



NORTH WALSHAM TOWN COUNCIL

Event Management Form

Adopted by the Council at its meeting held on 27.01.2026

Please submit a copy of your Event Management Plan or SAG (Safety Advisory Group) Application along with this form within 3-6 months of your event. It is strongly recommended that you submit the details of your event to the North Norfolk Safety Advisory Group (SAG) for feedback.

Name of Event	
Event Location	<input type="checkbox"/> War Memorial Park <input type="checkbox"/> Woodville Park <input type="checkbox"/> Trackside Park (skatepark) <input type="checkbox"/> St Nicholas Churchyard <input type="checkbox"/> Market Cross <input type="checkbox"/> Other
Date(s) of Event	
Name of Organisation	
Event Organiser(s)	
Contact Address (including postcode)	
Contact Telephone Number	
Contact Email Address	
Do you have minimum £5m Public Liability and Employees Liability Insurance?	(Please include the name of insurer and value of cover)

This Event Management Form does not constitute an Event Management Plan.

North Walsham Town Council will not approve any final documentation as the onus is upon the organiser to consider all risks identified by the members of the group and the Health and Safety Executive (HSE).



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North Walsham Town Council follow the guidance set out by the HSE and also refer to 'The Purple Guide'. This guide has been written by The Events Industry Forum in consultation with the events industry. Its aim is to help those event organisers who are duty holders to manage health and safety, particularly at large-scale music and similar events.

For more advice relating to Event Management, please refer to the Health & Safety Executive guidance found via <http://www.hse.gov.uk/event-safety/>

Data Protection : Please refer to the Town Council's Policy on the website www.nwtc.org.uk. If you have any concerns regarding the handling of your personal data you can contact info@northwalsham-tc.gov.uk and you can also contact the Information Commissioners Office (ICO) <https://ico.org.uk/global/contact-us/>

Declaration:

This information is true and correct.

Signed	
Printed Name & Position	
Date	

Please return form to Office 4, Cedar House, 3 New Road, North Walsham, NR28 9DE or email to townclerk@northwalsham-tc.gov.uk