



HM Government
of Gibraltar

Event Notification Form Appendix B



Royal Gibraltar
Police



Gibraltar Fire and
Rescue Service



Gibraltar
Ambulance Service



Gibraltar Health
Authority



Environmental
Agency Gibraltar



Gibraltar Cultural
Services

Appendix B

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 event

.....

.....

Times of road closure (if applicable)

.....

.....

Do you need additional access to the site for set up and take down the event?

Yes

No

If **Yes**, please provide details

.....

3. Location of Event

(person or people responsible for Health and Safety, noise control and overall running of the event on the day)

.....

.....

.....

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.

4. Public Open Spaces

Will the event make use of Public open spaces?

Yes

No

Unsure

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.

.....

5. Description

Please give a short description of what the event is about

.....

.....

.....

Is the event part of a wider festival?

Yes

No

If 'Yes', there other events being held or marketed in association with it, please give details

.....

Is your event held annually?

Yes

No

If 'Yes' provide numbers attending last event

Daily.....

Overall.....

How many persons (participants and spectators)

do you expect on site at any one time?

Daily.....

Overall.....

6. Activities

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.....

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).....

Vertical column of 30 grey rectangular checkboxes for marking responses.

7. Licensed premises

Is your event held annually?

Yes

No

8. Waste

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

Will you be permitting single – use plastic? Yes No

What toilet facilities will be provided?

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.

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 (Please specify)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Any other considerations in relation to the sustainability of the event?

10. Medical

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

Are you having any catering at your event?

Yes

No

If 'Yes' please list the organisations providing catering at your event

Do you have a sustainable catering policy?

Yes

No

If needed please provide information on an additional sheet or covering email

12. Event Type

Commercial event

Yes

No

Not for profit event

Yes

No

Registered Charity event

Yes

No

13. Fire Safety

Have you considered the following as part of your event planning?

Fire Warning

Yes

No

Means of escape (evacuation routes)

Yes

No

Fire Marshalls

Yes

No

Firefighting Equipment

Yes

No

Access for Fire Appliances

Yes

No

Arson

Yes

No

Assembly points

Yes

No

Is the event being held in licensed premises?

Yes

No

N/A

Have you calculated the maximum capacity?

Yes

No

N/A

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.

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 From..... To.....
(please inform **GFRS** Control on **20079507**)

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 No

Will your event require a road closure? Yes No

Is the event being held on the road? Yes No

If 'Yes', but no Road Closure required, please provide details

.....
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 No

Will your event affect public transport routes? Yes No

If '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 No

Please confirm access can be maintained for local residents and businesses.

All traffic (motor Vehicles, Pedestrians, Cyclists etc) Yes No

Pedestrian Access Yes No

Vehicular Access Yes No

No Access can be maintained Yes No

*Please note: 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 / 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 Yes No

Declaration:

I hereby,

- 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.

Having read the declaration please sign and date below:

Print Name:

.....

Signature:

.....

Date:

.....