \*\***For events of 500+ / higher risk events, you will need to provide a Medical Plan detailing the level of cover. This may be incorporated into your Event Management Plan. |
| **Do you intend to take a collection during the event?**(If **yes**, contact the **Licensing Officer** at Neath Port Talbot County Borough Council on 01639 763050) | **Yes** |  | **No** |  |
| **Further Info:**  |
| **Do you intend to charge an admission fee:**(Admission fees may only be charged for entry into a fenced area denoting a carnival/event arena, otherwise all access to the site must be open to the public at all times) | **Yes** |  | **No** |  |
| **Further Info:**  |
| **Will you be selling alcohol?** (If **yes,** contact the **Licensing Officer** on 01639 763050) | **Yes** |  | **No** |  |
| **Further Info:**  |
| **Will you be selling food?**(If **yes,** contact the **Food Safety Officer** on 01639 685678) | **Yes** |  | **No** |  |
| **Further Info:** |
| **Will persons be selling or offering for sale anything in the street? (e.g. food, toys, etc.)** (If **yes** contact the **Licensing Officer** on 01639 763050**)** | **Yes** |  | **No** |  |
| **Further Info:** |
| **Will you be providing music, dancing, films, plays, boxing, wrestling or any indoor sports?** (If **yes** to any of these, contact the **Licensing Officer** on 01639 763050) | **Yes** |  | **No** |  |
| **Further Info:** |
| **Will you be providing access to drinkable (potable) water at the event?** (If **yes**, please answer the following questions) | **Yes** |  | **No** |  |
| **Will the water be sourced from a mains water supply or a private water supply?** (Please tick applicable box) \*\* Other would be bottled, bowser, tankered water. | **Mains** | **Private** | **Other\*** |
| **If a private water supply, do you have a Private Water Supply Risk Assessment in place?** | **Yes** |  | **No /****Not Sure** |  |
| **If a mains water supply, how will the water be distributed and made available? Please tick all that apply below.** |
| **Through current water fittings and plumbing arrangements****(no modifications or additions (e.g. existing taps etc.)** | **Yes** |  | **No** |  |
| **Additions and modification of existing plumbing arrangements (running of pipework from existing taps, water storage etc.)** | **Yes** |  | **No** |  |
| **Connection being made directly to the mains water supply network (You must ensure you notify Dwr Cymru Welsh Water and seek advice/approval)** | **Yes** |  | **No** |  |
| **Will all connections and distribution be contained within one premises/parcel of land? (e.g. water will not be transferred from one premises/land to another)** | **Yes** |  | **No** |  |
| If you have any queries on the above please contact Environmental Health on ehd@npt.gov.uk or Welsh Water on:For new connections to the public supply: Phone: 0800 917 2652. Email: new.connections@dwrcymru.comFor water supplied from an existing connection: Phone: 0800 052 0130 |
| **Further Info:** If a new connection to the public water supply is needed the Water Company must be contacted **at least 12 weeks in advance of the event**. In exceptional circumstances it is possible that a new connection may take longer to arrange so organisers are advised to contact the Water Company at the earliest opportunity. The Water Company will decide on the most suitable point in their distribution system for the connection. A charge will be made for this service and the supply will be metered. For an existing connection – if the water supply for the event is to be taken from an existing connection then the relevant Water Company must have **at least 28 days’ notice. However, event organisers are again encouraged to contact them at the earliest opportunity.** This notice is required as they may need to make changes to their system to provide for an increase in water demand to ensure the local residents’ supply is not affected when the event is taking place, which organisers will find helpful.  |
| **Will there be structures** **(bouncy castles/marquees/tents/stage/temporary seating stand/barriers/screens/sound towers/lighting gantries/art installations)?****Please contact Building Control on 01639 686820 and if on council land, contact the Structural Engineer on 01639 686573.** **\*\*\*Please note that NPTCBC DO NOT INSPECT ANY INFLATABLE STRUCTURES \*\*\*** | **Yes** |  | **No** |  |
| **Type** | **Size** | **Capacity** | **Intended Use** | **Supplier/ Installer** |
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| **Further Info:** |
| **Do you intend to use roadside banners to advertise your event?** (If **yes,** you must contact the **Highways Office** on 01639 686906 to obtain an Application for Temporary Signage for a planned event) | **Yes** |  | **No** |  |
| **Further Info:** |
| **Will there be a firework display?**(Please see hse.gov.uk for guidance on firework displays) | **Yes** |  | **No** |  |
| **Further Info:** |
| **Will there be car parking issues to manage?** (If **yes,** please describe how and by whom they will be managed) | **Yes** |  | **No** |  |
| **Further Info:** |

