TEIGNMOUTH HARBOUR COMMISSION HARBOUR EVENT REQUEST FORM

Event:



Prior to the start of any group activities or events on the River Teign above and/or below the bridge, Teignmouth Harbour Commission must be notified in writing (letter or e-mail) of the event and a Risk Assessment must be carried out. The Commission requests that this **Event Request Form** and a **Risk Assessment Form** are completed at least 2 weeks before the event and forwarded to the Harbour Master. If any further assistance or information is required then contact the Harbour office.

| Organisat | ion name: | | | | | |
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| Contact name, address, telephone and email: | | | | | | |
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| | | Timetable and programme of events: | | | | |
| Date | Time | Event | | | | |
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| Date | Time | Event |
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| Number | of anticipated | participants: |
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| Authoriti | es consulted: | (Governing bodies etc whose guidelines your event conforms to. Other bodies |
| who provid | e advice etc.) | (Governing bodies etc whose guidelines your event comornis to. Other bodies |
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| Arrangements for controlling the event: (Include number & type of safety craft, safety personnel, VHF Channel, Mobile Telephone Number and other controlling factors.) |
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| Navigational constraints proposed: (Any issues involving tides, shipping etc that might affect the event.) |
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| Emorgonov Plan: (Attach an amarganay action plan or briefly evention your plane to deal with a more |
| 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.) |
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| Media arrangements: (Any planned involvement of media, TV, Radio, Newspaper) |
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| | 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.) |
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| | Insurance cover: (Provide a summary of cover and attach a certificate of insurance for the event activities) |
| Α | ny changes to this information will be notified to the Harbour Office prior to the event; |
| а | understand that The Commission accepts no responsibility or liability for these activities nd that it is the responsibility of the event organiser/s to ensure that they evaluate all sks and take appropriate measures to control any potential hazards; |
| th | completed Risk Assessment is attached and I understand that it is the responsibility of ne event organisers to ensure that this Risk Assessment and Site Specific Risk ssessment meets all the requirements for the specific activity; |
| е | y signing this request form I understand that I will be accepting responsibility for the vents 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): |