

Appendix C



MINISTRY OF CULTURE
HM Government of Gibraltar

Event Notification Form

The **Event Notification Form** has been introduced to support organisers to run events safely and ensure that all of the necessary permissions / licenses are in place and that they comply with the relevant legislation through one single point of contact. It will assist you to consider the key areas involved in running an event.

Most of the questions require a yes / no answer, please tick box as required.

Please note that if in your event will see between 500 – 5000 persons attending, notices have to be processed 3 months in advance and for events expecting more than 5000 persons attending, a 6 month notice time line will apply, from the date of submission to the date of the event.

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 person (include number) prior to event	
Contact person (include number) during the event	
Email address	

2. Event Timings	Start	Finish
Date of event		
Times of the event		
Times of road closure (if applicable)		

<p>Do you need additional access to the site for set up and take down the event? If Yes, please provide details</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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<p>3. Location of Event</p>	
<p>Address</p>	
<p>Please note that if the event is going to be held in a GSLA facility, written proof needs to be submitted that a facilities provisional booking / allocation has been obtained.</p>	

<p>4. Public Open Spaces</p>	
<p>Will the event make use of Public open spaces?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure <input type="checkbox"/></p>
<p>If Yes or Unsure please provide details</p>	
<p>If No please identify owners of private area(s)</p>	
<p><i>Please note: for events on a Public place you will need to supply a risk assessment and confirmation of public liability insurance (Min of 5 million) together with this event notification form.</i></p>	

<p>5. Description</p>	
<p>Please give a short description of what the event is about</p>	
<p>Is the event part of a wider festival or are there other events being held or marketed in association with it?</p>	
<p>Is your event held annually?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>If 'Yes' provide numbers attending last event</p>	<p>(daily:) (Overall:)</p>
<p>How many persons (participants and spectators) do you expect on site at any one time?</p>	<p>(daily:) (Overall:)</p>

6. Activities		
	Details	Please tick
Event Venue	Indoor	
	Arena or Stadium	
	Cave	
	Beach	
	Outdoor, with defined boundaries e.g. (Commonwealth park)	
	Outdoor, widespread or street e.g. (Cavalcade)	
	Temporary outdoor structures e.g. (Stands / heavy traffic barriers / stages)	
Expected Queuing	Less than 4 hours	
	4 hours – 6 hours	
	More than 6 hours	
Audience accommodation	All seated	
	Mixed (at least 50% seated)	
	Standing or Active	
Audience age and profile	Families	
	All ages, not in family groups	
	Mainly adults	
	Mainly young people / adults (16 – 30 years)	
	Mainly elderly	
	Full mix rivals factions	
Additional factors (tick all that apply)	Parade / carnival (vehicular)	
	Onsite catering (mobile / BBQ)	
	Sporting Event (provide discipline)	
	Public Military Event	
	Concert / show	
	Rally	
	Festival	

	Charity Event	
	VIP Visit	
	Traffic movement in crowd area	
	Temporary structures (inc marquees)	
	Marine / water event in / adjacent to water	
	Pop, rock or dance event	
	Using public highways or footpaths	
	Hours of darkness	
	Inflatable / bouncy castle / side show	
	Fun fair rides	
	Fireworks and / or bonfire and / or pyrotechnics	
	Alcohol available	
	Aircrafts, drones or unmanned aerial vehicles	
	Other (Please Specify)	
Have you contacted any other organisation regarding your event?	<input type="checkbox"/> Gibraltar Fire & rescue Service <input type="checkbox"/> St John's Ambulance <input type="checkbox"/> Gibraltar Health Authority <input type="checkbox"/> Government of Gibraltar <input type="checkbox"/> Department of the environment <input type="checkbox"/> Other (please specify)	

7. Licensed premises	
Are you holding the event in licensed premises?	Yes <input type="checkbox"/> No <input type="checkbox"/>

8. Waste	
How will the litter and waste produced at the event be managed?	

Will you be permitting single – use plastic?	
What toilet facilities will be provided?	
<i>Please note: Organisers have a duty to ensure adequate arrangements are provided to collect and dispose of any waste arising from their event and they must not rely on any normally provided waste management services unless by prior arrangements.</i>	

9. Environmental Impact			
What are the likely / possible environmental impacts?	Energy consumption	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Other emissions (including traffic)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Plastic / litter	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Noise	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Disturbance to Wildlife / Planted Areas	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Other:		
Any other considerations in relation to the sustainability of the event?			

