



Leicestershire & Rutland Event Notification Form

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 and any permissions. It will prompt you to consider the key areas involved in running your event.

Many of the questions require yes/no answers, please answer as required. If you answer 'yes' to some of the questions, additional links are provided to the relevant Council or other websites which will help you establish whether you need to provide additional information. Some departments or services may be in direct contact with you to obtain further details or you may need to complete additional forms.

It may sometime be necessary for events to be invited to a Safety Advisory Group (SAG) and these can be convened by either Local Authorities or the Emergency Services. We will contact you once this form is received and notify you if this is the case. Remember the ultimate responsibility for the event safety lies with the event organiser and their management team.

Timescales: Please note if you require permission to use council land (incl. Public Open Spaces and Car Parks) for your event you will need to provide a **minimum of 16 weeks' notice** in order for applications to be processed and permissions to be issued in time for the event.

1. Event Organiser Details

Event Name **Lakewave Festival**

Organisation applying and charity number if applicable **Lakewave Productions**

Name of event organiser (person or people responsible for health and safety, noise control and overall running of the event on the day)

Callum Watts, Cat Pereira, Steffi Stroker

Address for correspondence

Flat 2, Noble House, Kings Place, W4 4BA, Chiswick, London UK

Contact number prior to event **Cat Pereira- 07891199801**

Contact number during the event **Cat Pereira- 07891199801**

Email Address **catarinaa1992@gmail.com**

2. Event timings

Date of Event Start **17th July 2020** Finish **20th July 2020**
Times of event Start **Day 1- 11am Day 2- 11am** Finish **Day 1- 11pm**
Day 2 11pm

3. Location of Event

Address **End of Ketton road, Hambleton, England**

Postcode **LE15 8TJ**

Map available **YES**

Will the event affect the use of, or be held on, Council property (including open parks, spaces etc) Yes ☐ No ☐ **Unsure** **X**

If Yes or unsure please provide details of the land

The event will be situated close to Rutland Water camping site, situated on Armley Lodge farm.

Dates you will need access to Council property (Set Up and Breakdown)

From **17/06/19** To **20/06/20**

*Please Note: For use of Council land you will need to supply a risk assessment, Event Management Plan and confirmation of public liability insurance (**Minimum of £10 million pounds**) together with this Event Notification Form*

4. Description of Event

Please give a short description of what the event is about for example, what happens? Do visitors take part? Are there Activities / Side Shows?

Lakewave is a 2-day 3000 capacity multistage music, arts and water sports festival.

Please tell us about any concessions that you have hired in for your event and provide a location plan detailing where they will all be placed

No concessions

Map available **YES**

Please Note: Please ensure you advise the Local Authority if you make any alterations, amendments or additions to your event once you have submitted your

Event Notification Form. For advice on health and safety at event go to <http://www.hse.gov.uk/event-safety/>

Is your event part of a wider festival or are there other events being held or marketed in association with it? Yes ☐ No ☒

If yes provide details

N/A

Is your event held annually? Yes ☐ No ☒

How many people (including participants and spectators) do you expect at the overall event **3000**

See <http://www.hse.gov.uk/pubns/books/hsg154.htm> for advice on crowds

5. Event Type

Commercial event	Yes	☒	No	☐		
Not for profit event	Yes	☐	No	☐		
Registered charity event	Yes	☐	No	☐		
Unregistered charity event	Yes	☐	No	☐		
Will all income go to the charity concerned	Yes	☐	No	☒	N/A	☐

Please Note: If you plan to raise money for charity at your event you may need to apply for a street collection permit.

6. Activities – Please indicate all that will apply to your event

Event Venue

Indoor (e.g. Parish Hall, Community Centre, Sports Hall)	☐
Arena or stadium	☐
Outdoor with defined boundaries	☒
Outdoor widespread or street	☐

Expected maximum numbers per day

Choose a number

Choose an item.

