

# Hartlepool Independent Safety Advisory Group

# Event Notification Form

# Part 1

This notification should be completed by the person who is responsible for Event Planning.

Please complete Part 1 first and return to the ISAG. This is so ISAG can determine whether Part 2 should be completed and returned as not all events require to do so. This will save time and work for both the event organiser(s) and the ISAG.

**Summary of Event:**

|  |  |
| --- | --- |
| Name of Event |  |
| Event Location |  |
| Type of Event |  |
| Date(s) of Event |  |
| Start Time |  |
| Finish Time |  |

**TRIGGER POINTS FOR ISAG CONSIDERATION**

|  |  |
| --- | --- |
| Is the event taking place on Council land? |  |
| Is the event a high profile one and/or will dignitaries and other high profile people be in attendance? |  |
| How many people are likely to attend the event at any one time? |  |
| What are the key activities? |  |
| Will temporary structures be used? |  |
| Will alcohol be sold or provided at the event? |  |

Please return by **email** to [cemtpa@hartlepool.gov.uk](mailto:cemtpa@hartlepool.gov.uk) or **post** to:

Claire McLaren

Independent Safety Advisory Group Chair

Hartlepool Borough Council

Civic Centre Hartlepool TS24 8AY