

Use Of Harbour Premises- Event Notification

Please read and understand our Event Guide – Harbours document found on our website - <http://www.harbours.gg/events> before submitting an application

It is important that you visit the Guernsey Health and Safety Executive’s website www.gov.gg/eventsafety, before completing and submitting your Event Management Plan and risk assessment as it provides a comprehensive range of useful information and examples to assist with your event planning. Please complete in block capitals.

EVENT MANAGEMENT PLAN

An Event Management Plan, in conjunction with your risk assessment, must be received no later than **two weeks** prior to your event. Documentation received after this period may not be processed and may result in the event or elements of the event not being approved by Guernsey Ports.

Event			
Organiser			
Organisation			
Address			
		Postcode	
Contact telephone number			
Contact telephone during event			
E-mail			

Details Of Event

Date(s) of Event	
Proposed Time of event	
Setting up date and time	
Dismantling date and time	
Estimated no. of persons to attend	

Arrangements

Unmanned Aerial Systems (UAS or Drones and Model Aircraft)
<p>If you wish to apply for permission to use and operate a Drone within Guernsey Ports estate, you must complete and sign the Application Form which can be downloaded from our website: http://www.harbours.gg/drones</p> <p>Completed application forms should be returned to Guernsey Ports along with the following:</p> <ul style="list-style-type: none"> • CAA and ODCA Certification • Proof of Guernsey Airport Air Traffic Control approval • Certificate of Public Liability Insurance • Map of proposed flight path <p>Please be aware applications can take at least 2 weeks for a decision.</p>

AREA OF HIRE
Please indicate below the area(s) you plan to use and enclose a site plan if necessary.
<p>Albert (available only from October to March due to the cruise ship season)</p> <ul style="list-style-type: none"> • Whole Pier, or part thereof <input type="checkbox"/> £461 per day • Red Light Arm <input type="checkbox"/> £224 per day <p>Crown Pier</p> <ul style="list-style-type: none"> • Whole Pier or part thereof <input type="checkbox"/> £461 per day • Hammerhead <input type="checkbox"/> £224 per day • Careening Hard Arm <input type="checkbox"/> £224 per day

Castle Emplacement

- Castle Breakwater £224 per day
- Public parking area £224 per day
- Grassed area £224 per day

Salerie Car Park

- Up to 1/3 £224 per day
- Up to 2/3 £404 per day
- Whole Car Park £528 per day

North Beach Car Park

- Up to 1/3 £224 per day
- Up to 2/3 £404 per day
- Whole Car Park £528 per day

See Event guide on our website: <http://www.harbours.gg/events> for charging details for charitable/not for profit events. Please state the name of the charity/good cause in the organisation section of this form.

Other (please give details below)

Will there be a need to suspend any parking spaces? (circle/highlight as appropriate.)

YES

NO

If YES, please state how many

If you require the suspension of more than **20** car parking spaces, you must first obtain the agreement of the States of Guernsey's Traffic And Highways Services team. (Tel 01481 202221).

Do you intend to store fuel or refuel generators, vehicles etc at the event? (circle/highlight as appropriate.)

YES

NO

If the answer is YES, then please give details of where and how you intend to comply with Guernsey Water/Health and Safety legislation and regulations.

Do you wish to hold a fireworks display as part of the event? (circle/highlight as appropriate.)

YES

NO

If the answer is YES, then please give details below **(This activity MUST also be included in your RISK ASSESSMENT)**

What hygiene/sanitary provision have you made in respect of the following?

Litter (please describe including names of contractors – NB litter bins should be positioned near to the recycling facilities):

Toilets/WCs (please describe including names of contractors):

Are utility connections required? If so, please provide details below (NB charges are applicable)

Provision of recycling facilities is compulsory. Recycling bins are available from States Works. Please contact States Works on 01481 226263 or email steven.lemessurier@swd.gov.gg or simon.lewis@swd.gov.gg

Alternatively, please provide details of your recycling plans including quantity and type of recyclable waste, specific details of recycling provisions (including details if using an existing establishment's recycling facilities and details of any changes to meet requirements of the event) and disposal plans for collected recyclable waste:

You must enclose a copy of your public liability insurance certificate with this form (bookings will not be confirmed without a copy of this certificate).

Do you plan to erect any signs/banners to advertise the event? (circle/highlight as appropriate.)

YES

NO

If YES then please list below the proposed number of signs/banners, their size and proposed location:

What is the admission charge for the event if any?

ADULT _____

CHILD _____

SENIOR CITIZEN _____

Check List For Event Organisers

	YES	NO	N/A
Have you researched the event guidance provided on HSE's website?			
Application for Use of UAS/Drone enclosed?			
Public Liability Insurance details enclosed?			
Risk Assessments provided?			
Plans enclosed?			
Recycling Facilities detailed			
Tents/marquees holding 100 persons or more – have these been registered?			
Has approval been given for a PA system?			
Has Liquor licence been approved?			
Has Gambling Control licence been issued?			
Has Traffic and Highways Services approved suspension of parking?			

I/We (please delete as appropriate) hereby agree to:

- a) be responsible for any damage caused to any person at any time, whether as a result of any damage caused to the surfaces of public highway/car park/land, drainage system, walls, and or/facilities including traffic signs and lines and will make good any damage arising during the period of hire or use at my/our expense.
- b) ensure that no hazard is caused to any person at any time, whether as a result of damage caused in or to the public highway/car park/land or any spillage of oil, fat or any other material during the hire period or otherwise and indemnify the States of Guernsey against any claims by third parties arising from any such act or omission by or on behalf of the applicant
- c) immediately notify the Guernsey Ports of any accidents occurring within the public highway/car park/land/for which the applicant is responsible, during the period of hire/use and/or of damage sustained to the public highway/car park/land and/or any of the associated facilities.
- d) ensure that the area is left in a clean and tidy manner and all litter disposed of. There will be no recyclables (i.e. cardboard) left in the area. I/We acknowledge that Guernsey Ports/States Works will invoice me/us accordingly should this not be the case.

I/We have read and understood the above terms and conditions therein and the Event Guide – Harbours document found here: <http://www.harbours.gg/events> .

SIGNED	
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POSITION	IN	
ORGANISATION		
DATE		
Please return to the Business Support Team, Guernsey Ports, PO Box 631, St Julians Emplacement, St Peter Port, GY1 3DL. Email: guernsey.harbours@gov.gg		