

Cornwall Council Event Notification Form

For events that **do not** require a Road Closure



Our Event Notification Form is designed to support organisers to run events safely, ensure that all of the necessary permissions/ licences are in place and that they comply with the relevant legislation through one single point of contact. It will prompt you to consider the key areas involved in running your event.

Many of the questions require yes/no answers, please delete as required. If you answer 'yes' to some of the questions, additional links are provided to the relevant Council website which will help you establish whether you need to provide additional information.

Timescales: Please note if you require permission to use council land (incl. Public Open Spaces, Beaches, Harbours and Car Parks) for your event you will need to provide a minimum of **12 weeks notice** in order for applications to be processed and permissions to be issued in time for the event.

1. Event Organisers Details	
Event Name	United Downs Raceway 24 + 1 (UDR24)
Organisation applying and charity number if applicable	Bys Vyken Events & Cornish Trails
Name of event organiser (person or people responsible for health and safety, noise control and overall running of the event on the day)	David Andrewartha
Address for correspondence	18 Hayle Terrace, Hayle, Cornwall, TR27 4BT
Contact number prior to event	07305188726
Contact number during the event	07305188726
Email address	bysvykencornishtrails@gmail.com

2. Event timings	Start	Finish
Date of event	30/10/21	31/10/21
Times of the event	08:00	08:00
Do you need additional access to the site for set up and take down of your event? If Yes please provide details	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

3. Location of Event

Address	United Downs Raceway National Cycle Network 3 St Day, Redruth, Cornwall,
Postcode	TR16 5HU

4. Council Property including Public Open Spaces, Car Parks, Harbours and Beaches

Will the event affect the use of or be held on Cornwall Council property?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unsure <input type="checkbox"/>
If Yes or Unsure please provide details	The race track and the seating area sections of United Downs Raceway only.
If No please identify owners	
Please Note: For use of council land you will need to supply a risk assessment and confirmation of public liability insurance (Min of £5 million) together with this Event Notification Form.	

5. Description

Please give a short description of what the event is about

a) What happens?

b) How can visitors take part (activities/side shows)?

c) Please tell us about any concessions that you have hired in for your event and provide a location plan detailing where they are going.

A 25, 13 and 7 hour running event designed to test body and mind. There will be 1 x loop of the race track (clockwise) and 1 x loop of the outer seating area ring section behind the catch-fencing (anti-clockwise)

There will be a maximum of 60 people onsite (less than race days at the track organised by Autospeed/United Downs Raceway).

There will be 2 aid stations providing refreshments throughout, which will be supplied by those qualified in food & hygiene.

There are no sideshows. The one who runs the most laps in their respective challenge wins the event.

The clocks go back 1 hour at 2am on Sunday 31st October 2021, therefore the duration of the challenges are an extra hour longer than first realised.

The 25 Hour starts at 8am on 30/10/21 and finishes at 8am on 31/10/21

The 13 Hour starts at 8pm on 30/10/21 and finishes at 8am on 31/10/21

The 7 Hour starts at 1am on 31/10/21 and finishes at 8am on 31/10/21

Please Note: please ensure that you advise the Event Planning Team if you make **any alterations or additions** to your event once you have submitted your Event Notification Form.

Is your event part of a wider festival or are there other events being held or marketed in association with it?
If **Yes** please provide details

Yes No

Is your event held annually?

Yes No

How many people (participants & spectators) do you expect at the overall event?

45

6. Activities

	Details	Please Tick	Office Use
Event venue	Indoor		
	Arena or stadium		
	Outdoor, with defined boundaries	X	
	Outdoor, widespread or street	X	
Expected numbers per day	Less than 500	X	
	501 – 1,000		
	1,001 – 3,000		
	3,001 – 5,000		
	5,001 – 10,000		
	More than 10,000		
Audience accommodation	All seated		
	Mixed (at least 50% seated)		
	Standing or Active	X	
Audience age and profile	Families		
	All ages, not in family groups		
	Mainly adults	X	
	Mainly young people/ adults (16-30 years)		

	Mainly elderly		
(Additional factors score all that apply)	Queuing over one hour		
	Parking on site (non-permanent)		
	Livestock (Display with no public contact)		
	Parade/Carnivals (Vehicular)		
	Onsite catering (Mobile/ BBQ)		
	State occasion or VIP visit		
	Motor Display (Static)		
	Traffic movement in crowd area		
	Temporary structures (incl. marquees)		
	Overnight camping		
	Livestock (Public contact with animal)		
	Marine or waterway event		
	Fireworks and/ or bonfire		
	Pop, rock or dance event		
	Helicopter operations		
	Dangerous goods storage and use (incl. gas bottles for catering)		
	Inflatables/ Bouncy castle/ Sideshow		
	Funfair rides		
Aviation sport and display			
Motor Sport/ Stunt Shows/ Extreme Sports			
Distance from major A&E facility (Truro or Plymouth)	Under 10 miles		
	Over 10 miles	X	
Nearest fire station (Name/town)		TRURO/TRELISKE	
Alcohol available		NO	
Hours of Darkness		N/A	

7. Licensed Premises

Are you holding your event in licensed premises

Yes No

8. Licensable Activities

The following activities may require authorisation from the Council's Licensing Service. Please indicate whether your planned event will include any of the following activities.