Audience accommodation

All seated ☐

Mixed (at least 50% seated) ☐

Standing or Active ☐

Audience age profile

Families ☐

All ages, not in family groups ☐

Mainly adults **X**

Mainly young people / adults (16 to 30 years) ☐

Mainly elderly ☐

Additional factors

Queuing over one hour ☐

Parking on site (non-permanent) **X**

Livestock (Display no public contact) ☐

<http://www.hse.gov.uk/agriculture/topics/visitor-attractions.htm>

Livestock (Public contact with animals) ☐

<http://www.hse.gov.uk/agriculture/topics/visitor-attractions.htm>

Parade / Carnivals (Vehicular) ☐

Onsite catering (Mobiles / BBQ) **X**

https://www.cieh.org/policy/guidance_outdoor_mobile_catering.html

State occasion or VIP visit ☐

Military presence ☐

Motor Display (Static) ☐

Traffic movement in crowd area ☐

Temporary structures (incl. marquees) ☐

<http://www.hse.gov.uk/event-safety/temporary-demountable-structures.htm>

Overnight camping **X**

Marine or waterway event ☐

Fireworks and / or bonfire ☐

Pop, rock or dance event **X**

Helicopter operations ☐

Dangerous goods storage and use
(incl gas bottles for catering) ☐

Inflatables / Bouncy castle / Sideshows
(The European standard for inflatable play
equipment is BS EN 14960:2013) ☐

Funfair rides ☐

<http://www.hse.gov.uk/pubns/books/hsg175.htm>

Aviation sport and display ☐

<https://www.caa.co.uk/Safety-initiatives-and-resources/Safety-projects/Airshow-review/CAA-review-of-public-air-display-arrangements-in-the-UK/>

Motor Sport / Stunt Shows / Extreme Sports ☐

Celebration ☐

Elections ☐

Agriculture ☐

Religious Festival ☐

Do you wish to erect bunting / banners?
/ posters on the highway **Yes X** No ☐

Please Note: These items may require planning permission or you may need to consult with Rutland County Council Highways

Timing of Event

Daytime X **Evening X** Overnight ☐

Distance from major A&E facility

(Leicester Royal Infirmary / Queens Medical Centre) Please pick a distance below

Choose an item.

Nearest Fire Station (Name / Town) [Click here to enter text.](#)

Alcohol available **Yes** **X** No ☐

Hours of Darkness **9pm**

7. Licensed Premises

Are you holding your event in licensed premises **Yes** **X** No ☐

If 'Yes' please provide

Licence Holder **Joe James**

Licence Ref/No **76835220**

Licensing Authority **N/A**

Calculated maximum occupancy levels **5000 capacity**

Please Note: You must ensure you check with the licence holder that all activities at your event are covered by the existing premises licence if not you may need to apply at your local authority

8. Licensable Activities (If not applicable tick ☐ and go to section10)

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**' to any of the following, please provide further details in the '**Planned Activities**' box below

Plays or Films	Yes	☐	No	☐
Indoor sporting event	Yes	X	No	☐
Boxing or Wrestling	Yes	☐	No	☐
Live / Recorded Music	Yes	X	No	☐
Performance of Dance	Yes	X	No	☐
Sale / Supply of alcohol	Yes	X	No	☐
Provision of late night refreshment (hot food / drink between 11pm to 5am)	Yes	☐	No	X
Street Trading Stalls	Yes	☐	No	X

Charitable Collections Yes ☐ No ☒

Gambling (e.g. Casino, Betting, Bingo, Poker, Lottery) Yes ☐ No ☒

Adult Entertainment (e.g. lap-dancing, nudity) Yes ☐ No ☒

PRS (Performing Rights Society) Licence Yes ☒ No ☐

Planned Activities

Bands and music artists will be performing on a main stage and 2 acoustic stages. Water sports will be taken place throughout and these include kayaking and swimming. While all the activities are occurring, alcoholic drinks will be served on bars as well as food on the food village set up at the festival.

Please Note: If you have indicated that you are planning any of the above activities then you may need to apply for an additional licence from the Council's Licensing Service. For more information check your Location of Event postcode at <http://www.talktoreg.co.uk/> this will give you your Local Authority (Council) details.

Do you have a PRS (Performing Rights Society) Licence
<https://www.prsformusic.com/licences/live-performances/festivals>

Yes ☒ No ☐

9. Noise Management

Time(s) of live or recorded music (please provide details of the number of stages and whether simultaneous performances are likely to occur)

Start **11am** Finish **11pm**

Number of stages **3**

Type and size of sound system to be used

[Click here to enter text.](#)

(Please provide a brief description of the sound system to be used (this should include amplification levels, speaker design, layout and orientation of stage, position of the front of house sound deck)

Map of layout available **NO**

Have you considered the impact of noise on neighbours from your event? Yes ☒ No ☐

Control Measures

Noise Limiters and db counters at desks and around site

(Please provide a brief description of the measures taken to control noise to prevent public nuisance and details of any off site monitoring points)

The event will be hiring a noise consultant who will be present throughout the entirety of the festival. Their main task includes monitoring noise levels coming from mixers and make sure these are not exceeded. Disposable hearing protection will be available to attendees and crew.

