

Box Moor Trust Application Form for Licensing 3rd Party Events

Last updated: July 2012

Note: Read the guidance notes provided to complete this form. New large Events must have an initial site visit with a member of Box Moor Trust staff.

| Information required by the Trust | | Notes, actions and further details (office use only) |
|--|---|--|
| Event: | | |
| Name of promoting organisation or name of individual Event Organiser Contact name: Address: Email: | | |
| Telephone: (day) (eve) (mobile) | | |
| Name and contact details of person responsible for Health and Safety during the Event ? | Name: Mobile: Email: | |
| Dates and Timings of Event: | | |
| Earliest set-up time: | | |
| Take down date(s) and date site will be clear: | | |
| Agreed time and date for final inspection: | | |
| Details of event: | | |

| | |
|--|--|
| <p>DBC licence required? (Yes or No) If unsure, please visit www.dacorum.gov.uk for their guidelines.</p> <p>DBC licence information (the Event Organiser is responsible for any liaison with Dacorum Borough Council)</p> | |
| <p>Audience details: Anticipated daily audience (max expected)</p> <p>Main age range of audience expected</p> <p>Projected catchment area</p> <p>Provision for visitors with special needs</p> <p>Admission charges, please specify:</p> | |
| <p>Alcohol license required (Yes or No)</p> <p>If yes please provide details. (Generally the Trust is not keen on the sale of alcohol but applications will be judged on their merits. DBC must be approached if alcohol license is required)</p> | |
| <p>Catering arrangements: (If using external caterers, please ensure correct food hygiene certificates or food hygiene training certificates are requested)</p> | |
| <p>Site arrangements: State preferred venue Please attach a detailed site plan</p> | |
| <p>Overnight accommodation on site: Details</p> <p>Vehicles and personnel nos.</p> | |
| <p>Vehicles needing access to site: Size, purpose and movements</p> | |

| | |
|--|--|
| Car parking arrangements Location, numbers and type of vehicles. | |
| Public transport details Road closures (if relevant) | |
| Signage | |
| Use of pyrotechnics, fires, smoke generators etc. – please state what? | |
| Will animals or birds be brought onto the site? Please provide details. | |
| Fairground or amusements present? | |
| HSE inspection required | |
| Is Civil Aviation Authority approval needed (YES / NO) – give detail | |
| Insurance cover (public liability cover of at least £5m is required for large events) A copy of your Public Liability Insurance certificate must be supplied to the Trust at least 21 days in advance of your event start date. | |

Return Form to :

The Box Moor Trust,
Box Moor Trust Centre,
London Road,
Hemel Hempstead,
HP1 2RE