



Fermanagh & Omagh  
District Council  
Comhairle Ceantair  
Fhear Manach agus na hÓmaí

# Event Notification Form



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**DATA PROTECTION / GDPR**

In accordance with the Data Protection Act 2018, Fermanagh and Omagh District Council has a duty to protect any information we hold on you. The personal information you provide on this form will only be used for the purpose outlined.

The purpose of this form is so that the Fermanagh and Omagh District Council and key agencies can provide the permissions for Council event space / estate use and correct level of support and guidance.

You or your organisation, club or department understand and agree that the information contained within this form will be shared with key external agencies and across all relevant departments within Fermanagh and Omagh District Council.

It will also be circulated to members of the Fermanagh and Omagh District Council’s Safety Advisory Group (SAG) for the purpose of notifying key agencies (Emergency services and various departments) that an event is taking place. This form acts as the initial brief to highlight to members of the SAG the nature and size of your event which may require you to attend a SAG meeting to explain aspects of the event. It will enable key agencies to provide advice and guidance on your event (road closures, licensing requirements) helping to inform safe planning and delivery of your event; minimising the risk to public safety. Whilst this is an initial events notification of your event, please complete each section in as much detail as possible.

**PLEASE NOTE:**

All event organisers seeking to use Fermanagh and Omagh District Council outdoor estate / event space **MUST** contact Operations and Estates **BEFORE** completing this form to check the outdoor venue and date availability.

Please contact Operations and Estates directly on: 0300 303 1777

**Yes I understand**

Fermanagh & Omagh District Council Purposes Only

Events Management Team	<input type="checkbox"/>	Environmental Health Dept	<input type="checkbox"/>
Operations & Estates Management	<input type="checkbox"/>	Parks & Open Spaces/Technical Services Depts	<input type="checkbox"/>
Insurance & Risk Team	<input type="checkbox"/>	Communications & Marketing.	<input type="checkbox"/>
Corporate H&S & Events Safety Advisor	<input type="checkbox"/>	Any other Dept.:	<input type="checkbox"/>
Building Control & Licensing Dept	<input type="checkbox"/>		<input type="checkbox"/>

Date received:	<input type="text"/>
Time Received:	<input type="text"/>
Received by:	<input type="text"/>
Form copied to:	<input type="text"/>
	<input type="text"/>



# Event Information

We would like to add your Event to Fermanagh and Omagh District Council's Events Calendar which will be available to view online publicly. Contact details and all event information submitted on this form will be placed on to the Council's Website.

Please tick YES or NO for inclusion on the Council Events Calendar:

<input type="checkbox"/>	YES - I give permission for contact details and all event details to be placed on Fermanagh and Omagh District Council Event Calendar.
<input type="checkbox"/>	NO - I do not give permission for any Event details to be placed on Fermanagh and Omagh District Council Event Calendar

EVENT DETAILS	Please fill in your details below
Event Name	
Start Date	
End Date	
Start Time	
Finish Time	
Event Location (inc post code)	
Event Description / Timetable	
Expected Attendees / Participants	
Entry Fee (if applicable)	
Link to website / social media	
Image Upload / Attachment	

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**Event Category**

(tick as appropriate)

<input type="checkbox"/>	Community Event	<input type="checkbox"/>	Corporate Event
<input type="checkbox"/>	Fundraising / Charity Event	<input type="checkbox"/>	Funfair / Circus
<input type="checkbox"/>	Cultural / Arts / Heritage Event	<input type="checkbox"/>	Commercial Ticketed Event
<input type="checkbox"/>	Outdoor Music Event	<input type="checkbox"/>	Sporting Event
<input type="checkbox"/>	Other	<input type="checkbox"/>	

**Status Of Event**

Who is responsible for the delivery of this event? (Select as appropriate)

<input type="checkbox"/>	Fermanagh and Omagh District Council (Departments within Council only)
<input type="checkbox"/>	External event organiser receiving financial support from Fermanagh and Omagh District Council.
<input type="checkbox"/>	External event organiser seeking use of Fermanagh and Omagh District Council outdoor estate / event space.

Is the Event taking place on a Public Road that requires closure?

(If yes, please see further information in the Licensing section)

12 wwks notice required before event

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Are there any Public Car Parks to be closed in order to hold the event?

Yes	<input type="checkbox"/>	Name and location of Car Park:
No	<input type="checkbox"/>	

# Contact details

## Main Contact details

Main Contact Name:	
Organisation Name:	
Address	
Post Code:	
Mobile:	
Work phone:	
Web:	
Email:	

## Additional Contact details

Main Contact Name:	
Organisation Name:	
Address	
Post Code:	
Mobile:	
Work phone:	
Web:	
Email:	

# 6 Licensing

Entertainment - The Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1985 charges District Councils with the responsibility of licensing places of indoor or outdoor entertainment.

