

# Use of Council owned/managed land & SAG Notification Form

This form allows organisers to request permission to use an East Cambridgeshire District Council open space, while also informing the Safety Advisory Group (SAG) of their intention to hold a public event. This will allow the Council, Emergency Services (Police, Fire and Ambulance) and Highways to assist with their planning where necessary and provide advice on a range of issues including safety, street closures and licenses required.

You must submit this form at least **3 MONTHS** in advance of the event. **The Council reserves the right not to consider bookings received less than 2 months before the event.**

1. EVENT DETAILS	
<b>Name of Event:</b>	
<b>Date of Event:</b>	
<b>Location of Event:</b> NB: If hiring Palace Green or Ely Park (Cherry Hill), you MUST obtain permission from the Dean & Chapter as landowner and the Bursar at Kings School before proceeding  Please contact the <a href="#">Events Manager</a> at Ely Cathedral and ask for the permission of the Dean & Chapter, as landowner, to the event being held.  In addition, please contact <a href="#">the Bursar</a> at The Kings School, Bishop's Palace, Palace Green, Ely, Cambs, CB7 4EW, informing them that you will be holding the event as they are tenants of Palace Green and need to use the emergency access.	
<b>Event Website:</b>	
<b>Expected Attendance:</b> Please state the maximum number of people at any one time that you intend to allow to be present during the event.	<b>Public</b>
	<b>Staff</b>
	<b>Performers</b>
	<b>Volunteers</b>
	<b>Total</b>
<b>Target audience age and range:</b>	
<b>Access to site required:</b>	<b>Start Time</b>
	<b>Finish Time</b>
<b>Event open to the public:</b>	<b>Start Time</b>
	<b>Finish Time</b>
<b>First Aid Provision:</b>	Have you undertaken a medical risk assessment? Yes <input type="checkbox"/> No <input type="checkbox"/>  If yes, please provide contact details of supplier and numbers:

<b>Security/Stewards/Marshalls/Crowd Control:</b>	Are you planning to engage security stewards etc.? Yes <input type="checkbox"/> No <input type="checkbox"/>  If yes, please give details of the company employed and number to be deployed:
<b>Alcohol:</b>	Will alcohol be available on site? Yes <input type="checkbox"/> No <input type="checkbox"/>  If yes, please provide full details:
<b>Performances:</b>	Will the event include public dancing/music/karaoke/live bands/disco? Yes <input type="checkbox"/> No <input type="checkbox"/>  If yes, please provide full details:

<b>2. EVENT ACTIVITIES</b>	
Please tick the appropriate activities you intend to utilise or permit at the event. The provision of an event timetable would also be helpful. We will expect you to cover these activities in more detail in your risk assessment:	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Market stalls</li> <li><input type="checkbox"/> Live music</li> <li><input type="checkbox"/> Lost child point</li> <li><input type="checkbox"/> Toilets</li> <li><input type="checkbox"/> Drinking water on site</li> <li><input type="checkbox"/> Food/drink concessions</li> <li><input type="checkbox"/> Barbecue</li> <li><input type="checkbox"/> Portable staging</li> <li><input type="checkbox"/> PA System</li> <li><input type="checkbox"/> On site communications</li> <li><input type="checkbox"/> Barrier/fencing</li> <li><input type="checkbox"/> Other, please specify:</li> </ul>	
<p><b>Please note:</b></p> <ul style="list-style-type: none"> <li>• You will need to contact the ECDC Licensing Officer at <a href="mailto:licensing@eastcambs.gov.uk">licensing@eastcambs.gov.uk</a> or call 01353 665555 if:             <ul style="list-style-type: none"> <li>○ Food or drink is to be served - please provide a list of all food vendors and/or drink stands, to include names, addresses and contact numbers, at least 8 weeks before the event.</li> <li>○ You wish to sell alcohol – you may require a <a href="#">Temporary Event Notice</a>.</li> <li>○ There will be stalls present selling products – you may need a street trading event permit (More information <a href="#">here</a>).</li> </ul> </li> <li>• Extra bins and/or rubbish collections will incur a charge. Please email <a href="mailto:Waste@eastcambs.gov.uk">Waste@eastcambs.gov.uk</a> to request a quote, as prices will vary depending on the number of bins etc.</li> <li>• For access to electricity (Jubilee Gardens only) please email <a href="mailto:facilities@eastcambs.gov.uk">facilities@eastcambs.gov.uk</a></li> <li>• ECDC are focused on creating a thriving hub for the community by supporting the City Centre and delivering a successful regular market and any events on ECDC land should not detract from this. If you wish to include stalls at your event on ECDC land, please consult Ely Markets at <a href="mailto:markets@eastcambs.gov.uk">markets@eastcambs.gov.uk</a> before submitting this form.</li> </ul>	

