

EVENTS NOTIFICATION 2018

EVENT OVERVIEW

Please refer to the Handy Events Toolkit for more information

Name of the event	
Event Type <i>e.g. sponsored walk, fun day, festival, cycling</i>	
Proposed location of event	
Proposed event dates: Start & End	
Proposed start time: Start & End	
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
• Externally (By members of the public enquiring about the event?)		
		Yes
Do you give permission for the event to be displayed on the following:		
	• <i>Discover Denbighshire What's On Booklet</i>	Yes

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| <ul style="list-style-type: none">• <i>Denbighshire County Council Events Page</i>• <i>Discover Denbighshire Website</i>• <i>North East Wales Website</i>• <i>Shared on social media channels (Facebook, Twitter)</i> | | |
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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: <i>Please note, this person is responsible for Health & Safety, noise control, and overall running of the event, unless otherwise stated.</i>	
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: E.g. full programme of activities, any entertainment and so on.
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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:

<ul style="list-style-type: none"> Live / recorded music <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
<ul style="list-style-type: none"> Food and drink (hot and/or cold) <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
<ul style="list-style-type: none"> Health & Safety 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
<ul style="list-style-type: none"> Performances by groups or individuals <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
<ul style="list-style-type: none"> Street Trading <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
<ul style="list-style-type: none"> Use of Denbighshire County Council car park <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

<ul style="list-style-type: none"> Use of DCC land e.g. if your event is taking place on Bastion fields Prestatyn which is DCC owned 		
Streetscene		<p>North: Michael Bennion 01745 334126 Michael.Bennion@denbighshire.gov.uk</p> <p>South: Jon Chapman 01824 708136 jon.chapman@denbighshire.gov.uk</p>
<ul style="list-style-type: none"> Site cleaning e.g. you require guidance on removal of refuse from your event 		
Streetscene		<p>North: Michael Bennion 01745 334126 Michael.Bennion@denbighshire.gov.uk</p> <p>South: Jon Chapman 01824 708136 jon.chapman@denbighshire.gov.uk</p>
<ul style="list-style-type: none"> Public conveniences e.g. if you need to check whether the public conveniences are open on your event day 		
Contracts and Facilities		<p>mark.jackson@denbighshire.gov.uk</p> <p>01824712142</p>
<ul style="list-style-type: none"> Use of countryside sites and historic sites managed by Denbighshire County Council e.g. if you are planning on organising a running event on Moel Famau 		
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 rachel.jones@denbighshire.gov.uk</p> <p>garry Davies 01824 708395 garry.davies@denbighshire.gov.uk</p> <p>david Shiel 01824 712733 david.shiel@denbighshire.gov.uk</p> <p>samantha Williams 01824 708259 samantha.williams@denbighshire.gov.uk</p>
<ul style="list-style-type: none"> To get advice about traffic management e.g. if it might be necessary to apply for a road closure 		
Streetworks		<p>streetworks@denbighshire.gov.uk</p> <p>01824706965 or 01824706979</p>
<ul style="list-style-type: none"> To get advice about whether you require a licence from DCC to use a particular site 		
Valuations and Estates		<p>catherine.jonesblack@denbighshire.gov.uk</p> <p>01824706814</p> <p>rebecca.Williams@denbighshire.gov.uk</p>

		01824706816
• To get advice about using harbour facilities in Rhyl e.g. holding an event at the harbour		
Maritime Services		mark.budd@denbighshire.gov.uk 01824708409 sion.goldsmith@denbighshire.gov.uk 01824712725 / 07767305606
• If you are planning on hosting an event on the coast, please contact:		
Assets & Communities Commercial Leisure	Coastal Events	sion.goldsmith@denbighshire.gov.uk 01824712725 / 07767305606 sian.davies@denbighshire.gov.uk 01824706651
• To get advice about using one of Denbighshire County Council's leisure centres		
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: _____