Street Trading - The Street Trading Act (Northern Ireland) 2001 enables District Councils to regulate street trading. The legislation applies to every person selling, exposing or offering to supply a service in a street or public place, whether or not in or from a stationary position.

Road Closure- The Roads (Miscellaneous Provisions) Act (Northern Ireland) 2010 amends the Road Traffic Regulation (Northern Ireland) 1997 Order to provide relevant authorities (District Councils and Transport NI) the power to prohibit or restrict the use of a public road for the purpose of holding a special event on a public road. A 'special event' is defined as any sporting event, social event or entertainment which is held on a public road or the making of a film on a public road. Consent of the Department for Infrastructure (Roads Service) (DFI) is required. If the DFI Roads Service objects on the grounds of road safety issues or traffic management issues, then approval shall not be given.

**Please indicate below if your event will include any of the following activities (tick as appropriate)**

<input type="checkbox"/>	Theatrical performances
<input type="checkbox"/>	Music, singing, dancing, or similar entertainments
<input type="checkbox"/>	Fairground Rides / Circuses
<input type="checkbox"/>	Boxing, wrestling, judo or karate matches or exhibitions and similar sports
<input type="checkbox"/>	Snooker, pool and darts matches or exhibitions and similar games
<input type="checkbox"/>	Video Machines
<input type="checkbox"/>	Selling, exposing or offering to supply a service in a street or public place e.g. food or alcohol
<input type="checkbox"/>	Public Road Closure (12 weeks' notice required before event)

**If you selected any of the previous event activities listed then your Event is likely to require a licence or licences.**

Please contact the Council's Building Control and Licensing Department directly on 0300 303 1777 or for further information, please click the link below to the Council website:

<https://www.fermanaghomagh.com/services/business-services/licensing/>

# TheMusicLicence

## PPL PRS Ltd

**TheMusicLicence** allows you to legally play music for employees or customers in your business through the radio, TV, other digital devices and live performances.

Previously, businesses and organisations had to obtain separate music licences from PPL and PRS for Music. However, they have now come together to form **PPL PRS Ltd** and launch **TheMusicLicence**.

### Do I need a music licence?

If you use, play or listen to recorded music in your business or organisation, the chances are you need a music licence.

Under The Copyright, Designs and Patents Act 1988, permission is needed from the relevant copyright holders – those people who create music – in order to play or perform music in public.

Obtaining **TheMusicLicence** gives you this permission, in relation to the vast majority of commercially available music. This ranges from grassroots and independent artists and composers through to the biggest names in the business.

It means you don't have to spend your time and energy contacting potentially hundreds of thousands of rightsholders individually to get permission to play or perform their music in your business.

How it works - PPLPRS collect licence fees from UK businesses and organisations on behalf of our parent companies, PPL and PRS for Music.

PPL then distributes these music licence fees for the use of recorded music on behalf of record companies and performers, while PRS for Music distributes music licence fees for the use of musical compositions and lyrics on behalf of songwriters, composers and publishers.

This ensures that the people who create music are fairly rewarded for their talent and work.

### Contact PPLPRS

Telephone: 0800 0720 808

Email: [info@pplprs.co.uk](mailto:info@pplprs.co.uk) / [customerservice@pplprs.co.uk](mailto:customerservice@pplprs.co.uk)

Website: <https://pplprs.co.uk/business/live-music-festivals-concert-venues/>

Postal Address: PPL PRS Ltd., Mercury Place, St. George's Street, Leicester LE1 1QG

# 8 Essential documents required

In order to thoroughly assess your application, you must provide the event documentation listed below (insurances / risk assessments / safeguarding). Fermanagh & Omagh District Council will not be able to accept / assess your application without this.

## Insurances

**The Event Activities below require £5 million level of Public Liability Insurance.**

Please select as appropriate.

<input type="checkbox"/>	Food vendors / products e.g. hot food vans / stalls
<input type="checkbox"/>	Physical Activity Programmes (excluding cycle racing / road running racing)
<input type="checkbox"/>	Bands / Acts using electrical equipment including use of stage, PA systems, lights, amplifiers etc.
<input type="checkbox"/>	Juggling / Balancing Acts
<input type="checkbox"/>	Circus Acts or Stunt Acts (higher risk acts may require £10m PLI)
<input type="checkbox"/>	Gazebos / Large Tents (temporary de-mountable structures)
<input type="checkbox"/>	Face painting / Balloon Modelling / Hula Hooping
<input type="checkbox"/>	Carnival / Procession

Please note, £5 million public liability insurance **MUST** be attached with this document regardless of the event activities otherwise it will not be accepted.