10. Medical Provision			
Organisation providing cover			
Contact name			
Contact telephone number during event			
Email address			
Number of paramedics / doctors attending		Number of first aiders attending	
Number of ambulances attending		Number of lifeguards attending	

11. Catering

<p>Are you having any catering at your event? If yes please list the organisations providing catering at your event</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have a sustainable catering policy?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>If needed please provide information on an additional sheet or covering email</i>	

12. Event Type	
Commercial event	Yes <input type="checkbox"/> No <input type="checkbox"/>
Not for profit event	Yes <input type="checkbox"/> No <input type="checkbox"/>
Registered Charity event	Yes <input type="checkbox"/> No <input type="checkbox"/>

13. Fire Safety	
Have you considered the following as part of your event planning?	
Fire Warning	Yes <input type="checkbox"/> No <input type="checkbox"/>
Means of escape (evacuation routes)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Fire Marshalls	Yes <input type="checkbox"/> No <input type="checkbox"/>
Firefighting Equipment	Yes <input type="checkbox"/> No <input type="checkbox"/>
Access for Fire Appliances	Yes <input type="checkbox"/> No <input type="checkbox"/>
Arson	Yes <input type="checkbox"/> No <input type="checkbox"/>
Assembly points	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the event being held in licensed premises?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
<p>Have you calculated the maximum capacity? To include: seated, standing, density factor and available exit widths and evacuation time. If Yes, ensure this is included in the event planning. If No, please approach the Gibraltar Fire Rescue Service (GFRS) for guidance and A- Z Guide.</p>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

14. Firework Displays & Bonfires (please skip if not applicable)	
You will require an RGP permit GFRS and HM Customs will provide the requirements for safety / imports respectively.	
Times of Firework Display (please inform GFRS Control on 20079507)	From To
Estimated Bonfire Duration	From To
Location of Fireworks (if different from event location)	

You will also require evidence of the landlord's written permission.	
Name & contact details of company running the display Or Person(s) firing & running the display and appropriate training / experience	
Supplier of Fireworks (manufacturer)	
Delivery Date	
Where are the fireworks stored prior to set up?	
How will unused fireworks be disposed of?	

15. Traffic Management	
Have you considered traffic, transport or parking plans for your event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will your event require a road closure?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the event being held on the road? If Yes, but no Road Closure required, please provide details	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please explain why you must use the Public highway and not alternative off-highway location for the event.	
Will your event require closure of a Public Right of access or footpath?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will your event affect public transport routes?	Yes <input type="checkbox"/> No <input type="checkbox"/>
I Yes, bus companies must be consulted with details of your closure and diversion route. Please provide details of routes affected:	
Do you wish to erect bunting / banners on the highway?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please confirm access can be maintained for local residents and businesses.	
All traffic (motor Vehicles, Pedestrians, Cyclists etc)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Pedestrian Access	Yes <input type="checkbox"/> No <input type="checkbox"/>
Vehicular Access	Yes <input type="checkbox"/> No <input type="checkbox"/>

<p>No Access can be maintained</p> <p>Please note: <i>If no access can be maintained, full consultation and notification must take place with the local residents and businesses prior to the event to allow them to make alternative arrangements. Please note that in some circumstances if access cannot be maintained Ministry for Transport (Highways Department) may refuse your request.</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>I / We agree to keep clear access at all times for emergency vehicles during the closure and acknowledge that the closure will apply to all other traffic</p>	<p><input type="checkbox"/></p>

<p>Declaration: I hereby,</p> <ul style="list-style-type: none"> • Understand as the event organiser, that I am the person responsible for the safety of the event. Therefore I will ensure that appropriate risk assessments will be conducted to identify necessary measures that need to be in place to prevent or reduce the risk of something occurring during the event. • Confirm that I will ensure in any case that there is appropriate signage, traffic management and planning and sufficient Public Liability Insurance in place which must be for a minimum cover of £5,000,000. • Understand that in the event that litter / rubbish remains in the area as a result of the event that there will be a charge imposed on the event organiser to have to remove it if prior arrangements have not been agreed with the Department of the Environment. • Understand that the event needs to be run in a sustainable way with the least possible impact on the environment. • Understand as the organiser, that I am responsible for ensuring that site notices are displayed to the general public prior to the event. I also understand that these will contain contact details to address any queries should they arise. • Understand that access for emergency vehicles must be maintained at all times. • Understand that all barriers, signs and cones will be promptly removed following the event. <p><i>Having read the declaration please sign and date below:</i></p>		
<p>Print Name:</p>	<p>Signature:</p>	<p>Date:</p>

FOR OFFICE USE ONLY			
Reference Number			
	Approved	Not Approved	Not Applicable
Royal Gibraltar Police			
Gibraltar Fire & Rescue Service			
GHA Ambulance Service			
Environmental Agency			
Department of the Environment			
Technical Services Department			
Trade Licencing Department			
Highways Department			
Gibraltar Sports & Leisure Authority			