

## BRACKNELL FOREST SAFETY ADVISORY GROUP: EVENT FORM

Event Name .....

Date and Time of Event.....

Event Location .....

Name of Organisation .....

Description of Event .....

Number Likely to Attend .....

Age Profile of Audience (e.g. Elderly / Children) .....

Have you held this event before? (If so, please give dates) .....

Has the event changed in anyway? .....

Name of Event Organiser .....

Contact Telephone Number .....

Email Address .....

Do you intend to do any of the following? Please tick the relevant boxes

Road Closure***	<input type="checkbox"/>	Traffic Diversion***	<input type="checkbox"/>	On Street Parking Restriction***	<input type="checkbox"/>
Carnival/Procession	<input type="checkbox"/>	Fireworks/Pyrotechnics/ Lasers	<input type="checkbox"/>	Aircraft/Parachutists	<input type="checkbox"/>
Fairground Attractions	<input type="checkbox"/>	BBQ	<input type="checkbox"/>	Food/Drinks Stalls	<input type="checkbox"/>
Balloon Launch	<input type="checkbox"/>	Inflatables (e.g. Bouncy Castles)	<input type="checkbox"/>	Re-enactment Groups	<input type="checkbox"/>
Live or recorded music**	<input type="checkbox"/>	Video/Photography	<input type="checkbox"/>	Dancing**	<input type="checkbox"/>
Barriers/Fencing	<input type="checkbox"/>	Temporary Staging	<input type="checkbox"/>	Water (limited supply at some sites)	<input type="checkbox"/>
Animals*	<input type="checkbox"/>	Motor Vehicles*	<input type="checkbox"/>	Amplified speech (e.g. PA system)	<input type="checkbox"/>
Alcohol**	<input type="checkbox"/>	Portable Power Supply	<input type="checkbox"/>	On site communications	<input type="checkbox"/>
Bonfire	<input type="checkbox"/>	Fire Safety*	<input type="checkbox"/>	First Aid Provision*	<input type="checkbox"/>

\* Please give brief details .....

\*\* If the event will include alcohol, music, dancing or the sale of hot food or drink after 23.00 hours please contact the Licensing Team on 01344 352000 as a licence may be required.

\*\*\* Please note that applications for road closures / traffic diversions / on-street parking restrictions will take up to 8 weeks to process; applications received less than 8 weeks before the event cannot be guaranteed to be processed.

**Signed** .....

**Position** ..... **Date** .....

**The completed form is to be sent to the Safety Advisory Group at:**

Licensing Team  
Bracknell Forest Borough Council  
Time Square  
Market Street  
Bracknell  
RG12 1JD

Telephone: 01344 352000  
E-mail: [licence.all@bracknell-forest.gov.uk](mailto:licence.all@bracknell-forest.gov.uk)

***Please note that you may be requested to complete a more detailed event form and may be invited to attend a meeting of the Safety Advisory Group.***

**Further Advice and Guidance**

You can find further advice and guidance in the Safety Advisory Group Manual, available at: <http://www.bracknell-forest.gov.uk/environment/env-environmental-health/env-health-and-safety/env-safety-advisory-group.htm> or by calling 01344 352000.

**Contact details for further information**

**Thames Valley Police - Berkshire East Operations**

Email: [BerkshireEastOperationsandEvents@thamesvalley.pnn.police.uk](mailto:BerkshireEastOperationsandEvents@thamesvalley.pnn.police.uk)

**Royal Berkshire Fire and Rescue Service**

Royal Berkshire Fire and Rescue Service  
The Fire Safety Office  
Bridge Road  
Maidenhead  
SL6 8PG  
Telephone: 0118 932 2422  
E-mail: [operationssupport@rbfrs.co.uk](mailto:operationssupport@rbfrs.co.uk)

**Environmental Health**

Environmental Health Team  
Bracknell Forest Borough Council  
Time Square  
Market Street  
Bracknell  
RG12 1JD  
Telephone: 01344 352000  
E-mail: [environmental.health@bracknell-forest.gov.uk](mailto:environmental.health@bracknell-forest.gov.uk)

**Ambulance**

[emergency.planning@scas.nhs.uk](mailto:emergency.planning@scas.nhs.uk)

**Highways**

[transport.development@bracknell-forest.gov.uk](mailto:transport.development@bracknell-forest.gov.uk)