Fermanagh & Omagh
District Council
Comhairle Ceantair
Fhear Manach agus na hÓmaí

Event Notification Form








ENFSEP19

Front cover photos courtesy of BBCNI Proms, Donnie Phair

2 DATA PROTECTION / GDPR

In accordance with the Data Protection Act 2018, Fermanagh and Omagh District Council has a duty to protect any information we hold on you. The personal information you provide on this form will only be used for the purpose outlined.

The purpose of this form is so that the Fermanagh and Omagh District Council and key agencies can provide the permissions for Council event space / estate use and correct level of support and guidance. You or your organisation, club or department understand and agree that the information contained within this form will be shared across all relevant departments within Fermanagh and Omagh District Council.

It will also be circulated to members of the Fermanagh and Omagh District Council's Safety Advisory Group (SAG) for the purpose of notifying key agencies (Emergency services and various departments) that an event is taking place. This form acts as the initial brief to highlight to members of the SAG the nature and size of your event which may require you to attend a SAG meeting to explain aspects of the event. It will enable key agencies to provide advice and guidance on your event (road closures, licensing requirements) helping to inform safe planning and delivery of your event; minimising the risk to public safety. Whilst this is an initial events notification of your event, please complete each section in as much detail as possible.

PLEASE NOTE:

All event organisers seeking to use Fermanagh and Omagh District Council outdoor estate / event space MUST contact Operations and Estates BEFORE completing this form to check the outdoor venue and date availability.

Please contact Operations and Estates directly on: 0300 303 1777

Yes I understand ☐

Fermanagh & Omagh District Council Purposes Only

Events Management Team		Environmental Health Dept	
Operations & Estates Management		Parks & Open Spaces/Technical Services Depts	
Insurance & Risk Team		Communications & Marketing.	
Corporate H&S & Events Safety Advisor		Any other Dept.:	
Building Control & Licensing Dept			

Date received:	
Time Received:	
Received by:	
Form copied to:	

Office use only

Event Information

We would like to add your Event to Fermanagh and Omagh District Council's Events Calendar which will be available to view online publicly. Contact details and all event information submitted on this form will be placed on to the Council's Website.

Please tick YES or NO for inclusion on the Council Events Calendar:

☐	YES - I give permission for contact details and all event details to be placed on Fermanagh and Omagh District Council Event Calendar.
☐	NO - I do not give permission for any Event details to be placed on Fermanagh and Omagh District Council Event Calendar

EVENT DETAILS	**Please fill in your details below**
Event Name	
Start Date	
End Date	
Start Time	
Finish Time	
Event Location (inc post code)	
Event Description / Timetable	
Expected Attendees / Participants	
Entry Fee (if applicable)	
Link to website / social media	
Image Upload / Attachment	

4

Event Category

(tick as appropriate)			
	Community Event		Corporate Event
	Fundraising / Charity Event		Funfair / Circus
	Cultural / Arts / Heritage Event		Commercial Ticketed Event
	Outdoor Music Event		Sporting Event
	Other		

Status Of Event

Who is responsible for the delivery of this event? (Select as appropriate)

☐	Fermanagh and Omagh District Council (Departments within Council only)
☐	External event organiser receiving financial support from Fermanagh and Omagh District Council.
☐	External event organiser seeking use of Fermanagh and Omagh District Council outdoor estate / event space.

Is the Event taking place on a Public Road that requires closure?

(If yes, please see further information in the Licensing section)

12 wwks notice required before event

Yes	☐
No	☐

Are there any Public Car Parks to be closed in order to hold the event?

Yes	☐	Name and location of Car Park:
No	☐	

Contact details

Main Contact details

Main Contact Name:	
Organisation Name:	
Address	
Post Code:	
Mobile:	
Work phone:	
Web:	
Email:	

Additional Contact details

Main Contact Name:	
Organisation Name:	
Address	
Post Code:	
Mobile:	
Work phone:	
Web:	
Email:	

6 Licensing

Entertainment - The Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1985 charges District Councils with the responsibility of licensing places of indoor or outdoor entertainment.

