

# Notification of Proposed Event

Date of Enquiry:

Reference No.

## About the event

Name of the event

Date, time & duration

Location (including postcode)

## About you

Full name of enquirer

Enquirer Address 1

Enquirer Address 2

Enquirer Address 3

Town/ county

Postcode

Contact telephone

Contact E-mail Address

Name of event manager/organiser  
(if different from above)

Event manager mobile no.

If the event organisers have previous experience,  
please detail.  
Please include any references if you have them.



Cronfa Amaethyddol Ewrop ar  
gyfer Datblygu Gwledig:  
Ewrop yn Buddsoddi mewn Ardaloedd Gwledig  
European Agricultural Fund for  
Rural Development:  
Europe Investing in Rural Areas

Llywodraeth Cymru  
Welsh Government



## About the site

Type of event (e.g. Indoor, outdoor, musical, parade, carnival, sports, etc.)			
Who owns the land/ premises for the proposed location?			
Has permission been sought from the landowner?	YES	NO	
Will access to the site or event be restricted?	YES	NO	
If the event has been held previously, please detail where, when, etc.			
Proposed numbers to attend event?	<100	100-499	500+
If there is an entrance charge to the event, how much is it?			
At what age range is the event aimed?			

## Highways

Will the highway be at all affected? If so, please detail your traffic management proposals.	YES	NOT SURE (please contact me)	NO
Will there be any road closures needed? If so, please detail your traffic management proposals.	YES	NOT SURE (please contact me)	NO

## Licences

Will any licensable activity take place? \ This includes: • Sale or supply of alcohol, • Regulated entertainment: music, dancing, films, plays, indoor sporting events, • Late night refreshments: hot food/drink 23.00-05.00 hours.	YES	NO
If so, have you applied for licences from CCC?	YES	NO
Will any traders be present at the event?	YES	NO
If so, have you applied for a licence from CCC?	YES	NO
Will there be any collection of monies at the event? (e.g. charitable collections)	YES	NO
If so, have you applied for a licence from CCC?	YES	NO
Will there be any special effects at event e.g. fireworks, lasers?	YES	NO
If so, have you applied for the appropriate licences from CCC?	YES	NO



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Risk		
Are you, or is your organisation, covered by insurance? If so, please detail type (employers/ public liability, etc.) and financial limitation on the insurance (£2 million/£5 million, etc.) Please forward copies of your insurance with this document.	YES	NO
Have risk assessments been completed? If you would like further advice and information please contact us	YES	NO
Event Promotion		
How do you propose to promote the event?		
In around 50 words, please describe your event for promotional purposes for the visitor.		
Additional Information		
Please add any other details that you think CCC should be aware of.		

Signed

Date

Please email this completed form to.....