

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:	



DBC licence required?	
(Yes or No) If unsure, please visit	
www.dacorum.gov.uk for their guidelines.	
DBC licence information	
(the Event Organiser is responsible for any	
liaison with Dacorum Borough Council)	
Audience details:	
Anticipated daily audience (max expected)	
Main age range of audience expected	
Projected catchment area	
Provision for visitors with special needs	
Admission charges, please specify:	
Alcohol license required (Yes or No)	
,	
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)	
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Catering arrangements: (If using external caterers, please ensure	
correct food hygiene certificates or food	
hygiene training certificates are requested)	
Site arrangements:	
State preferred venue Please attach a detailed site plan	
Please attach a detailed site plan	
Overnight accommodation on site:	
Details	
Vehicles and personnel nos.	
Vehicles needing access to site:	
Size, purpose and movements	



Stewarding arrangements:	
Security (including overnight)	
Are SIA licensed security guards needed	
(YES or NO)	
Contact person for car	
parks/stewards/event liaison	
and mobile contact no.	
Equating required (Veg. or No.)	
Fencing required (Yes or No)	
If yes, please specify type and include on	
site plan.	
First Aid (places detail arrangements)	
First Aid (please detail arrangements).	
Police presence, please detail.	
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Litter collection, storage and provision for	
recycling: please give details and show on	
plan	
Toilet provision (include for disabled)	
show on plan (please show calculation)	
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Is Water supply needed? Yes or No	
Details of electrical equipment and	
supply. (If electrical supplies are to be	
used then a fully qualified NIC EIC	
registered electrician must be present)	
Details of gas cylinders, use and storage	
Details of fuel storage	
Emergency lighting details	
Fire safety provision	
Emergency and Major incident	
arrangements	



Car parking arrangements	
Location, numbers and type of vehicles.	
Dublic treasure and details	
Public transport details	
Road closures (if relevant)	
Cianogo	
Signage	
Use of pyrotechnics, fires, smoke	
generators etc. – please state what?	
Will animals or birds be brought onto the	
site? Please provide details.	
Site: Flouse provide details.	
Fairground or amusements present?	
UCE inappation required	
HSE inspection required	
Is Civil Aviation Authority approval	
needed (YES / NO) – give detail	
Incurence cover (public liability cover of	
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