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| **IMPORTANT ROAD CLOSURE REQUEST GUIDANCE AND INSTRUCTIONS DETAILED BELOW:** |
| **There is no defined right for the public highway to be closed for events. Therefore, if you are planning on a parade, requesting road closures, the event will take place on the highway, or have an impact on traffic flow, you should contact the Local Authority’s Traffic Management Section with a view to discussing your proposals.****A request for a road closure or rolling road closure will require a minimum of 8 weeks’ notice. The Traffic Management Section can be contacted on 01639 686013. An application for your event will be required, even if such an event has had road closures in the past.****Any request you submit to the Traffic Management Section must contain the roads to be closed, the dates and exact times of the closure, including times to set up and dismantle the event. No vehicles can legally drive within the closure whilst the Legal Order is in place.****Any request you submit to the Traffic Management Section must include written evidence of support from all the businesses, residential properties and the Local Councillors affected by the closure.****In certain circumstances, the Traffic Management Section may require you to arrange through a competent Traffic Management Contractor to provide barriers, ‘road closed’ and ‘diversion’ signage (where applicable) in accordance with Chapter 8 of the Traffic Signs Regulations and General Directions 2016. A Traffic Management Plan showing this signage and any diversion signage (if required) must be included in the documentation that you may be required to submit to the Traffic Management Section.** |
| **Will the event have an effect on the surrounding roads or impact on traffic?** Please contact Traffic Management on 01639 686013 as soon as possible to discuss. Please provide a clear and detailed plan of the route, and complete the table below (add more rows as necessary). | **Yes** |  | **No** |  |
| **Further Info:** |
| **Affected Street/s** | **Town/Area** | **Postcode** |
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| **Will there be a street parade?** (If **yes,** contact **Traffic Management** on **01639 686013** to discuss soon as possible) | **Yes** |  | **No** |  |
| **Protests and Marches:** By law you must tell the Police **in writing** 6 days before a public march if you’re the organiser.You should tell the Police the date and time of the march, the route, and the names and addresses of the organisers.The Police have the power to limit or change the route of your march and set any other condition of your march. The police can also change the location, limit how long a rally lasts, limit the amount of people who attend, and stop a sit-down protest if it blocks road traffic or public walkways.If you arrange a march at short notice, you must still tell the Police as soon as you can. |
| **Further Info:** |

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| **Will your event require road closure or rolling road closure?** (If **yes,** contact **Traffic Management** on **01639 686013** as soon as possible, as you may be required to put a Traffic Management Plan in place) | **Yes** |  | **No** |  |
| **Has permission been sought from Traffic Management for a road closure or rolling road closure for your event?** | **Yes** |  | **No** |  |
| **If yes, whom have you contacted in the Traffic Management Section?** |  |
| **Dates and times required for road closure:** |
| **\*\*\* PLEASE NOTE THAT AS A COURTESY TO NPT RESIDENTS, ALL EVENT ROAD CLOSURES WILL BE DISPLAYED ON THE COUNCIL’S ‘WHAT’S ON’ PAGE OF THE AUTHORITY’S WEBSITE. ONLY THE DATE/S, TIMES AND LOCATIONS WILL BE DISPLAYED \*\*\*** |
| **Roads to be closed** (add more rows where necessary) | **Town/Area** | **Postcode** |
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| **Name of the competent Traffic Management Contractor whowill provide ‘*Road Closed*’ and *‘Diversion’* signage.** (A **Traffic Management Plan** **must** be available if requested). |  |
| **Have you completed an Events Management Plan?** (This plan is required for events of an attendance of 500+ or higher risk events. Please refer to [The Purple Guide](https://www.thepurpleguide.co.uk/) for guidance on what you should include) | **Yes** |  | **No** |  |
| **If No, please explain why:** |
| **Any further notable details about the event you wish to provide?**  |