Please Note: For larger events you may be expected to supply a Noise Management Plan

Name and contact details of sound engineer / consultant monitoring sound levels

Three Spires Acoustics

2 Syke Ings Iver Bucks SL09ET.

Tel: 01753 651185 Mob: 07939324063

Date and time that sound propagation tests will be undertaken

11/07/2020 and 17/07/2020

Time **12pm**

Is there a procedure for engaging with local residents pre-event and dealing with noise complaints received during the event? **Yes** ☒ No ☐

residents will be receiving a notification from the council ahead of the event's date. This will be discussed ahead of time in organised meetings with the local councils. If noise complaints are raised during the event, the event controller will receive this communication from the consultant and event coordinator and a contingency plan will be taking place in order to satisfy the residents and avoid the cancellation of the event.

For further information on noise control and your legal responsibilities please refer to

<http://www.hse.gov.uk/event-safety/noise.htm>

http://www.cieh.org/policy/noise_council_environmental_noise.html

10. Catering

Are you having any type of catering (food and drink) at your event?

Yes ☒ No ☐

If 'Yes' please provide a list of the organisations, businesses or individuals providing catering

Organisations and businesses are yet to be discussed

Please Note: You may wish to check your catering providers by using [Food Standards Agency National Food Hygiene Rating score](#)

Also you can get advice from [CIEH National Guidance for Outdoor and Mobile Catering](#)

11. Waste

How will the litter and waste produced at the event be managed?

Bins will be provided for littering and signage will be available for attendees to be aware. Stewards will also be responsible for keeping an eye on any littering taking place and controlling the disposal of it. An experienced contractor will be hired to carry out waste management.

What toilet and hand washing facilities will be provided?

Portable toilets will be provided. Showers will also be built in close to camp sites.

Number of toilet(s) **10**

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. If your event is taking place on Council land you may be required to provide the following before permission for use of land can be confirmed:

A copy of your waste carriers licence

Waste Transfer Notes

Evidence of Commercial Contract

12. Water Supply

Type of water supply **Mains** **X** Private ☐

(Please provide a brief description of the water supply this should include meter info, pipe layout and sampling program if private)

[Click here to enter text.](#)

Map of layout available

NO

Please Note: For further advice and information on temporary water supplies at events see <http://www.cieh-cymruwales.org/WorkArea/DownloadAsset.aspx?id=3400>

Also you can refer to the Code of Practice BS 8551:2011 – Provision and Management of Temporary Water Supplies and Distribution Networks

13. Medical Provision

Organisation providing cover **St John's ambulance**

Contact Name **James Keepin**

Contact telephone number during event 0333 043 5428

Email address **east-events@sja.org.uk**

No of First Aiders **8**

No of paramedics **8**

No of doctors **2**

No of ambulances **2**

Other [Click here to enter text.](#)

14. Fire Safety

Have you considered the following as part of your event planning?

Fire Warning	Yes	X	No	☐
Means of escape	Yes	X	No	☐
Fire Marshalls	Yes	X	No	☐
Firefighting equipment	Yes	X	No	☐
Access for Fire Appliances	Yes	X	No	☐
Arson	Yes	☐	No	X
Assembly Points	Yes	X	No	☐
Evacuation Routes	Yes	X	No	☐

Is your event within 150m of hard standing

capable of supporting a Fire Appliance
(12.5 tonnes)?

Yes ☒ No ☐

Please Note: If you have 5 or more employees for your event or have a licence in force a written Fire Risk Assessment is legally required. To notify your event to Leicestershire Fire and Rescue Service (LFRS) see <https://lfrs.egressforms.com/Form/RequestVisit>

Are you having any fireworks or bonfires? Yes ☐ No ☒

If 'Yes' please provide the following details

Fireworks	Date	Click here to enter a date.	Start Time	Click here to
enter text.	Finish Time	Click here to enter text.		

Bonfire	Date	Click here to enter a date.	Start Time	Click here to
enter text.	Finish Time	Click here to enter text.		

Location of Fireworks display (if different from event location)

Click here to enter text.

