

NORTHUMBERLAND

Northumberland County Council

Event Notification Form

Northumberland County Council and partners (Northumbria Police Force & the North East Ambulance Service) operate Safety Advisory Groups (SAG's) across Northumberland, the purpose of which, where appropriate, is to comment on matters associated with events in relation to their impact on the Council and its partners.

By completing this form, an assessment can be carried out to identify if a SAG would be appropriate and to identify if any licences or consents may be legally required to enable the event to take place.

Please return by **email** to urban@northumberland.gov.uk or **post** to:

Public Protection Service
West Hartford Fire & Rescue HQ
Cramlington
Northumberland
NE23 3JP

Please Note:

Safety Advisory Groups - will not undertake any role associated with the organisation or management of an event and completion and return of this form does not remove the need to obtain the relevant consents and licences, the responsibility for which ultimately rests with the event organiser. By notifying the authority of an event this in no way absolves the organiser from any health and safety responsibility nor does it infer that Northumberland County Council has any responsibility for health and safety in relation to the event. Event organisers are strongly recommended to visit the HSE microsite which gives advice on running events safely

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

Separate applications have to be made for:

- a road closure
- to obtain permission to hold an event on Northumberland County Council owned land
- alcohol or entertainment etc. licence

For information on these separate applications and other aspects of events please refer to the **Festivals and Events** page on the Council's website

<http://www.northumberland.gov.uk/>)

When to submit an Event Notification Form - If a completed form is submitted more than 3 months before an event some services may not be able to make comment as other unanticipated factors arising in the meantime may affect their capacity to provide their service on the date of the event. **Where possible please do not submit an Event Notification Form more than 3 months before the event.**

Event title: Cambois Rowing Club Long Distance Sculling event	Start date:	19 Oct 2024
	Start time:	09:00
Description of event An outdoor rowing event on the River Wansbeck for local clubs in the North East over a distance of approximately 2000m	End date	19 Oct 2024
	Finish time:	17:00
Is this a new or repeat event? (if a repeat please provide details of previous events) The previous event was held on 01 Oct 2022		REPEAT
Event Organiser/Contact: Cambois Rowing Club Jane Small 07947832990 Js.camboisrc@gmail.com and Helen Carr 07989801519 Helen_elizabethc@yahoo.co.uk		
Location of Event: (Please enclose location plan if possible) Cambois Rowing Club Blackclose Bank Ashington Northumberland NE63 8TF		
Has permission been obtained to use the land? The event is held on the River Wansbeck, with land outside the rowing club used for trailer parking only. Who gave the permission? Northumberland County Council		
Outline of Event: The event is a race with crews starting at timed intervals in different age and boat categories. The race will be split into 2 divisions through the day. Umpires and marshals will be present along the course to control crews, both rowing up to the start and while racing the course. Course map will be supplied.		
Nature and extent of publicity: Race entry is advertised on British Rowing website and North East Rowing website.		
Number of anticipated visitors/spectators/participants:		100 crews

Attendance profile expected:	Adults	80
Children		120
Any special attendance factors? No		
Will your event have military involvement? If so, what will this be?	No	
Does your event involve any of the following activities? (please specify) Sale of alcohol Live or recorded music Dancing Any other form of entertainment (Please specify) Street collections	No	
	Yes	No
If your event involves any of the above have you applied for a licence? (please provide details)		
Does your event or any part of it take place on the highway?		X
Is a road closure required?		
If a road closure required, provide the following information:		
Date:		
Times: .		
Reason:		
Some of you will have made your own arrangements to close off the highway in conjunction with your order, For those of you that haven't can you please contact the respective Traffic Management Officer for your area on the following email addresses.		
Northern/South East- Kevin Scott on Kevin.Scott@northumberland.gov.uk		
Western/Central-Andy Murgatroyd on Andy.Murgatroyd@northumberland.gov.uk		
Please can you liaise directly with the suggested point of contact above to organise this, If you have made your own arrangements can you please let the designated officer know A.S.A.P and advise them of your plans		
	Yes	No

Is the event likely to result in a significant increase in the volume of traffic from visitors to the event?			X	
Is there a risk that the additional event traffic will lead to traffic congestions/jams?			X	
Does the organisation of the event include plans for the control and management of event traffic?		X		
Is there any car parking provided? Please provide details Competitors and spectators are asked to park in Blackclose Bank Car Park. The overflow traffic is directed to park on the Jubilee Industrial Estate. The grassed area opposite the Blackclose Bank car park is coned off to prevent cars from parking as requested by Northumberland County Council.				
Will the event include any of the following?			Do you intend to undertake an appropriate risk assessment?	
	Yes	No	Yes	No
Temporary grandstands or structures including marquees or tents		X		
Temporary electrical or gas supply		X		
Fairground equipment		X		
Use of pyrotechnics, fireworks or special effects?		X		
Provision of food and refreshments	X		X	

Do you intend to use any premises/buildings to provide temporary overnight accommodation?		X		
Will you be providing any facilities/land for caravans and camping?		X		
Have arrangements been made for any of the following? (please provide details)				
First aid	Yes			
Please specify medical provider and level of cover:	Lifeline Medical Services – 2 fully trained first aid officers and vehicle with first aid supplies			
Communications (two way radio/PA system)	Two way radios supplied to umpires, marshals, safety boat and first aid.			
Fire fighting equipment	Provision at the rowing club.			
Event signage – access routes/car parking	For car parking, boat trailer parking and refreshment area			
Provision of stewards/marshals	Umpires and marshals provided by Northern Rowing/Cambois Rowing Club			
Provision of door supervisors/security staff	N/A			
Refuse and litter control	Cambois Rowing Club Volunteers			
Welfare facilities (toilets, drinking water)	Provided at the rowing club.			
Dealing with lost children	Via Race Control			
Access/Egress for Emergency Vehicles	All road areas will be kept clear of structures to allow vehicles on site			
Has a Safety Event Plan been prepared? If yes please provide a copy (the Safer Events Guidance Document will assist in your completion of your plan)	Yes			
Is there a nominated health and safety person?	YES		Shaun Mullen shaun35mullen@gmail.com 07746598111	

What qualification or experience, if any, do they have in event management?	NEBOSH GENERAL CERTIFICATE Health & Safety Representative. Risk assessment and investigation experience at previous employers over a twenty year period.	
What level and type of insurance, if any, is in place for the event? (please specify)	Public Liability Insurance - £5million	
What arrangements are proposed if it necessary to cancel the event at short notice? (e.g. emergency or adverse extreme weather conditions) Competitors will be notified online and notices posted on website and Facebook		
Is this event:-	YES	NO
Commercial		X
Council Event		X
Community Event	x	
Charity		X
For Charity Event: Name of Charity – Charity Registration number – Will <u>all income raised</u> go to the Charity concerned?		
FOR OFFICE USE ONLY		
FOR NORTHUMBRIA POLICE USE ONLY		
Date received at Force Resilience Unit		
OIC at Force Resilience Unit		
Will event have an Impact on resourcing/resilience		
Planning Officers recommendations (A) (B) or (C) as below		
FOR NORTHUMBERLAND COUNTY COUNCIL USE ONLY		
Date of NCC SAG		
No further action		

**Specific SAG partner(s) input –
Which partners?**

Full SAG Proposed (Reasons
and partners)

Date(s) of full Area SAG meeting