

APPLICATION/EVENT ELEMENTS	Public Entertainment License	All Events	Rides and Inflatables (each structure)	Food stalls	Alcohol	Closed Roads	Stages/Raised structures/Marquee
PAPERWORK REQUESTED							
Contact details for Event Manager	✓	✓	✓	✓	✓	✓	✓
Public Liability Insurance Minimum cover of £5 million	✓	✓	✓				✓
Risk Assessment	✓	✓	✓	✓			✓
Event Management Plan (including general overview, first aid, stewarding and traffic management details)	✓	✓				✓	
Fire Risk Assessment	✓	✓					
Event site plan / layout	✓	✓	✓	✓	✓		✓
Consent of the landowner	✓	✓					
PIPA or ADIPS – Declaration of Operational Compliance (DOC) certificates (valid and in date) for rides or inflatable play equipment like bouncy castles. Needed for each item. https://www.pipa.org.uk/ http://www.adips.co.uk/about-us/			✓				
Method Statement from each inflatable/ride supplier			✓				
Insurance and risk assessment for each ride/inflatable.			✓				

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The applicant has read the HSG175 and is aware of their legal responsibilities in following the relevant safety procedures when supplying and operating fairground equipment and inflatable structures. http://www.hse.gov.uk/pubns/priced/hsg175.pdf			✓				
Certificates of compliance (if applicable-trailer/mobile unit)				✓			
FHIS/FHIR status (copy of Certificate) Food Hygiene Information Scheme and Food Hygiene Ratings system. Food businesses should have a pass or a minimum of 3 stars.				✓			
Food Hygiene training certificates				✓			
Food Safety Management System				✓			
Details of hygiene facility provision including sinks, hand wash units, etc.				✓			
Menus for catering outlets				✓			

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Details of potable water supply provision (where from, how, etc.) and ALL proposed water usage on site e.g. food trader use, drinking water provision, etc.				✓			
Details of power supply arrangements and sources-adequacy				✓			
Gas and PAT certificates for each catering unit/bar				✓			
Details of toilet provision arrangements for food handlers				✓			
Arrangements for waste (including food) and waste water collection and disposal				✓			
Copies of any completed food trader food safety event application form (if applicable)				✓			
Alcohol Management Plans (AMP)					✓		
Occasional Licence application					✓		

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Crowd management and safety arrangements (including aspects such as barriers & fencing provision/positioning inside the event where applicable)		✓					
Internal traffic management arrangements		✓					
Extreme weather (including wind management, heavy rain/flooding, heat and cold) contingency plan		✓					✓
Emergency/Contingency Plan		✓					
Full details of water usage e.g. ballast, showers (including disinfection certificates), beer pipeline cleaning, etc.		✓					
Details of any special effects to be used at event including e.g. strobe lighting, pyrotechnics and fireworks etc.		✓					
Details of power supply and distribution arrangements (inc. contractor/s used)		✓					

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Certification – including fixed electrical installation, gas, PAT and inflatables, lifting equipment etc.		✓					
Details of toilet provision numbers for public (Purple Guide) and staff including the name and contact details of the provider/contractor		✓					
RIDDOR arrangements Reporting of Injuries, Diseases and Dangerous Occurrences Regulations http://www.hse.gov.uk/riddor/		✓					
Traffic Management Drawing showing signage to be deployed						✓	
Roads to be closed and extents (with drawing) and reason for road closure						✓	
Section 89 application							✓