Dorset Council Safety Advisory Group – Event Notification

Please use this form to notify the Safety Advisory Group (SAG) of your event.

Ideally this form should be submitted at least four weeks before your event to allow for your event to be assessed and for a safety advisory group (SAG) meeting to take place if necessary.

To enable the SAG to ensure that event documentation including any risk assessments are of a suitable standard please email your event documents along with, this completed event notice to the email address below.

The safety advisory group (SAG) is an advisory body established for the purpose of ensuring, as far as possible, the safety of those persons attending, performing, and working at events held within the Dorset Council area, and always has public safety as its priority. Its membership includes council services and partner agencies including Public Health Dorset.

Once the SAG has considered your proposals and you have had the chance to respond to any comments or questions the SAG will be able to advise both you and the council as to whether it considers that your proposals would meet the requirements of all current regulations and guidance.

Any guidance issued by the SAG is advisory only

Contact details

Email: [sag@dorsetcouncil.gov.uk](mailto:sag@dorsetcouncil.gov.uk)

Tel: 01929 557220

Address: Licensing Team, Westport House, Worgret Road, Wareham, Dorset, BH20 4PP

Further Information: [Safety Advisory Group (dorsetcouncil.gov.uk)](https://www.dorsetcouncil.gov.uk/contact/safety-advisory-group.aspx)

Privacy Statement

The Licensing Privacy Notice can be found within the council’s webpages at <https://www.dorsetcouncil.gov.uk/your-council/about-your-council/data-protection/service-privacy-notices/licensing.aspx>

Important

The SAG will not undertake any role associated with the organisation or management of any event and submission of this form does not remove the need to obtain any relevant consents or licences, responsibility for which rests with the event organiser.

Notifying the SAG of an event in no way absolves the organiser from any health safety responsibility nor does it infer that Dorset Council has any responsibility for health and safety in relation to the event.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Event |  | | |
| Postal Address or location of venue |  | | |
| Date(s) of the event |  | | |
| Event start time |  | Event finish time |  |

|  |  |
| --- | --- |
| Contact Name |  |
| Email |  |
| Telephone |  |

|  |  |  |
| --- | --- | --- |
| Please provide a brief description of event and type of activities | | |
|  | | |
| Approximate number of people attending |  | |
| Have you held this event within Dorset before? | Yes | No |
| If Yes - has the nature or scale of the event changed? | Yes | No |
| If yes, please provide details of the changes | | |
|  | | |

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| --- | --- |
| Please indicate if you intend to have any of the following at your event and if so, please provide brief details | |
| Sale or supply of alcohol |  |
| Live and/or recorded music |  |
| Catering |  |
| Temporary structures  (i.e., marquees, stages) |  |
| Fairground rides and/or inflatables |  |
| PA system |  |
| Procession |  |
| Road closures / traffic diversion |  |
| Animals |  |
| Motor vehicles |  |
| Drones |  |
| Bonfire / fireworks / pyrotechnics |  |
| Camping / Caravans |  |

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| --- |
| Please provide details or reference where details can be found within your event management documents about the following matters: |
| Covid-19 control measures |
|  |
| First aid provision |
|  |
| Fire risk assessment (including fire safety measures and exit calculations for structures / full site) |
|  |
| Noise Management Plan |
|  |
| Toilet & sanitary facilities |
|  |
| Temporary drinking water supplies |
|  |
| Security & or Stewarding |
|  |
| Car parking provision & management |
|  |
| Waste disposal |
|  |
| Traffic Management Plan |
|  |

We ask that any completed risk assessments and event management documents supporting the above be sent along with this notification form.

A site plan showing, where relevant, the position of temporary structures, toilets, first aid points, access/egress routes for emergency vehicles and car parking should also be submitted.