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| **Have you considered what Counter Terrorism Measures and Security you will have in place to protect the public/those in attendance at the event as per MARTYN’S LAW (\*\*this is only required for events of 100 or more in total attendance \*\*). Full details should be in your EMP and/or Risk Assessments. For Guida**n**ce please follow -** [**Protect UK - Publicly Accessible Locations Guidance**](https://www.protectuk.police.uk/advice-and-guidance/risk/publicly-accessible-locations-guidance) | **Yes** |  | **No** |  |

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| **Have you completed Health and Safety Risk Assessments?** For further advice, please visit the HSE website [hse.gov.uk](https://www.hse.gov.uk/) or engage a H&S consultant if you don’t already have one.If an NPTCBC organised event please contact **Health and Safety** on 01639 763950 | **Yes** |  | **No** |  |
| **If ‘No’, simply put, you will be breaking the law.** Failure to carry out adequate risk assessments will leave you liable for injury or incidents. You can expect repercussions and potentially fines from the HSE if you do not comply with Health and Safety Laws.  Risk assessments are a legal requirement for employers or self-employed people. So you must carry out a risk assessment to identify any potential hazards or risks to anyone attending or working at your event. |
| **Any further notable details about the event you wish to provide?**  |

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| **Will the event contain any other potentially hazardous activities?** | **Yes** |  | **No** |  |
| **Further Information:**  |
| **Has the event previously had difficulties dealing with SAG/Events Management?** | **Yes** |  | **No** |  |
| **Further Information:**  |

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| **Once the event registration process is complete, would you like the event to be advertised on the NPTCBC website?****(As previously stated, all event road closures will be placed on the Council’s ‘What’s On’ page of the authority’s website – no contact details will be displayed here)** | **Yes** |  | **No** |  |
| **Would you like your contact details to be included on the advertisement of your event?** | **Yes** |  | **No** |  |
| **If yes, please specify which contact details you would like to be used (e.g. name, phone number, email and website address)**  |

**The following documentation must be provided along with this form. Please tick the following:**

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| **Documents Required:** | **Enclosed** | **To Follow** |
| **Site Plan** (areas to be used and position of event attractions) |  |  |
| **Route Plan** (with affected streets **clearly** visible) |  |  |
| **Public Liability Insurance Cover Certificate (for events on Council Land ONLY).** Any event on Council Land requires a minimum cover of £5m. |  |  |
| **First Aid Information** – qualification certificates or confirmation of cover from a named provider. |  |  |
| **Medical Plan** – if applicable (for events of an attendance of 500+ or high risk events) |  |  |
| **Traffic Management Plan** (if applicable) |  |  |
| **Counter Terrorism Measures** (if applicable) |  |  |
| **Security Measures** (if applicable) |  |  |

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**Please confirm that the following documentation is in place. You may be asked to provide such documentation by a particular Service.**

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| **Documentation in Place:** | **Yes** | **No** |
| **Risk Assessments** (including Fire Risk Assessment)If you have answered ‘No’ to the above, you will be breaking the law and your event should not take place without them. Failure to carry out adequate risk assessments will leave you liable for injury or incidents. **No event on council land will be granted permission without confirmation that they are in place.** |  |  |
| **Event Management Plan** – if applicable (for events of attendance of 500+ or high risk events) |  |  |
| **Public Liability Insurance Certificate** (ensuring adequate cover for the type and scale of event is **YOUR** responsibility).  |  |  |

**NB: It is YOUR responsibility to ensure that there are adequate health and safety arrangements in place for this event, including risk assessments. Please note, that further details/evidence of statements made within this document may be requested.**

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| **Signed by applicant:** |
| **Print name:** **Date:** |

**THANK YOU - PLEASE RETURN THIS FORM TO:**

Specialevents@npt.gov.uk

Alternatively this can be posted to:

Special Events,

Corporate Health and Safety Section,

The Quays, Brunel Way,

Baglan Energy Park, Neath, SA11 2GG