Street Trading - The Street Trading Act (Northern Ireland) 2001 enables District Councils to regulate street trading. The legislation applies to every person selling, exposing or offering to supply a service in a street or public place, whether or not in or from a stationary position.

Road Closure- The Roads (Miscellaneous Provisions) Act (Northern Ireland) 2010 amends the Road Traffic Regulation (Northern Ireland) 1997 Order to provide relevant authorities (District Councils and Transport NI) the power to prohibit or restrict the use of a public road for the purpose of holding a special event on a public road. A 'special event' is defined as any sporting event, social event or entertainment which is held on a public road or the making of a film on a public road. Consent of the Department for Infrastructure (Roads Service) (DFI) is required. If the DFI Roads Service objects on the grounds of road safety issues or traffic management issues, then approval shall not be given.

Please indicate below if your event will include any of the following activities (tick as appropriate)

☐	Theatrical performances
☐	Music, singing, dancing, or similar entertainments
☐	Fairground Rides / Circuses
☐	Boxing, wrestling, judo or karate matches or exhibitions and similar sports
☐	Snooker, pool and darts matches or exhibitions and similar games
☐	Video Machines
☐	Selling, exposing or offering to supply a service in a street or public place e.g. food or alcohol
☐	Public Road Closure (12 weeks' notice required before event)

If you selected any of the previous event activities listed then your Event is likely to require a licence or licences.

Please contact the Council's Building Control and Licensing Department directly on 0300 303 1777 or for further information, please click the link below to the Council website:

https://www.fermanaghomagh.com/services/business-services/licensing/

TheMusicLicence

PPL PRS Ltd

TheMusicLicence allows you to legally play music for employees or customers in your business through the radio, TV, other digital devices and live performances.

Previously, businesses and organisations had to obtain separate music licences from PPL and PRS for Music. However, they have now come together to form **PPL PRS** Ltd and launch **TheMusicLicence**.

Do I need a music licence?

If you use, play or listen to recorded music in your business or organisation, the chances are you need a music licence.

Under The Copyright, Designs and Patents Act 1988, permission is needed from the relevant copyright holders – those people who create music – in order to play or perform music in public.

Obtaining **TheMusicLicence** gives you this permission, in relation to the vast majority of commercially available music. This ranges from grassroots and independent artists and composers through to the biggest names in the business.

It means you don't have to spend your time and energy contacting potentially hundreds of thousands of rightsholders individually to get permission to play or perform their music in your business.

How it works - PPLPRS collect licence fees from UK businesses and organisations on behalf of our parent companies, PPL and PRS for Music.

PPL then distributes these music licence fees for the use of recorded music on behalf of record companies and performers, while PRS for Music distributes music licence fees for the use of musical compositions and lyrics on behalf of songwriters, composers and publishers.

This ensures that the people who create music are fairly rewarded for their talent and work.

Contact PPLPRS

Telephone: 0800 0720 808
Email: info@pplprs.co.uk / customerservice@pplprs.co.uk

Website: https://pplprs.co.uk/business/live-music-festivals-concert-venues/

Postal Address: PPL PRS Ltd., Mercury Place, St. George's Street, Leicester LE1 1QG

8 Essential documents required

In order to thoroughly assess your application, you must provide the event documentation listed below (insurances / risk assessments / safeguarding). Fermanagh & Omagh District Council will not be able to accept / assess your application without this.

Insurances

The Event Activities below require £5 million level of Public Liability Insurance.

Please select as appropriate.

☐	Community Event	☐	Corporate Event
☐	Fundraising / Charity Event	☐	Funfair / Circus
☐	Cultural / Arts / Heritage Event	☐	Commercial Ticketed Event
☐	Outdoor Music Event	☐	Sporting Event
☐	Other		

Please note, £5 million public liability insurance MUST be attached with this document regardless of the event activities otherwise it will not be accepted.

