

# **YORKSHIRE WATER**

## **EVENT NOTIFICATION FORM**

The Event Notification Form (ENF 1) attached should be used by organisers who wish to hold an event on land that they believe maybe owned by Yorkshire Water Services. Yorkshire Water land is in private ownership and landowner's permission is required to hold an event.

### **Introduction**

This document is aimed at providing assistance and advice to organisers who intend to hold events on land that they believe maybe owned by Yorkshire Water Services. The process will help organiser's run safe events and allow Yorkshire Water to provide information relevant for the safe running of the event. Good planning and management can lead to successful and sustainable events where everyone benefits and gets enjoyment whilst minimising negative impacts. Increasingly events are requested in fragile environments, and these need careful consideration and review. Yorkshire Water generally reviews close to 100 event requests each year; some locations are popular and events can come into conflict.

**Please note** that this event notification does not replace the statutory notifications for licensing and other permissions required for the running of events from other bodies. Nor does it replace the need to seek various permissions from the relevant authorities, such as a road closure, entertainment licence nor permission from other landowners and managers for use of their land.

### **Form ENF 1**

The organiser should use form ENF 1 (attached) should they wish to notify Yorkshire Water of forthcoming event/s and seek advice and approval. This document caters for events irrespective of size or risk and should be completed accordingly, a copy of which should be kept for your reference.

This form along with documents that are applicable to your event, like the risk assessment forms, event management plan, insurance, route map, etc. should also be submitted as supporting evidence of good management.

### **Other Parties**

It is important that an organiser opens dialogue with the relevant parties at a very early stage of event planning. We may be able to help by supplying contact details, with the contacts permission. It is preferable that the notification is made in a timely

manner, ideally a minimum of **3 months** notice, or longer for a larger event. The nature and location of the event may trigger the need to enter into discussions with other individuals and relevant bodies, giving a longer lead in time for the event.

Not all events will require 3<sup>rd</sup> party liaison, and for smaller events it may be possible to review and have discussions between the partner and organiser by phone or email covering the management plan, risk assessments, other associated documentation and any recommended actions for the organiser. If a specific site visit or meeting with one or two specific partners are required, then this should be arranged between the organiser and relevant partner(s).

It may be necessary for the organiser to engage with the local community which may be affected by the event in the early stages of event planning and take into account any concerns raised. This may be best achieved by contacting the relevant parish council(s).

We can only help support event organisers and give advice based on the information and documentation supplied. It is for you to manage the organisation of the event. Yorkshire Water may seek to recover any costs incurred in support of your event.

**The responsibility for safety at an event rests with the organiser through the management and planning of the event.**

### **Event Types**

Yorkshire Water manages its land holdings for the production and management of water, raw, treated and waste. It also gives access to its land holding for the quiet enjoyment of the countryside. Events that have negative impacts may not be granted.

Where possible consider the use of routes that already exist, permissive and public rights of way, and tracks.

Avoid activities and times that may cause conflict e.g. moorland fell runs during lambing and bird breeding season.

To prevent the introduction and spread of invasive non-native species, consider how biosecurity can be incorporating into the planning and running of an event.

Yorkshire Water does not allow swimming, sub-aqua/scuba diving, alcohol, pyrotechnics, amplified sound/music, overnight camping or open fires.

Yorkshire Water is less likely to approve events that include porta-loos, motor sports, or that disrupt or impact adversely on current users or agreements.

### **ENF 1 Form Completion**

Once completed, please return, along with any supporting documentation such as a management plan, risk assessment(s), insurance, route or site plan, etc. to:-

- [philip.tennyson@yorkshirewater.co.uk](mailto:philip.tennyson@yorkshirewater.co.uk) for any events involving Yorkshire Water owned land south of the M62.
- [evelyn.southwell@yorkshirewater.co.uk](mailto:evelyn.southwell@yorkshirewater.co.uk) for events affecting Yorkshire Water owned land north of the M62 only.