3. ENVIRONMENT	
<b>Public Rights of Way</b> Please state whether there are any footpaths, bridleways or roads that are normally open to the public affected or used as part of the event.	
<b>Directional Signage</b> Please state whether you are proposing to make use of directional signage on the highway to direct the public to the event.	
<b>Vehicle movements</b> Please state whether any vehicles will be driven across anything other than roads and, if yes, please state what type of vehicles, for what purpose and how many?	
<b>Road Closures</b> Please state whether or not you anticipate the need for any road closures or traffic diversions.	
<b>Parking on the highway</b> Please state whether or not you have made any considerations for the restriction or control of parking on the highway in the vicinity of your event?	
<b>Toilets</b> Please state whether there will be toilets available on the site/premises and, if yes, please provide details of the facilities and, if applicable, any details of providers.	
<b>Parking (location)</b> Where are you expecting the majority of the public to park?	
<b>Parking (spaces)</b> Please state the amount of allocated parking spaces for each.	<b>Event Staff</b>
	<b>External Staff</b>
	<b>Public</b>
	<b>Total</b>

4. FUNDRAISING	
<b>Is it a fundraising event?</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>If YES – please specify to whom the funds will be donated</b>	

5. PUBLIC TOILETS	
Details of public toilet opening times can be found at <a href="http://www.eastcambs.gov.uk/content/public-toilets">http://www.eastcambs.gov.uk/content/public-toilets</a> . Please note there will be a charge of £20 + VAT per additional hour of opening	
<b>If required, please specify which public toilet/s you would like to open early/late:</b>	
<b>Opening time:</b>	
<b>Closing time:</b>	

6. CONTACT DETAILS	
<b>Name of Event Organiser:</b>	
<b>Name of Organisation:</b>	
<b>Contact Address:</b>	
<b>Email Address:</b>	
<b>Tel No's:</b>	

<b>Person responsible for Health &amp; Safety:</b> Contact details i.e. name, address, telephone number and email address, of person responsible for Health & Safety (This should NOT be the main event organiser)	
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<b>8. CHECKLIST &amp; DECLARATION</b>	
I have:	
<b>Attached a Health &amp; Safety Risk Assessment</b>	<input type="checkbox"/>
<b>Attached a Site Layout Plan</b>	<input type="checkbox"/>
<b>Attached an Event Management Plan and any other management control documents</b>	<input type="checkbox"/>
<b>Attached / will forward copy of Public Liability Insurance in the minimum sum of £5m</b>	<input type="checkbox"/>
<b>Attached confirmations from Ely Cathedral &amp; Ely Kings School, if using Palace Green or Ely Park (Cherry Hill)</b>	<input type="checkbox"/>

If you do not currently have all of the above documents, please forward to [events@eastcambs.gov.uk](mailto:events@eastcambs.gov.uk) and [sag@eastcambs.gov.uk](mailto:sag@eastcambs.gov.uk) as soon as possible.

Please note that the booking is conditional on the Hirer obtaining all the necessary licenses and if these are not obtained before the event, the Council reserves the right to refuse permission to use the Premises.

By completing and submitting this form, I agree on my behalf and on behalf of the organisation above to comply with and be bound by the [Conditions of Hire](#). I confirm that the above details are correct and that I am over 18 years of age. I also confirm that any/all relevant licenses have been or will be applied for prior to the event.

Signed ..... Dated .....