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| **PUBLIC EVENT NOTIFICATION FORM**  This form should be completed by event organisers and will be used to inform the West Oxfordshire Safety Advisory Group (SAG) about the proposed event. Please ensure you read the information on the Council’s website ([www.westoxon.gov.uk](http://www.westoxon.gov.uk)) prior to completing and submitting this form. This information is available in hard format on request [events@publicagroup.uk](mailto:events@publicagroup.uk) | | | |
| Name of Event |  | Date(s) of event |  |
| Address of event (including postcode) |  | | |
| Organiser(s) Name |  | Organiser(s) Address |  |
| Organiser(s) Daytime Tel No. |  | Organiser(s) email |  |
| Event Safety Officers Name |  | Event Safety Officers Address |  |
| Event Safety Officers Daytime Tel No. |  | Event Safety Officers Email |  |
| Does the event require a licence (contact the Licensing Team if you are unsure) | Yes/No | Does the venue/location have a licence? | Yes/No/NA |
| If it does not have a licence and it requires one when will this be applied for? |  | If the venue has a licence what is the PREM number? |  |
| Overview of proposed event  Include estimated max No of people | |  | |
| Any other relevant Information | |  | |

Submit this form via email to [events@publicagroup.uk](mailto:events@publicagroup.uk)

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| **Office Use Only** | |
| Date Notification Received |  |
| Date Distributed to SAG |  |
| Request for event to be discussed at SAG |  |
| Date of SAG meeting |  |
| Relevant Information |  |