





**Arrangements for controlling the event:** (Include number & type of safety craft, safety personnel, VHF Channel, Mobile Telephone Number and other controlling factors.)

**Navigational constraints proposed:** (Any issues involving tides, shipping etc that might affect the event.)

**Emergency Plan:** (Attach an emergency action plan or briefly overview your plans to deal with a more serious incident involving Ambulance on site, Police, Fire Service, Coast Guard, RNLI etc.)

**Media arrangements:** (Any planned involvement of media, TV, Radio, Newspaper)

**Assistance/support requirements from Teignmouth Harbour Commission:** (Please detail any support you anticipate requiring e.g. monitoring of other river traffic, deconfliction with other events, website notices etc.)

**Insurance cover:** (Provide a summary of cover and attach a certificate of insurance for the event activities)

- Any changes to this information will be notified to the Harbour Office prior to the event;
- I understand that The Commission accepts no responsibility or liability for these activities and that it is the responsibility of the event organiser/s to ensure that they evaluate all risks and take appropriate measures to control any potential hazards;
- A completed Risk Assessment is attached and I understand that it is the responsibility of the event organisers to ensure that this Risk Assessment and Site Specific Risk Assessment meets all the requirements for the specific activity;
- By signing this request form I understand that I will be accepting responsibility for the events detailed above and if there are any changes to be made I will contact the Harbour Office prior to the start of the activity.

Signed ..... Date:.....

Print:.....

On behalf of (Organisation Name):.....