

Occasional Licence Checklist – Please refer to guidance notes and additional information sheet on the website for further information.

1. Describe the Premises (tick as many as apply and attach)

- 1.1. Existing permanent building Plan Attached (not required if premises licensed)
1.2. Outdoor premises Licensed Area Plan Attached (Essential)
1.3. Temporary structure Structure Layout Plan Attached (Essential)

2. Describe the Event (complete ALL boxes)

- 2.1. Likely number of people e.g. 100-150 ☺ (0-5000 ☹)
2.2. Overall Age range e.g. all ages or 18+ or 13-17 ☺
2.3. Capacity / Maximum number e.g. 200 ☺ (150-500 ☹)
2.4. Number of stewards e.g. 0, 5, 1 per xx people ☺ (unknown ☹)
2.5. Number of Responsible Persons List Attached (Essential)

3. Describe the Entertainment (tick as many as apply)

- 3.1. Music (Live) 3.6. Fireworks/Bonfire 3.11. TV / Film
3.2. Music (Amplified) 3.7. Fair/Funfair 3.12. Food (snack)
3.3. Disco 3.8. Gambling/Bingo 3.13. Food (meals)
3.4. Play/Performance 3.9. Gala/Fete 3.14. Other (below)
3.5. Sports/Games 3.10. Agricultural Show

4. Policies / Procedures (tick as many as apply and attach)

- 4.1. Fire Risk Assessment Attached (Essential)
4.2. Challenge 25 policy in place (Essential) Attached (Optional)
4.3. Event Plan Attached (Recommended)
4.4. General Risk Assessment (covers 5 objectives) Attached (Essential)

5. Other Licences / Permissions Applied For (tick as many as apply)

- 5.1. PRS / PPL Music Licences 5.5. Charitable Collections
5.2. Public Entertainment Licence 5.6. Gambling
5.3. Market Operators' Licence 5.7. Other _____
5.4. Permission to use a public area

6. Name & Address of Primary Point of Contact AT the Event

Please submit this checklist and any supporting documents with your Occasional Licence application