



## EVENTS NOTIFICATION 2018

### EVENT OVERVIEW

*Please refer to the Handy Events Toolkit for more information*

Name of the event	
Event Type <b><i>e.g. sponsored walk, fun day, festival, cycling</i></b>	
Proposed location of event	
Proposed event dates: <b><i>Start &amp; End</i></b>	
Proposed start time: <b><i>Start &amp; End</i></b>	
Requested date & time of arrival on site:	
Requested date & time of departure from site:	

### PERMISSIONS

Do you give permission for your contact details to be added to a database, for use:		
• Internally (Denbighshire Officers)	Yes	No
• Externally (By members of the public enquiring about the event?)	Yes	No
Do you give permission for the event to be displayed on the following:		
• <i>Discover Denbighshire What's On Booklet</i>	Yes	No

- |   |  |  |
|---|--|--|
| <ul style="list-style-type: none"> <li>• <i>Denbighshire County Council Events Page</i></li> <li>• <i>Discover Denbighshire Website</i></li> <li>• <i>North East Wales Website</i></li> <li>• <i>Shared on social media channels (Facebook, Twitter)</i></li> </ul> |  |  |
|---|--|--|

## EVENT ORGANISERS DETAILS

Name of Organisation and Address	
Name of Contact Person	
Telephone Number	
Mobile Number	
E-mail address	
Website	
On site contact on the day of the event: <b><i>Please note, this person is responsible for Health &amp; Safety, noise control, and overall running of the event, unless otherwise stated.</i></b>	
On site contact mobile number on the day of the event:	

## EVENT DESCRIPTION

Notification process requires you to fill this section out. If any of these details change, it is up to **YOU** to inform the DCC officers you have engaged with from the list on pages three and four of this document.

Please provide a description of the event: <b>E.g. full programme of activities, any entertainment and so on.</b>
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## CONTACT LIST

If you are planning any of the following activities or require access to any of these services, **YOU MUST** contact the relevant department of Denbighshire County Council listed below:

<b>• Live / recorded music</b> <i>(i.e. if you are planning to play live or recorded music at the event)</i>		
DCC Dept:		licensing@denbighshire.gov.uk
Public Protection		01824 706342
<b>• Food and drink (hot and/or cold)</b> <i>e.g. if you are serving hot/cold food at your event or have food outlets at the event)</i>		
Public Protection		food.safety@denbighshire.gov.uk
		01824-706405
<b>• Health &amp; Safety</b> this will cover all areas of health and safety involved with the event, including the need to undertake a risk assessment		
Public Protection		mari.mcandrew@denbighshire.gov.uk
		01824 708335
		envhealth@denbighshshire.gov.uk
		01824 706305
<b>• Performances by groups or individuals</b> <i>e.g. if there are children under 16, a licence will be required</i>		
Education Support		nell.perrin@denbighshire.gov.uk or admissions@Denbighshire.gov.uk
		01824 706124
Public Protection		licensing@denbighshire.gov.uk
		01824 706342
<b>• Street Trading</b> <i>e.g. you are collecting money for a charity or you require an alcohol licence</i>		
Public Protection		licensing@denbighshire.gov.uk
		01824 706342
<b>• Use of Denbighshire County Council car park</b> <i>e.g. if your event is taking place on a car park</i>		
Parking Services		parking-services@denbighshire.gov.uk
		James Parson 01824 70 6889
		John Williams 07836 265117