The Event Activities below require £10 million level of Public Liability Insurance.

Please select as appropriate.

☐	Assault course type competition
☐	Ballooning or flying of any kind
☐	Cycle Race on Public Road
☐	*Fairground Rides / Fun Fair
☐	Fireworks
☐	Fire breathing / eating
☐	High risk circus / stunt acts
☐	Inflatable Play Equipment
☐	Shooting / archery
☐	Trampolines / Gymnastics Apparatus or any apparatus requiring the use of safety harness or ropes to prevent falls from height
☐	Pyrotechnics / pyrotechnical devices
☐	Quad bikes / Go-Karts / Soap Box or any pedal powered / motorised vehicles
☐	None of the above (£10m Public Liability Insurance not required)

If you have selected any of the event activities above £10 million public liability insurance MUST be attached with this document otherwise it will not be accepted.

*Please note, where fairground rides / fun fairs are being brought on site for the purpose of the event the Health & Safety Executive NI (HSENI) must be notified. All paperwork for each piece of equipment i.e. safety certificates / risk assessments must be available for inspection. Also, the employer's liability certificate for the provider responsible for erecting the equipment must be present on site and reviewed accordingly.

For further information please contact Ronan Magee, HSENI Health and Safety Inspector Tel: 028 9054 6908 (ext: 46908)

Risk Assessments

Please select as appropriate.

☐	Completed Risk Assessment (signed and dated)
☐	Separate Fire Risk Assessment (if applicable)

Safeguarding

Please select as appropriate.

Yes ☐	No ☐	Child Safeguarding Document
Yes ☐	No ☐	If you do not have a Child Safeguarding Document, please indicate if you agree to abide by Fermanagh & Omagh District Council's Child Safeguarding Policy and Code of Practice.

This can be be accessed on the Council's website on:
https://www.fermanaghomagh.com/your-council/policies/safeguarding/

Food Hygiene

Only businesses with **Food Hygiene Rating 4 or 5** will be accepted at Fermanagh and Omagh District Council organised or sponsored events. Event organisers must ensure relevant information is collected from food traders and ad hoc checks may be carried out.

For further information please contact the Council's Environmental Health department on tel. 0300 303 1777 or email. eh@fermanaghomagh.com

10 Additional event elements

Please confirm which activities and utilities you intend to utilise or permit at the event?

PSNI / Traffic Management Plan	☐
Fire Equipment (Fire extinguishers) or NIFRS Personnel in attendance	☐
First Aid Personnel	☐
Onsite Communications e.g. Radio Control / Control Room / Lost Children Point	☐
Public Address System (P.A System)	☐
Portable Toilets onsite	☐
Stewarding / Security Personnel	☐
Barriers / Fencing	☐
Portable Generator (Diesel only permitted)	☐
Water supply (Limited supply at some Council sites)	☐
Barbecue / BBQ	☐
Mobile Stage	☐
Recycling facilities and removal of waste	☐
All areas accessible to disabled attendees	☐
Other (please specify):	☐

Please note, some activities may not be permitted at all sites.

Restore event venue/ facility

If you are seeking to use Fermanagh and Omagh District Council property a Map and Site Plan are required, clearly identifying the location of the event and showing a detailed internal layout including all temporary structures and support services, power supplies, toilet facilities, first aid posts, organiser's control base, access / egress routes and the external perimeter of your activity.

Undertaking to Restore Council Property after an Event

Council Property / Venue:
Name of the Event:
Name of Organisation holding the event:

Please tick

	I / we undertake to restore Council Property above to the condition it was in prior to the event
	Damaged surfaces and equipment will be replaced.
	All litter and event debris will be removed and disposed of to the appropriate Waste Disposal Recycling Centre post event. (Contact Waste and Recycling to discuss 0300 303 1777)
	A full report will be submitted to Council of any changes made to the property.
	I / We have attached a site plan detailing the layout of supplies & services
	I / We have attached a map identifying the location of the Event a Traffic Management Plan (where applicable).