If you answer 'Yes', please provide further details in the 'Planned Activities' box below.

Plays or Films	Yes <input type="checkbox"/> No <input type="checkbox"/>
Indoor Sporting Event	Yes <input type="checkbox"/> No <input type="checkbox"/>
Boxing or Wrestling	Yes <input type="checkbox"/> No <input type="checkbox"/>
Live / Recorded Music	Yes <input type="checkbox"/> No <input type="checkbox"/>
Performance of Dance	Yes <input type="checkbox"/> No <input type="checkbox"/>
Sale / Supply of alcohol	Yes <input type="checkbox"/> No <input type="checkbox"/>
Provision of late night refreshment (hot food/drink between 11pm-5am)	Yes <input type="checkbox"/> No <input type="checkbox"/>

* Please delete as required

Street Trading Stalls	Yes <input type="checkbox"/> No <input type="checkbox"/>
Charitable Collections	Yes <input type="checkbox"/> No <input type="checkbox"/>
Gambling (e.g. casino, betting, bingo, poker, lottery)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Adult Entertainment (e.g. lap-dancing, nudity)	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>Planned Activities:</p> <p>Race start outside at Dynamite Quay, Lelant with permission from ARKE Properties. Permission has however been granted with agreement to erect a gazebo/event tent for us in their own private premises. Registration online and all running numbers sent out so less contact between people is made.</p>	
<p>Please Note: if you have indicated that you are planning any of the above activities then you may need to apply for an additional permit from the Licensing Service. For more information see http://www.cornwall.gov.uk/advice-and-benefits/licences-and-street-trading/</p>	

9. Waste

How will the litter and waste produced at the event be managed?	Marshals/Crew will have bags distributed to them to use at every single marshal point (biodegradable bin liners). Sweepers/backmarkers to collect any dropped litter and signage and the governing event director will do a final sweep of the course after the event is over.
What toilet facilities will be provided?	There are designated ladies and mens toilets with working water on site which will be used off-track.
<p>Please Note: Organisers have a statutory duty to ensure adequate arrangements are provided to collect and dispose of any waste arising from their event and this must not rely on any normally provided waste management services unless by prior arrangement.</p>	
<p>If your event is taking place on Cornwall Council land you may be required to provide the following before permission for use of land can be confirmed;</p> <ul style="list-style-type: none"> • A copy of your Waste Carriers Licence • Waste Transfer Notes • Evidence of Commercial Contract 	

10. Medical Provision

Organisation providing cover	Sally Galsworthy (First aider throughout)		
Contact name	Sally Galsworthy (First aider throughout)		
Contact telephone number during event	07834157278		
Email address	sal.galsworthy@gmail.com		
No. of paramedics/doctors attending	0	No. of first aiders attending	2
No. of ambulances attending	0	No. of lifeguards attending	0

11. Catering

Are you having any catering at your event? If Yes , please list the organisations providing catering at your event	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If Yes , please list the organisations providing catering at your event	
(if needed please provide information on an additional sheet or covering email)	
You may wish to check your catering providers Food Standards Agency National Food Hygiene Score	

12. Water Supply	
Type of water supply	Mains <input type="checkbox"/> Private <input checked="" type="checkbox"/>
Please provide a brief description of the water supply (this should include meter info, pipe layout and sampling program. A map of the layout would also be useful).	
(if needed please provide information on an additional sheet or covering email)	

13. Fire Safety	
Have you considered the following as part of your event planning?	
Fire Warning	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Means of escape	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Fire Marshalls	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Firefighting Equipment	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Access for Fire Appliances	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Arson	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Assembly Points – for more information see www.cornwall.gov.uk/firesafetyguides	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is the event being held in licensed premises?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>

* Please delete as required

<p>If Yes, have you calculated maximum occupancy levels? A step by step guide can be found at www.cornwall.gov.uk/fireoccupancy</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/></p>
<p>Please Note: If you have 5 or more employees for your event or have a licence in force a written Fire Risk assessment is required. Further guidance can be found at www.cornwall.gov.uk/firerisktemplate</p>	

