

Safety advisory group notification of an event

Please submit this form with plenty of time for your event to be assessed and for a Safety Advisory Group (SAG) meeting to take place if necessary. To enable the SAG (or relevant personnel) to ensure that any risk assessments are of a suitable standard, please email this completed form and any risk assessments to resilience@shropshire.gov.uk

Members of the SAG include officers from West Mercia Police, Shropshire Fire and Rescue Service, West Midlands Ambulance Service and relevant Shropshire Council departments, such as Emergency Planning, Highways, Public Health and Public Protection.

The SAG is not a statutory body, but has been set up as a matter of good practice within Shropshire to provide advice and guidance to event organisers to help ensure public safety at events. Any guidance issued by the SAG is advisory only.

Contact details

Address: Emergency Planning, Shropshire Council, Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND

Email: resilience@shropshire.gov.uk

Telephone: 01743 251784

Further information: <https://www.shropshire.gov.uk/planning-an-event/>

Data protection

The information provided in this document will be shared with members of the Safety Advisory Group (SAG) to inform them of your event. It will not be shared with other parties without consent, unless we are required by law to share it, or, unless you or any other person will come to some harm if we do not share it.

Important: If your event requires a license, please apply for your license first. See: <https://www.shropshire.gov.uk/licensing/apply-for-a-licence-or-permit/temporary-event-notice/>

*denotes a mandatory field

Event organiser

Last name*

First name*

Telephone*

Email*

Event details

Name of event*

Date event starts*

Time event starts*

(HH:MM - i.e. 17:30 for 5:30pm)

Date event ends*

Time event ends*

(HH:MM - i.e. 17:30 for 5:30pm)

Type of event*

Celebration

Fete/Annual show

Food and drink festivals

Agricultural

Music event

Sporting event inc. motorsport

Religious festival

Fireworks

Celebrity / VIP

State occasion (inc VIP)

Military

Demonstration

Location of event

Address line 1*

Address line 2

Address line 3

Town*

County

Postcode*

Type of location*

Indoor venue

Open air arena

Outdoor parkland or farmland

Outdoor public roads

Attendee information

Crowd mix*
Mix of family groups and others
Mixed age groups under 25
Mixed age groups over 25

Expected number
of attendees

Maximum number
of attendees*

Is the event*
Ticketed
Free

Further event details

Will the event
serve alcohol?*
Yes No

Will the event serve
food?*
Yes No

Do you anticipate
requiring road closures/
parking restrictions/
road diversions?*

Are young children
likely to be present?*

Will there be temporary
structures in use
(marquees/stages)?*

Will the event take place on or affect a public highway (i.e. require a traffic management plan)?*	Yes	No
Will there be overnight accomodation (i.e. camping)?*	Yes	No
Do aircraft or motor vehicles form part of the event?*	Yes	No
Will drones be used at the event (by organisers, public or suppliers/traders)?*	Yes	No
Will there be live or recorded music?*	Yes	No
Will animals form part of the show (i.e. agricultural shows)?*	Yes	No
Will inflatable structures be in use at the event?*	Yes	No
Will there be any fairground style rides or activities?*	Yes	No
Do pyrotechnics form part of the event?*	Yes	No

Will weapons and ammunition be present at this event?*	Yes	No
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Has the event been run previously in Shropshire?*	Yes	No
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Has medical cover been arranged for the event following the Purple Guide recommendations?*	Yes	No
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Further advice/information

We ask that any completed Risk Assessments and Event Management Plan be sent along with this notification form, in order for the Safety Advisory Group to review your plans and provide any advice to promote good practice and public safety at all events in Shropshire.

Please specify here if you would like any specific information or advice from SAG for your event.

Please email this completed form and your risk assessments and related documents to resilience@shropshire.gov.uk