Map of layout **NO**

Name and contact details of company running display

Click here to enter text.

Or

Person(s) firing and running the display and appropriate training / experience

Click here to enter text.

Please Note : You can find further information on running and organising firework displays at <http://www.hse.gov.uk/explosives/fireworks/using.htm>

15. Traffic Management

Have you considered traffic, transport or parking plans for your event?

Yes ☒ No ☐

Do you have an existing Temporary Traffic Regulation Order in place?

Yes ☐ No ☒ N/A ☐

If Yes please provide details Click here to enter text.

Please Note: For larger events that affect the highway you will be expected to supply a Traffic Management Plan

Is car parking required (Staff, Volunteers and Public)? **Yes** ☒ No ☐

Will the public Right of Way require closing for your event? Yes ☐ **No** ☒

Will your event require a temporary restriction? **Yes** ☐ No ☐

If **'Yes'** go to next Section, If **'No'** please go to **Section 17**

16. Temporary Traffic Regulation Application

List Road / Street Names that require a temporary restriction

Northernmost and Southernmost

Examples of restriction

Road Closure **Yes** ☒ No ☐

Waiting / Loading **Yes** ☒ No ☐

(this could be included into a Temporary Traffic Regulation Order to prevent vehicles parking on the highway)

One Way System **Yes** ☒ No ☐

(a temporary one way maybe considered or a permanent one way could be temporarily made two way)

Turning Restriction **Yes** ☒ No ☐

(this may be required if a Prohibition of Right/Left turn or could be implemented for traffic to only turn Right/Left)

Public Right of Way e.g. Footpath Closure **Yes** ☒ No ☐

List Road / Street names to be proposed as part of the diversion route

N/A

Please Note: consider parked vehicles, low bridges, HGV routes, one way systems when proposing a diversion route

Please Note up to 12 weeks' notice may be required to process a Temporary Traffic Regulation Order

Thank you for informing us of your events impact on the public highway, we will consider the details in this form and will provide you with further information if applicable. Please be aware that this process may take up to **12 weeks**.

17. Debrief Arrangements

Please detail your event safety debrief plans

Debrief plans yet to be discussed

Planned debrief events **26/07/2020**

Please note : You should provide information on any concerns or issues that occurred during your event and these should be logged and discussed after the event. Emergency services or local authority representatives may wish to attend any debrief which is arranged. Relevant information should be provided to us within one month.

18. Checklist

The following documentation may be required, please attach or provide any completed or part completed information that you have at this time:-

Proof of Public Liability Insurance (Min £10million)	Yes	☐	No	☐	N/A	X
Risk Assessments	Yes	X	No	☐	N/A	☐
Fire Risk Assessments	Yes	X	No	☐	N/A	☐
Event Safety Manual/Management Plan	Yes	X	No	☐	N/A	☐
Noise Management Plan	Yes	X	No	☐	N/A	☐
Waste Carriers Licence / Waste Transfer Notes & Commercial Contract	Yes	☐	No	☐	N/A	X
Traffic, transport or parking details or Traffic Management Plan	Yes	X	No	☐	N/A	☐
Contingency Plan (<i>Please consider a contingency plan for your event – there could be an emergency or unplanned event that could impact on your event</i>)	Yes	☐	No	☐	N/A	X

Communications Plan (*Have you notified County Councillors, Parish Councils, Residents (please provide a copy of a letter that will be distributed to residents) Highway users (Advance Signs to comply with Chapter 8 - to be approved by RCC) Social Media Local Magazine Notice Boards*)

Yes ☒

No

☐

N/A

☐

Thank you for notifying us of your event

Where to send completed forms

Please return forms to events@rutland.gov.uk

What happens next?

Your Event Notification Form will be circulated to relevant external services and departments (i.e. Highways, Police, Fire Service etc.); they may contact you for further information. Local Authority internal teams will let you know what permissions and licenses you need to apply for, and may contact you in regards to environmental health matters.

We will make all relevant services aware of your event, however, responsibility for the safe and compliant delivery of an event rests with the event organiser.

Event organisers should ensure all necessary permissions and licenses are in place before an event goes ahead.

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. Please note that under the Data Protection Act 1998, you have the right to ask for all the information we have about you and the services you receive from us. 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. In this instance, 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).

We would like to acknowledge the assistance of Cornwall Council with the development of this form and providing us with the original format.