

Event Notification Document - Part A**(Organiser to complete)**

Event Name:	Event Organiser:	Event Date:
Event Location/Address:	Organiser Contact details: Tel: Mobile: Email:	Start Time: Finish Time:
Expected attendance and crowd management (Delete as appropriate)	Expected attendance Expected number of vehicles Y / N Private / Ticketed event Y / N Public / Open even Y / N Mixed crowd / Families Y / N Mainly children or elderly Y / N Mainly adults	
Does your event take place on a road? (Delete as appropriate)	Y / N The event is on or next to a public highway Y / N We are applying for road closures Y / N Large / high / long vehicles involved in event	
Will alcohol be available at your event? (Delete as appropriate)	Y / N Bar available Y / N Attendees bringing own alcohol	
First Aid / Medical provision	Details	
Event details –short summary Eg sporting activities, stunts, fireworks, whether trained marshalls/stewards are being used, Insurance, radios available for communications etc. Attach event management plan if available.	Details	