

## EVENT APPLICATION FORM

### 3 MONTHS PRIOR NOTICE IS REQUIRED

Date of Enquiry	
Date of event	
Event title	
Location	
Permission obtained to use the land? By whom?	

Event organiser	
Address	
Postcode	
Telephone number	
Email address	
Date of Birth	

Description of event E.g. live music, dancing, fun run, picnic, fete etc. Include any temporary structures e.g. stages, stalls, bouncy castles etc	
Estimated number attending	
Time/Date site required	

Event start date and time	
Event finish date and time	
Date and time site vacated	

Is event free to the public	Yes <input type="checkbox"/> No <input type="checkbox"/>
If no what is the admission price	£
Will alcohol be available at the event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
You must have obtained suitable public liability insurance	Attach policy document
The form must be submitted to contacts below. If no, why?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Can you provide references from previous events you have worked on?	Attach references, if available

**A COPY OF THIS FORM MUST BE SUBMITTED TO THE FOLLOWING:**

The named officer who has, in principle given permission for the land to be used for your event.

The name of the officer is.....  
 Their department is .....  
 Their telephone number is .....

**AND**

Event Officer  
 Public Safety & Regulation  
 Directorate of Operations & Regulatory Services  
 Newcastle City Council  
 Newcastle upon Tyne  
 NE1 8QH

Phone: 0191 2116582 Email: [EventsCSandG@newcastle.gov.uk](mailto:EventsCSandG@newcastle.gov.uk)

The Event Organiser must have read and agreed to comply with the advice given on [www.newcastle.gov.uk/events](http://www.newcastle.gov.uk/events) website.

**It is the event organiser's responsibility to deliver the event legally and safely.**

If permission is granted for the event, I hereby agree to comply with the conditions set out in this form, the council' website advice, any departmental terms and conditions and all reasonable instructions given by all authorised officers of the City Council.

Signed	
Position	
Date	

**DATA PROTECTION**

Personal information provided in an application form and during the period of any subsequent Licence is normally held for a period of five years from the expiry of the last consecutive Licence held. It will be used primarily for the purpose of the licensing function concerned although it may also be used for data matching purposes across various licensing functions.

Personal information held for licensing purposes will be held and used in accordance with the requirements of the Data Protection Act 2018. To assist the Council in the prevention and detection of fraud so that it can protect the public funds it administers the Council may use information provided for licensing purposes within this Authority for data matching purposes. It may also data match information provided for licensing purposes with other public bodies that regulate, administer or are in receipt of public funds for the purposes of the prevention and detection of fraud. If you do have any queries regarding any Data Protection, please contact the responsible officer.

**FREEDOM OF INFORMATION**

Information held by the Council may need to be disclosed in response to a request for it within the terms of the Freedom of the Information Act 2000. This information excludes that which is in any other way already in the public domain.

**FOR OFFICIAL USE ONLY**

Land manager notified: **Yes/No**

Public Liability Insurance cover: **Yes/No**

Building Control notified: **Yes/No**

Licensing Authority notified: **Yes/No**

Food Safety notified: **Yes/No**

Health and Safety notified: **Yes/No**

Noise Team notified: **Yes/No**

Highways notified: **Yes/No**

Premises Licence No (If applicable): .....

Recommendation .....

Date reported to Assistant Director (Events & Special Projects) .....

Decision.....

Approval Date .....