

## Sandwich Town Council

### Organising an Event

- Planning an event soon?
- Not sure how to go about it?
- Worried about all the paperwork?

Don't panic!

Below are a list of contacts and links that will be able to assist you.

#### **Dover District Council (Events Safety Advisory Group)**

The Dover District Events Advisory Group is a 'one stop shop', providing organisers with support and guidance on planning an event. By bringing together representatives from the council, emergency services and highways, the group has a 'can-do' approach and works with event organisers to ensure that their events satisfy any legal, health and safety and licensing requirements.

For advice and guidance and to discuss your event requirements please contact DDC as soon as possible.

#### **Kirsty Ash, Community Engagement Officer (Events)**

White Cliffs Business Park, Whitfield, Dover, CT16 3PJ.

Email: [Kirsty.ash@dover.gov.uk](mailto:Kirsty.ash@dover.gov.uk)

Tel: 01304 872421

Mob: 07964 118620

Website: <http://www.dover.gov.uk/Community/Community-Portal/Events/Home.aspx>

Dover District Council requires the following information to be submitted when holding an event on council land:

There are 3 simple steps:

1. Event Notification Form – Tell us about your event
2. Event Management Plan – Tell us how you will run your event
3. Event Risk Assessment – Assess the potential hazards at your event and use this template to create your event specific risk assessment

Please submit these along with a:

- Copy of your public liability insurance (£5 million minimum)
- Site map

Also on the website are additional resources including:

- An example Event Management Plan

- An example Risk Assessment

We are also working on an Events Toolkit which will be published soon!

Dover District Council are always striving to streamline and improve our processes and we value your feedback – so if you have any comments please let us know.

**Please note if you are requesting a road closure a minimum of 12 weeks notice is required.**

Temporary Events Notices (TENs) are required for licensable activities (e.g. live entertainment, the sale of food or alcohol). Please contact the licensing department at DDC for more information:

Tel. 01304 872295

Email: [licensing@dover.gov.uk](mailto:licensing@dover.gov.uk)

### **Useful Event Management Contact Details**

#### **Sandwich Town Council:**

Website: [www.sandwichtowncouncil.gov.uk/links/index.htm](http://www.sandwichtowncouncil.gov.uk/links/index.htm)

E-mail: [townclerk@sandwichtowncouncil.gov.uk](mailto:townclerk@sandwichtowncouncil.gov.uk)

Tel: 01304 617197

#### **Guildhall Caretakers**

Kevin Cook - 07754 220030

Philip Dunn - 07795 330709

Alan Beal - 07530 690275

#### **Guildhall Office**

Tel: 01304 617197

E-mail: [townclerk@sandwichtowncouncil.gov.uk](mailto:townclerk@sandwichtowncouncil.gov.uk)

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