<b>• Use of DCC land</b> <i>e.g. if your event is taking place on Bastion fields Prestatyn which is DCC owned</i>		
Streetscene		<p><b>North:</b> Michael Bennion 01745 334126 Michael.Bennion@denbighshire.gov.uk</p> <p><b>South:</b> Jon Chapman 01824 708136 jon.chapman@denbighshire.gov.uk</p>
<b>• Site cleaning</b> <i>e.g. you require guidance on removal of refuse from your event</i>		
Streetscene		<p><b>North:</b> Michael Bennion 01745 334126 Michael.Bennion@denbighshire.gov.uk</p> <p><b>South:</b> Jon Chapman 01824 708136 jon.chapman@denbighshire.gov.uk</p>
<b>• Public conveniences</b> <i>e.g. if you need to check whether the public conveniences are open on your event day</i>		
Contracts and Facilities		<p><a href="mailto:mark.jackson@denbighshire.gov.uk">mark.jackson@denbighshire.gov.uk</a></p> <p>01824712142</p>
<b>• Use of countryside sites and historic sites managed by Denbighshire County Council</b> <i>e.g. if you are planning on organising a running event on Moel Famau</i>		
Countryside and Heritage Services	<p>Loggerheads and Moel Famau Country Parks</p> <p>Countryside Sites, North</p> <p>Countryside Sites Central and South [including the Clwydian Range and Dee Valley AONB]</p> <p>Heritage Sites [Old Gaol, Nant Clwyd y Dre)</p>	<p>rachel Jones 01824 712747 <a href="mailto:rachel.jones@denbighshire.gov.uk">rachel.jones@denbighshire.gov.uk</a></p> <p>garry Davies 01824 708395 <a href="mailto:garry.davies@denbighshire.gov.uk">garry.davies@denbighshire.gov.uk</a></p> <p>david Shiel 01824 712733 <a href="mailto:david.shiel@denbighshire.gov.uk">david.shiel@denbighshire.gov.uk</a></p> <p>samantha Williams 01824 708259 <a href="mailto:samantha.williams@denbighshire.gov.uk">samantha.williams@denbighshire.gov.uk</a></p>
<b>• To get advice about traffic management</b> <i>e.g. if it might be necessary to apply for a road closure</i>		
Streetworks		<p><a href="mailto:streetworks@denbighshire.gov.uk">streetworks@denbighshire.gov.uk</a></p> <p>01824706965 or 01824706979</p>
<b>• To get advice about whether you require a licence</b> <i>from DCC to use a particular site</i>		
Valuations and Estates		<p><a href="mailto:catherine.jonesblack@denbighshire.gov.uk">catherine.jonesblack@denbighshire.gov.uk</a></p> <p>01824706814</p> <p><a href="mailto:rebecca.Williams@denbighshire.gov.uk">rebecca.Williams@denbighshire.gov.uk</a></p>

		01824706816
<b>• To get advice about using harbour facilities in Rhyl</b> e.g. holding an event at the harbour		
Maritime Services		mark.budd@denbighshire.gov.uk  01824708409  sion.goldsmith@denbighshire.gov.uk  01824712725 / 07767305606
<b>• If you are planning on hosting an event on the coast, please contact:</b>		
Assets & Communities Commercial Leisure	Coastal Events	sion.goldsmith@denbighshire.gov.uk  01824712725 / 07767305606  sian.davies@denbighshire.gov.uk  01824706651
<b>• To get advice about using one of Denbighshire County Council's leisure centres</b>		
Assets & Communities Commercial Leisure	Prestatyn Leisure Centre / Pavilion Theatre	paul.harrison@denbighshire.gov.uk  01824706650 / 07909686495
	Nova / Rhyl Leisure Centre	steven.baldwin@denbighshire.gov.uk  01824712378 / 07776475335
	Denbigh / Ruthin / St Asaph Leisure Centres	ian.olson@denbighshire.gov.uk  01824712375
	Corwen / Llangollen Leisure Centres	rhian.roberts@denbighshire.gov.uk  01824712728 / 07917213964

Would like to receive future correspondence through the medium of Welsh?		
	Yes	No

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please return (preferable by e-mail) to: [tourism@denbighshire.gov.uk](mailto:tourism@denbighshire.gov.uk) Once received, we will forward your completed notification to the relevant departments 📧 Tourism, Marketing & Events team, PO Box 62, Ruthin, Denbighshire, LL15 9AZ ☎ 01824 706223