**The Event Activities below require £10 million level of Public Liability Insurance.**

Please select as appropriate.

<input type="checkbox"/>	Assault course type competition
<input type="checkbox"/>	Ballooning or flying of any kind
<input type="checkbox"/>	Cycle Race on Public Road
<input type="checkbox"/>	*Fairground Rides / Fun Fair
<input type="checkbox"/>	Fireworks
<input type="checkbox"/>	Fire breathing / eating
<input type="checkbox"/>	High risk circus / stunt acts
<input type="checkbox"/>	Inflatable Play Equipment
<input type="checkbox"/>	Shooting / archery
<input type="checkbox"/>	Trampolines / Gymnastics apparatus or any apparatus requiring the use of safety harness or ropes
<input type="checkbox"/>	Pyrotechnics / pyrotechnical devices
<input type="checkbox"/>	Quad bikes / Go-Karts / Soap Box or any pedal powered / motorised vehicles
<input type="checkbox"/>	None of the above (£10m Public Liability Insurance not required)

**If you have selected any of the event activities above £10 million public liability insurance **MUST** be attached with this document otherwise it will not be accepted.**



\*Please note, where fairground rides / fun fairs are being brought on site for the purpose of the event the Health & Safety Executive NI (HSENI) must be notified. All paperwork for each piece of equipment i.e. safety certificates / risk assessments must be available for inspection. Also, the employer's liability certificate for the provider responsible for erecting the equipment must be present on site and reviewed accordingly.

**For further information, please contact the Health and Safety Executive for Northern Ireland on Tel: 0800 0320 121 / Email: mail@hse.gov.uk**

### Employers Liability Insurance-£10 million

If you are employing anyone to work at this event you MUST have Employers Liability Insurance of £10 million.

Please select as appropriate.

Yes	No	Are you Employing anyone to work at this Event?
Yes	No	If Yes - You MUST attach copy of Employers Liability Insurance certificate of £10 million.

### Risk Assessments

Prior to the event taking place, Event organisers MUST produce and attach a detailed risk assessment, to include any current regulations/restrictions and taking all reasonable measures to limit the risk of transmission of COVID -19, as part of the overall event risk assessment and ensuring that all mitigating measures are adopted, monitored and enforced.

Please select as appropriate.

	Completed Risk Assessment (signed and dated)
	Separate Fire Risk Assessment (if applicable)

### Safeguarding

Please select as appropriate.

Yes	No	Child Safeguarding Document
Yes	No	If you do not have a Child Safeguarding Document, please indicate if you agree to abide by Fermanagh & Omagh District Council's Child Safeguarding Policy and Code of Practice.

**This can be accessed on the Council's website on:**

<https://www.fermanaghomagh.com/your-council/policies/safeguarding/>

### Food Hygiene

Only businesses with **Food Hygiene Rating 4 or 5** will be accepted at Fermanagh and Omagh District Council organised or sponsored events. Event organisers must ensure relevant information is collected from food traders and ad hoc checks may be carried out.

**For further information please contact the Council's Environmental Health department on tel. 0300 303 1777 or email. eh@fermanaghomagh.com**

# 10 Additional event elements

Please confirm which activities and utilities you intend to utilise or permit at the event?

PSNI / Traffic Management Plan	
Fire Equipment (Fire extinguishers) or NIFRS Personnel in attendance	
First Aid Personnel	
Onsite Communications e.g. Radio Control / Control Room / Lost Children Point	
Public Address System (P.A System)	
Portable Toilets onsite	
Stewarding / Security Personnel	
Barriers / Fencing	
Portable Generator (Diesel only permitted)	
Water supply (Limited supply at some Council sites)	
Barbecue / BBQ	
Mobile Stage	
Recycling facilities and removal of waste	
All areas accessible to disabled attendees	
Other (please specify):	

**Please note, some activities may not be permitted at all sites.**

# Restore event venue/ facility

If you are seeking to use Fermanagh and Omagh District Council property a Map and Site Plan are required, clearly identifying the location of the event and showing a detailed internal layout including all temporary structures and support services, power supplies, toilet facilities, first aid posts, organiser's control base, access / egress routes and the external perimeter of your activity.