On receipt of the notification we will review the information to check Yorkshire Water's need for involvement and review any other contacts relevant e.g. tenants, commoners, Natural England, Local Authority (PROW) etc. It may be necessary for organisers to contact other interested parties to gain their approval or consent for the event. A decision will be made on Yorkshire Waters involvement in the event and the organiser will be notified.

If the event is approved, the event representative will be asked to sign two copies of a permit, returning both copies to YWS. YWS will counter sign the permits, returning one copy signed by both the event representative and YWS.

Please note, if you would like to run an event at Langsett Reservoir or the Washburn Valley (Swinsty, Fewston and Thruscross Reservoirs), you will need to contact us with plenty of advance notice as we will need to carefully consider parking, timing and numbers due to the high volume of visitors we're receiving at these sites. Please be prepared for your event request to be declined.

# Event Notification Form ENF 1

**Event name:** .....

**Contact:** .....

**Position:** .....

**Address:** .....

**Tel:** .....

**Mob Tel:** .....

**E-mail:** .....

**Organisation details:** .....

**Web site:** .....

**Type and Description of event:** .....

**Date of event:** .....

**Start Time:** ..... **Finish Time:** .....

**Total Actual Numbers:**

.....

**Participants:** .....

**Spectators:** .....

**Organisers:** .....

**Cars:** .....

**Others (type):** .....

**Location name of event:** .....

**Location grid ref of event:** .....

**Address of event:** .....

**Route of event (map attached):** Yes/No

**Supply a marked/annotated map or plan of the location of activities, routes, car parking, check points, etc.**

Has the event been run/held before?: Yes / No (If Yes please supply details)

If the event has been run before, **please outline any changes you've made for this year:**

Is the event a private event?: Yes / No (If Yes please supply details)

Is the event a public participation event?: Yes / No (If Yes please supply details)

Will the event supply or sell drink or food?: Yes / No (If Yes please supply details)

Are you providing stewarding / do you require police presence?:  
Yes / No (If Yes please supply details)

Are there any temporary structures / tents / barriers / advertising / waymarking / gazebos?:  
Yes / No (If Yes please supply details **and a map**)

Is any equipment being used to manage the event?:  
Yes / No (If Yes please supply details)

Do you have public liability insurance (minimum £5m) cover in place for this event?: Yes / No (If Yes please supply a photocopy of insurance certificate)

Have you created a risk assessment for the event/location/routes?: Yes / No  
(If Yes please supply a copy. If No please explain when a copy will be available)

Is an Event Management Plan (include 'take down') supplied?: Yes / No  
(If Yes please supply details. If No please explain when it will be available)

Are you following a Governing Body's/Association's national guidelines?:  
Yes / No (If Yes please supply details and which one)

Are you following national biosecurity guidance (Check, Clean Dry - <https://www.nonnativespecies.org/what-can-i-do/check-clean-dry/events/>) to prevent the introduction and spread of invasive non-native species?  
Yes/No (If Yes please supply details on how this is incorporated)

Is the event also being held on another's land?:  
Yes / No (If Yes please supply details)

Does the event have first aid provision?: Yes / No (If Yes please supply details)

Are contact details available for the person in charge on the day of the event?:  
Yes / No (If Yes please supply details. If No please explain when they will be available)

Do you have communications systems for emergencies?:  
Yes / No (If Yes supply details. If No explain when they will be available)

Do you plan to have welfare arrangements on site?:  
Yes / No (If Yes please supply details)

What are the intended parking arrangements for any vehicles associated with the event?

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What are the waste management arrangements?

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Any other information relevant to the hosting of the event. Other safety measures/  
plans/ considerations specific to the event in place? (please supply details)

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Will the event raise money for charity? If so, please can you make Yorkshire Water  
aware of the amount raised to help us better understand our land usage.  
(please supply details)

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What are the benefits to Yorkshire Water in allowing this event to progress?  
(please supply details)

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Are you competent to run this event?  
(please supply details)

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.....

**By signing below, you consent to Yorkshire Water sharing your contact  
details with relevant persons/bodies, such as Natural England and Park  
Rangers for the purposes of event management only.**

**Signed:** .....

**Date:** .....

**Please return this form to:**

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Please retain a copy for your records