14. Firework Displays & Bonfires (please skip if not applicable)

<p>Times of Firework Display (Please inform Fire Control on 01872 320205)</p>	to
<p>Estimated Bonfire Duration</p>	to
<p>Location of Fireworks (if different to above event location)</p>	
<p>Name & contact details of company running the display or Person(s) firing & running the display and appropriate training/ experience</p>	
<p>Source of Fireworks</p>	
<p>Delivery Date</p>	
<p>Where are the fireworks stored prior to set up</p>	

Please Note: The above information should be readily available as it will help you ensure your display is run safely. The following guidance sets out the minimum standards expected from firework operators, clearly taking into account the size and location of the display.

- Organising firework displays - <http://www.hse.gov.uk/explosives/fireworks/using.htm>
- Fire Safety - www.cornwall.gov.uk/fireworks
- A guide to safety for firework display organisers and operators - <http://www.hse.gov.uk/pubns/priced/hsg123.pdf>

15. Event Type

Commercial event	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Not for profit event	Yes <input type="checkbox"/> No <input type="checkbox"/>
Registered charity event	Yes <input type="checkbox"/> No <input type="checkbox"/>
Unregistered charity event	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will all income raised go to the charity concerned?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

Please Note: If you plan to raise money for charity at your event you may need to apply for a street collection permit. To access the form click on the following underlined link [Street Collection Form](#)

16. Traffic Management

<p>Have you considered traffic, transport or parking plans for your</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
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* Please delete as required

event? Please Note: For larger events you will be expected to supply a Traffic Management Plan For more information see www.cornwall.gov.uk/eventtrafficplan	
Will your event require a road closure? If Yes, please complete the Event Notification Form Including Road Closure instead. You can find this on www.cornwall.gov.uk/events	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is the event being held on the road? If Yes , but no Road Closure required, please provide details For more information see www.cornwall.gov.uk/eventonhighway	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Will your event affect public transport routes?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Have you consulted with the bus companies? If Yes please provide details Please Note: You will need evidence of consultation with bus operators, provide a clear concise plan of the alternative arrangements agreed with them.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Do you wish to erect bunting / banners on the highway? For more information see www.cornwall.gov.uk/bunting	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

17. Checklist – have you attached:	
Have you completed all the Sections as best you can?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Proof of Public Liability Insurance (Min of £5 million) **	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Risk Assessments/ Fire Risk Assessment **	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Event Safety Plan	Yes <input type="checkbox"/> No <input type="checkbox"/>
Road Closure Application (if applicable)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Traffic, transport or parking details <i>or</i> Traffic Management Plan	Yes <input type="checkbox"/> No <input type="checkbox"/>
Route/Location Maps (if applicable)	Yes <input type="checkbox"/> No <input type="checkbox"/>

* Please delete as required

Event Management Plan (if applicable)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Waste Carriers Licence/ Waste Transfer Notes & Evidence of Commercial Contract	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>Please Note: If you require the use of Cornwall Council land for your event, you need to give us a minimum of 12 weeks notice. Items marked with ** must be supplied along with the Event Notification Form in order for Council permission to be issued.</p>	

Thank you for notifying us of your event.

Where to send completed forms:

Please return your completed Event Notification Form along with supporting documents as identified above to: eventplanning@cornwall.gov.uk. If you are unable to send by email, please post to Event Planning, Unit 6, Threemilestone Industrial Estate, Truro TR4 9LD.

Please ensure that you advise the Event Planning Team if you make any alterations or additions to your event once you have submitted your Event Notification Form.

What happens next?

Once received by the Event Planning Team the information will be processed and circulated to the relevant services identified from the information provided within the form. Individual services will then directly liaise with organisers regarding any permissions, queries or additional requirements.

Additionally, if you are planning a large scale event, it is likely that your plans will also be referred to members of the Local Safety Advisory Group (LSAG) for their consideration. If this does occur you will be advised by the Event Planning Team in the first instance, the LSAG will then liaise with organisers directly.

Data Protection: The information in this form will be used solely for notifying Council services and relevant external agencies of your event and will remain secure. Information will be used to help plan for the event to run smoothly with the appropriate requirements in place and will not be shared with any other organisation that is not involved in the event notification process. Under Freedom of Information legislation however, the Council may get asked for copies of this event notification form which we must consider if appropriate for release. However, no personal data, including 3rd party personal data will be released without permission, or any other information that may be subject to a relevant exemption under the Freedom of information Act (FOIA) or the Environmental Information Regulations (EIRs).

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