## Undertaking to Restore Council Property after an Event

Council Property / Venue:
Name of the Event:
Name of Organisation holding the event:

### Please tick

<input type="checkbox"/>	I / we undertake to restore Council Property above to the condition it was in prior to the event
<input type="checkbox"/>	Damaged surfaces and equipment will be replaced.
<input type="checkbox"/>	All litter and event debris will be removed and disposed of to the appropriate Waste Disposal Recycling Centre post event. (Contact Waste and Recycling to discuss 0300 303 1777)
<input type="checkbox"/>	A full report will be submitted to Council of any changes made to the property.
<input type="checkbox"/>	I / We have attached a site plan detailing the layout of supplies & services
<input type="checkbox"/>	I / We have attached a map identifying the location of the Event a Traffic Management Plan (where applicable).

**Please note Fermanagh Omagh District Council may require to place a hire charge or bond for the use of their outdoor venues or facilities. This will be agreed in advance with operations and estates services.**

Signed	
Name of person responsible for event on behalf of organisation	
Date agreed to restore Council property:	

# 12 What happens next?

Once the Event Notification Form and ESSENTIAL supporting documentation (Section 7) have been received, the Events Management Team will conduct initial internal and external consultation with stakeholders. After this process has taken place, and if there are no major issues, you will be sent a further information email / letter. This will outline if you, the event organiser, will be required to attend a Safety Advisory Group (SAG) meeting. A SAG meeting attendance is generally required for events that have the potential to have significant impacts on the community and / or environment; or require input and advice from a variety of authorities.

If you are requesting the use of Council property, your Events Notification Form will be used as the basis for seeking permission from Council. If you are in receipt of a Grant Aid, Sponsorship, hold an SLA (Service Level Agreement) or are requesting the use of Council property, you will receive correspondence that will clearly outline all the required actions and documentation needed for the event to move towards final approval.

It must be noted that no event is considered approved until Fermanagh and Omagh issue a final approval letter or e-mail, which outlines clearly any conditions particular to the agreement. Each event, depending on its scale and nature, will have its own individual requirements from a planning, management and delivery perspective.

## Refusal to hold an Event

If you are refused permission to host an event in Fermanagh & Omagh District Council, we will notify you as soon as reasonably possible. Fermanagh & Omagh District Council has the right to refuse permission for any event in our parks, green and open spaces at our discretion including for the following reasons:

- The deadline for essential event paperwork/documents has been missed
- The venue is not appropriate for the activities being planned
- The dates clash with other events and activities at the venue
- The event is not appropriate for the venue location, wild life, historical or cultural setting or unduly effects residents or other venue users
- The Health & Safety staff, Fermanagh & Omagh District Council Safety Advisory Group, PSNI, Fire and Rescue Service have concerns about safety, traffic and crowd control plans
- Payments deadlines have been missed
- There is insufficient insurance cover for the event
- Refusal to hold event- Due to COVID regulations/restrictions
- - No Risk assessment (including COVID mitigating measures) attached to ENF

**Please note, that the Council has the right to refuse any event application.**

# Deadlines

The amount of lead time required for event applications varies and is dependent on the scale and nature of the event. For events not attending a SAG, the deadline will be indicated in the further information letter, usually not less than 28 days prior to the event date.

Below is a guide to the amount of time needed to process event applications for different categories. Please be advised during busy periods it may take an extra two to three weeks longer to process your application.

Completed Risk assessment, including COVID mitigating measures, must be attached to ENF

**Major scale event: Attendance 10,000+ approx (6months)**

**Large scale event: Attendance 5,001-10,000 approx and /or Participation 500+ approx. (4 months)**

**Medium scale event: Attendance 251-5,000 approx and /or Participation 251 -500 approx. (2 months)**

**Small scale event: Attendance 50-250 approx and/or Participation 50 – 250 approx. (6 weeks)**

## Checklist

The following items must be uploaded / attached with the submission of this form.

Please tick image upload / attachment	Yes	N/A
£5 million level of Public Liability Insurance		
£10 million level of Public Liability Insurance (if applicable)		
£10 million level of Employers Liability Insurance (if applicable)		
Completed Risk Assessment (signed and dated)		
Fire Risk Assessment (if applicable)		
Child Safeguarding Document (If no, please ensure to agree to abide by Fermanagh & Omagh District Council's Child Safeguarding Policy and Code of Practice)		
Signed Restore Council Property Form (including any Hire/Bond Payments)		
Site Plan Map		
Agree to Terms and Conditions on page 14 of this document		



# 14 Agreement to Terms & Conditions

Wherever possible, please complete this form and return the supporting documentation via email to: [events@fermanaghomagh.com](mailto:events@fermanaghomagh.com).

**Declaration:**

By submitting this from you are giving consent for your information to be shared with internal and external partners, where necessary. Your information will be processed within the terms of the Data Protection Act 1998 as set out in the Council's Data Protection Policy.

Name (in full):	
Signed	
Position:	
Date:	