

Isle of Man Event Safety Advisory Group Event Notification Form

Please complete in BLOCK CAPITALS and in black ink.

Complete all relevant boxes providing additional details, drawings or plans as required. Please submit your completed form as soon as possible and in any case **at least 2 months** before the event. You will still need to contact the emergency services and relevant regulatory bodies if you need specific advice, support or resources for your event.

The receipt and acknowledgement of this form does not constitute any form of event approval.

Please send the completed form to the **Event Safety Advisory Group, c/o Department of Infrastructure, Sea Terminal Buildings, Douglas IM1 2RF**. Fax +44 1624 686915 or email eventsafety@gov.im

Name of event

Who is organising your event?

Organiser or Committee

Contact name

Address

Telephone number

Details of event

Where is it to be held?

When is it to be held (date and start and finish times)?

Start Time

Finish Time

Describe your event

Anticipated attendance

How many people are you expecting to attend?



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Issue 1

What does your event consist of?

What type of attractions or performers will be at your event?

Will food be available?

Yes

No

If **Yes**, in what form?

Are any commercial organisations selling items?

Yes

No

If **Yes**, who?

Is alcohol available or permitted?

Yes

No

Are you erecting any stages, grandstands or marquees?

Yes

No

If **Yes**, what are they going to be used for?

Are you using a power supply?

Yes

No

If **Yes**, is this from generators or hardwired?

Are you having any rides?

Yes

No

If **Yes**, what type are they?

Do you intend to have fireworks?

Yes

No

Is there a requirement to have LPG or petrol at your event?

Yes

No

Dealing with emergencies

Have you completed an event or emergency plan?

Yes

No

How do you communicate with any stewards?

Have you contacted the local police?

Yes

No

If **Yes**, who is dealing with you?

What are your arrangements for First Aid?

Have you contacted the Fire and Rescue Service?

Yes

No

If **Yes**, who is dealing with you?

Vehicles

Where are people attending your event going to park?

Can you keep clear access for emergency vehicles at all times?

Yes

No

Welfare facilities

What toilet and washing facilities are available?

Is drinking water available for attendees?

Yes

No

What facilities are in place for lost children?

What are your arrangements for litter and waste collection?

Event permits

Public entertainment licence:	Required	<input type="checkbox"/>	Granted	<input type="checkbox"/>
Alcohol licence:	Required	<input type="checkbox"/>	Granted	<input type="checkbox"/>
Mechanical Contrivances certificate:	Required	<input type="checkbox"/>	Granted	<input type="checkbox"/>
Dangerous goods licence:	Required	<input type="checkbox"/>	Granted	<input type="checkbox"/>
Road closure:	Required	<input type="checkbox"/>	Granted	<input type="checkbox"/>
Fire certificate:	Required	<input type="checkbox"/>	Granted	<input type="checkbox"/>
DEFA land use permit:	Required	<input type="checkbox"/>	Granted	<input type="checkbox"/>
Fireworks notification:	Required	<input type="checkbox"/>	Granted	<input type="checkbox"/>
Harbour permit:	Required	<input type="checkbox"/>	Granted	<input type="checkbox"/>

Do you wish to attend an Event Safety Advisory Group to discuss your event? **Yes** **No**

This will be an informal meeting where you can discuss your event with persons who have experience of dealing with events of all kinds.

The information provided on this form will be processed by the DOI for the purpose of organising your event and may be shared with other relevant Government departments concerned with safety, e.g. Department of Environment, Food & Agriculture and/or IOM Fire & Rescue. Data will be processed in accordance with the provision of current Data Protection Legislation as applied in the Isle of Man. Our Privacy Notice explains how we collect, store and handle your personal data, as well as your rights. If you would like to find out more please visit our website at <https://www.gov.im/about-the-government/departments/infrastructure/data-protection/> or contact our Data Protection Officer on 686785 for a paper copy