Please note Fermanagh Omagh District Council may require to place a hire charge or bond for the use of their outdoor venues or facilities. This will be agreed in advance with operations and estates services.

Signed	
Name of person responsible for event on behalf of organisation	
Date agreed to restore Council property:	

12 What happens next?

Once the Event Notification Form and ESSENTIAL supporting documentation (Section 7) have been received, the Events Management Team will conduct initial internal and external consultation with stakeholders. After this process has taken place, and if there are no major issues, you will be sent a further information email / letter. This will outline if you, the event organiser, will be required to attend a Safety Advisory Group (SAG) meeting. A SAG meeting attendance is generally required for events that have the potential to have significant impacts on the community and / or environment; or require input and advice from a variety of authorities.

If you are requesting the use of Council property, your Events Notification Form will be used as the basis for seeking permission from Council. If you are in receipt of a Grant Aid, Sponsorship, hold an SLA (Service Level Agreement) or are requesting the use of Council property, you will receive correspondence that will clearly outline all the required actions and documentation needed for the event to move towards final approval.

It must be noted that no event is considered approved until Fermanagh and Omagh issue a final approval letter or e-mail, which outlines clearly any conditions particular to the agreement. Each event, depending on its scale and nature, will have its own individual requirements from a planning, management and delivery perspective.

Refusal to hold an Event

If you are refused permission to host an event in Fermanagh & Omagh District Council, we will notify you as soon as reasonably possible. Fermanagh & Omagh District Council has the right to refuse permission for any event in our parks, green and open spaces at our discretion including for the following reasons:

- The deadline for essential event paperwork/documents has been missed
- The venue is not appropriate for the activities being planned
- The dates clash with other events and activities at the venue
- The event is not appropriate for the venue location, wild life, historical or cultural setting or unduly effects residents or other venue users
- The Health & Safety staff, Fermanagh & Omagh District Council Safety Advisory Group, PSNI, Fire and Rescue Service have concerns about safety, traffic and crowd control plans
- Payments deadlines have been missed
- There is insufficient insurance cover for the event

Please note, that the Council has the right to refuse any event application.

Deadlines

The amount of lead time required for event applications varies and is dependent on the scale and nature of the event. For events not attending a SAG, the deadline will be indicated in the further information letter, usually not less than 28 days prior to the event date.

Below is a guide to the amount of time needed to process event applications for different categories. Please be advised during busy periods it may take an extra two to three weeks longer to process your application.

Major Scale 10,000 + attendees	6 months
Large Scale 5,000-9,999 attendees	4 months
Medium Scale 250-4,999 attendees	2 months
Small Scale no infrastructure, less than 250 people	6 weeks

Checklist

The following items must be uploaded / attached with the submission of this form.

Please tick image upload / attachment	Yes	N/A
£5 million level of Public Liability Insurance		
£10 million level of Public Liability Insurance (if applicable)		
Completed Risk Assessment (signed and dated)		
Fire Risk Assessment (if applicable)		
Child Safeguarding Document (If no, please ensure to agree to abide by Fermanagh & Omagh District Council's Child Safeguarding Policy and Code of Practice		
Signed Restore Council Property Form (including any Hire/Bond Payments)		
Site Plan Map		
Agree to Terms and Conditions on page 14 of this document		

14 Agreement to Terms & Conditions

Wherever possible, please complete this form and return the supporting documentation via email to: events@fermanaghomagh.com.

Declaration:

By submitting this from you are giving consent for your information to be shared with internal and external partners, where necessary. Your information will be processed within the terms of the Data Protection Act 1998 as set out in the Council's Data Protection Policy.

Name (in full):	
Signed	
Position:	
Date:	

: