**Please read the guidance notes before filling in the application form.**

Everyone who is planning to organise an event on Dartmoor should complete a copy of this Event Notification Form. To avoid duplication for you we have incorporated a section for the information specifically required by District Authorities.

**Part A** is information about you as an organiser, the event in general and specific issues relating to Dartmoor.

**Part B** is the additional information that will be required by the relevant District Authority and they may contact you directly for clarification of specific details.

District Authorities will expect you to consider the key areas involved in running your event and will want to see an Event Management Plan and Risk Assessment for your event, to demonstrate that all risks have been considered.

This form is designed to help you run your event safely and legally, making sure that you have the necessary permissions in place, and will assist you in complying with the relevant legislation and best practice.

Please complete the form, and then send it along with all your other relevant documents via e-mail to [recreation@dartmoor.gov.uk](mailto:recreation@dartmoor.gov.uk) or by post to:

Dartmoor National Park Authority

Parke, Haytor Road Bovey Tracey

Newton Abbot

TQ13 9JQ

We will forward the form to the relevant District Authorities, who may require additional information from you, particularly if road closures or licences / permits are required.

For further information regarding organising events in the local authority areas of South Hams, West Devon or Teignbridge please contact:

South Hams/West Devon: honey.foskett@southhams.gov.uk

Teignbridge: tsag@teignbridge.gov.uk

**NB.** Please be aware that you need to submit all supporting documents well in advance to guarantee your event can go ahead. After review of the form and depending on the scale and type of event you may need to supply additional information.

You should allow at least 4 – 6 weeks for confirmation that there is support for your event proceeding.

Events notified to us less than 2 months prior to your event date may not be processed.

## Part A:

Please complete all required information to avoid delays in processing your request.

### Sharing of information between DNPA and interested parties:

### Data Protection Act 2018

In providing my personal details on this form, I consent to Dartmoor National Park Authority storing my data for the purpose of administration of large scale organised events.  I understand that the data, (including my personal contact details), may be shared with interested parties (such as the District Council Safety Advisory Group; Natural England; any land owner whose land will be affected) so that they can make contact and discuss arrangements with me directly.  I also understand that the data will be stored securely, not held for longer than necessary, and will not be used for any other purpose.  For more information please refer to our Access & Recreation Privacy Notice here: <http://www.dartmoor.gov.uk/about-us/how-we-work/open-data/freedom-of-information>.

### Section 1: Event Organiser Details

|  |  |
| --- | --- |
| **Organisation / company promoting the event** |  |
| **Name of event organiser prior to the event** (person responsible for all communications and clarification of arrangements in advance) |  |
| **Contact address** for advance correspondence |  |
| **Contact number** |  |
| **E mail address** for advance correspondence |  |
| **Do you consent to our sharing your contact details in respect of this event with interested parties** | YES / NO |
| **Name of event organiser**  **responsible for running the event on the day** |  |
| **Contact phone number during the event** |  |

### Section 2: Timing of your event

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Event** |  | | |
| **Estimated numbers of participants** |  | | |
| **Date(s) & time(s) of the event** | **Date(s)** | **Start Time(s)** | **Finish Time(s)** |
|  |  |  |
| **Is this an annual event previously held on Dartmoor** | | | YES / NO |
| **Is this a new event intended to become an annual event** | | | YES / NO |
| **Is this an event that will only be held once on Dartmoor** | | | YES / NO |

### Section 3: Type of event

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Walking** | YES / NO | | **Cycling** | YES / NO | **Orienteering** | | YES / NO |
| **Running** | YES / NO | | **Horse riding** | YES / NO | **Motor car / bike** | | YES / NO |
| **Other**  **(please specify)** | |  | | | | | |
| **Is this a commercial event i.e. run for business profit** | | | | | | YES / NO | |
| **Is this a community event i.e. run to raise funds for local organisations** | | | | | | YES / NO | |
| **Will this event involve raising money for charity** | | | | | | YES / NO | |
| **Please add any further information that may be helpful in considering your activity** | | | | | | | |
|  | | | | | | | |

### Section 4: Location(s) of Event

|  |  |
| --- | --- |
| **Route Maps**  Please submit your maps online using the online mapping tool on our website <https://maps.dartmoor.gov.uk/events/>  or provide a gpx. file of your route/routes |  |
| **Do you have landowner permission?** | Yes / No |
| **If ‘Yes’, please provide name of landowner and permission details.** |  |
| **What markers will be used for the event, and how are they to be sited.**  Signage should not be likely to cause injury or harm to livestock and be removed within 24 hours |  |

### Section 6: Welfare

|  |  |
| --- | --- |
| **What toilet facilities are available / will be provided** |  |
| **How will the litter and waste produced during the event be managed and disposed of** |  |
| **What refreshments are available / will be provided** |  |

### Section 7: Traffic Management

|  |  |
| --- | --- |
| **Car parking arrangements** |  |
| **Is the event wholly or in part held on the public highway?** | Yes wholly \* / Yes partly \* / No |
| **If ‘Yes’ give details** |  |
| **Could it have an impact on public highway traffic?** | Yes \* / No |
| **If ‘Yes’ give details** |  |
| **Will your event require a road closure?**  **NB. Road closures must be submitted at least 3 months in advance** | Yes \* / No |
| **Do you wish to erect advertising banners, information signs or direction signs on the highway?** | Yes \* / No |
| \* If the answer is Yes, go to this link on the Devon County Council website for further advice and information:  <http://www.devon.gov.uk/index/transportroads/roads/road_licences/temptro/ttroevents.htm> | |

## Part B:

This additional information will be required by the relevant District Authority.

| **Event Breakdown** | | |
| --- | --- | --- |
| 1. Please tick any of the lines below that apply to your event, leave all others blank 2. Activities marked with a \* require a licence under the 2003 Licensing Act 3. Licensing for activities marked with \*\* are dependent on audience numbers, times of activities and whether amplified or non-amplified. | | |
|  | **Details** | **Tick** |
| **Event Activities**  (If you tick any box with a \* or \*\* refer to the licensing information below) | Supply of Alcohol\* |  |
| Provision of late night refreshment (hot food & drink between 23:00-05:00)\* |  |
| Boxing or Wrestling Entertainment\* |  |
| Plays\*\* |  |
| Films\*\* |  |
| Live Music\*\* |  |
| Recorded Music\*\* |  |
| Performance of Dance\*\* |  |
| Indoor athletics or sport\*\* |  |
| Outdoor athletics or sport |  |
| VIP visit |  |
| Pop, rock or dance event\* |  |
| Classical or folk event\* |  |
| Fetes or fund raisers\* |  |
| Cycle or running event |  |
| Agricultural show |  |
| Parade or carnivals |  |
| Fireworks display |  |
| Aviation sport and display |  |
| Amplified speech or music\*\* |  |
| Motor sport, rallies and displays\*\* |  |
| Marine or waterway event |  |
| Celebrations or party\*\* |  |
| **Event Venue** | Indoor |  |
| Arena or stadium |  |
| Outdoor, with defined boundaries |  |
| Outdoor, widespread or street |  |
| **Audience accommodation**  (not required for parks & open spaces) | All seated |  |
| Mixed (at least 50% seated) |  |
| Standing |  |
| **Audience age**  **and profile** | All ages, in family groups |  |
| All ages, not in family groups |  |
| Mainly adults |  |
| Mainly children and young people |  |
| Mainly elderly |  |
| Conflicting or rival factions |  |

| **Additional Factors** | Queuing outside for over one hour |  |
| --- | --- | --- |
| Traffic movement in crowd area |  |
| Parking on site |  |
| Livestock |  |
| Trade concessions |  |
| Temporary structures |  |
| Bouncy castle or sideshow |  |
| Onsite catering |  |
| Overnight camping |  |
| Helicopter operations |  |
| Dangerous goods storage and use e.g. gas bottles |  |
| Funfair rides |  |
| **Distance from major accident and emergency facility** | Under 5 miles |  |
| 5 – 10 miles |  |
| Over 10 miles |  |
| **Distance from Fire Station** | Under 3 miles |  |
| 3 – 5 miles |  |
| Over 5 miles |  |

### Licensing

|  |  |
| --- | --- |
| Temporary Event Notice (TENs)  If you wish to hold an ad-hoc event in England or Wales, you must give a temporary event notice (TEN) to the local licensing authority no later than ten working days before the event. If the premises where the event is to be held is in areas governed by two or more local authorities applications must be made to each. | |
| Street Collection Licence,  A permit is required for the collection of money or sale of articles for the benefit of a charitable purpose on the streets. | |
| Are you holding your event in a licensed premises, i.e. does it have an existing premises license? | Yes / No |

Further information on licencing can be obtained from the relevant District Authorities (contact details on page 1)

Where road closures or licenses are required please note that there is a minimum period of notice.

| **Minimum Timings Application / Notification** | |
| --- | --- |
| Temporary Road Closure | 3 Months |
| Premises Licence | 2 Months |
| Street Collection Permit | 28 Days |
| Temporary Event Notice | 10 Working Days |

### Documentation

|  |  |
| --- | --- |
| The law states that for any event you must have Public Liability Insurance a minimum limit of indemnity of £5 million. Please provide a copy of your certificate when submitting this form, or a date when it will be available. | Date available |
| Have you completed a Risk Assessment form for the event? | Yes / No |
| Have you completed an Event Management Plan for your event? | Yes / No |
| If the answer is ‘Yes’ to either of the last two above please provide copies. If the answer is ‘No’ provide a reason below for not supplying the information. | |
|  | |

### Medical Provision

|  |  |
| --- | --- |
| Not required for all events. In general there should be no impact on the NHS ambulance service as a result of your event. (In extreme emergencies they can be called.) | |
| Briefly describe your medical provision: | |
| Organisation providing cover |  |
| Contact name |  |
| Contact number during event |  |
| Email address |  |
| Number of paramedics attending |  |
| Number of doctors attending |  |
| Number of first aiders attending |  |
| Number of ambulances attending |  |