Please submit this form as soon as possible to give you the best chance of securing the space and dates you want. Please note a minimum a notice period of 30 working days will be required for this enquiry form to be accepted. This form can be submitted by email to [citycentre@birmingham.gov.uk](mailto:citycentre@birmingham.gov.uk) or by post to City Centre Operations Team, Library of Birmingham, Centenary Square, Birmingham B1 2ND.

# All enquiries will be assessed against the following key criteria:

* compatibility with the Council’s policies, values and strategic priorities
* risk to public safety and security
* potential to disrupt others
* risk to children and vulnerable adults
* potential for crime and disorder
* compliance with required licences, consents and permits
* potential for damage to or soiling of the space
* consideration for the access needs of event participants and the public
* appropriate balance of everyday use and event use of the space

**Required Documentation**

All event organisers will be required to submit an event management plan, layout plan, risk assessment and certification of public liability insurance cover (£5m minimum) in good time before the date(s) of the event you are proposing. For larger or more complex events, the Safety Advisory Group process will be activated and, in such cases, a minimum notice period of 60 working days will be required.

If applicable, your event management plan must include:

* Structural drawings and calculations
* Food safety documentation
* Licences, consents and permits
* Vehicle movement plan
* Waste management plan

On request City Centre Operations Team can provide a template Event Management Plan. Please email [citycentre@birmingham.gov.uk](mailto:citycentre@birmingham.gov.uk) to request a copy.

It is the responsibility of the applicant to submit any required documentation in good time before your event – at least 30 working days in advance of your proposed activation date for simple activities and at least 60 working days in advance of your activation date for larger or higher risk activities. If you believe you may not be able to meet these deadlines, please contact [citycentre@birmingham.gov.uk](mailto:citycentre@birmingham.gov.uk) to discuss your proposal as soon as possible.

**Privacy Statement**

Your personal information is required for administration purposes. Birmingham City Council is committed to protecting your privacy and fulfilling its obligations under UK data protection laws. The Council may use this data in order to inform you of its activities and/or improve its services in relation to the subject matter only, but will not sell, rent, distribute or otherwise make your data commercially available to any third party, unless it is required to by a court order or to comply with other legal requirements.

**What happens to my event information?**

Your event enquiry form, event management plan, site plan, risk assessment, public liability certificate etc. will be shared with members of the Events Safety Advisory Group for review. The Events Safety Advisory Group consists of representatives from various Council departments, West Midlands Police, West Midlands Fire Service and West Midlands Ambulance Service. Your information will not be passed on to any other party without your prior consent.

|  |  |
| --- | --- |
| Name of activity | *Click or tap here to enter activity name* |
| Brief description of activity and its purpose | *Click or tap here to enter activity description* |
| Is this activity a part of a larger event? | Yes  No  Please include this information in your activity description if yes. |
| Activity venue | *Enter venue here or select from list* |
| Live activity start – when you will open to the public | *Select date*  *Enter time (24h xxxxh)* |
| Live activity end – when you will close to the public | *Select date*  *Enter time (24h xxxxh)* |
| Activity build start - when you will take occupancy of the site | *Select date*  Enter time (24h xxxxh) |
| Activity derig end - when you hand back the space | *Select date*  *Enter time (24h xxxxh)* |
| Company name and address. Please state separately if details are different for invoicing purposes | *Enter Company Name*  *Enter Company Address*  *Enter Postcode* |
| If you are acting on behalf of a client, what is your client organisation? | *Enter company name here* N/A |
| Activity Manager  -the person with overall responsibility for the activity. | *Enter name* |
| *Enter Position and Company* |
| *Enter Mobile* |
| *Enter Email* |
| Site Manager  -the person who will be the primary contact and decision maker on site. | Is this the same person as the Activity Manager? *Select* |
| Has this person not been appointed yet? *Select*  If no, these details will need to be supplied to [citycentre@birmingham.gov.uk](mailto:citycentre@birmingham.gov.uk) at least 2 clear working days before the activity arrives on site. |
| *Enter Name* |
| *Enter Position and Company* |
| *Enter Mobile* |
| *Enter Email* |
| Would you consider your activity to be commercial?  -activities where commercial profit is deemed to be the primary factor will be considered as commercial. | Yes  No  *Please enter a brief rationale for your answer here* |
| Maximum number of people (include public, staff, security, stewards, volunteers etc.) present at peak attendance. | *Enter number here or select from list*  *Please enter a brief rationale for this figure here* |
| How much total floor space will your activity require? | *Enter dimensions (metres x metres) here*  *Enter any additional notes here*  You will need to supply a layout plan in due course. If you already have one, please submit it with this enquiry form |
| Will the build or derig of the activity require additional space? | Yes  No  Please enter brief details here if yes |
| Please briefly list all infrastructure you will bring to site  -including approximate sizes in metres | Please list the number, type and size of infrastructure below:  *e.g.*  *‘1x Daytona DS50 covered truck stage 10m x5m’*  *‘5x trestle tables 1m x2m’*  If you prefer, you may submit this information either as part of an ESMP or on a separate sheet. |
| Does the activity involve food?  NB: only registered food businesses with a current rating of 4 or 5 will be permitted to operate from BCC land.  For food safety queries and to submit documentation, please email [EHEvents@birmingham.gov.uk](mailto:EHEvents@birmingham.gov.uk) | Yes  No  Please answer the following in brief if yes:  How many outlets and where?  *Enter number and location of food/drink outlets*  What types of food and drink?  *Enter here or select from list*  Preparation of food:  *Enter here or select from list*  Storage of food:  *Enter here or select from list*  You will also be required to submit food safety documentation in due course if yes. |
| Does the activity involve alcohol? | *Please select the option that best fits from the list*  *Enter brief details here if yes* |
| Does the activity involve regulated entertainment?  Please see the [government licensing website](https://www.gov.uk/guidance/entertainment-licensing-changes-under-the-live-music-act) for details. | Live Music  Recorded Music  Performance of a play  Performance of dance  Providing facilities for dancing  Exhibition of a film  Boxing or Wrestling  *Enter brief details here if your activity involves any of the above* |
| Does the activity involve a funfair or similar attractions/structures? | Yes  No  *Enter brief details here if yes, including details of any funfair operators* |
| Does the activity involve the giveaway of anything (including leaflets) | Yes  No  *Enter brief details of the giveaway here if yes* |
| Does the activity involve any sales of products or services (including taking of orders)? | Yes  No  *Enter brief details here if yes* |
| Will vehicles need to enter site at any time? | During the build:  *Select number of vehicles*  *Select size of largest vehicle*  During the live event (including vehicles remaining on site)  *Select number of vehicles*  *Please enter brief details of the vehicles*  During the derig  *Select number of vehicles*  *Select size of largest vehicle*  If vehicles are used, you will also need to provide a separate vehicle movement plan (VRN, vehicle type, time in, time out etc.) in due course. |
| Does the activity require mains water or electricity | Yes  No  *Enter brief details of the power and/or water requirements here if yes* |
| Waste Management  -a trade waste disposal contract is a legal requirement. Use of public litter bins for waste generated by your activity will only be permitted by written arrangement. | Please provide brief details of the waste you anticipate your activity will generate and how it will be collected and recycled/disposed of.  *Enter details here e.g.*  *‘2 x 1100l dry mixed recycling bins – contract with E X Ample Waste ltd’*  *‘1x litter picker 1000h till 1800h’* |

The following are prohibited in our public spaces

* Petrol generators
* Activities on behalf of or supported by the tobacco/vaping industry.
* Release of [balloons and sky lanterns](https://www.birmingham.gov.uk/balloons-and-lanterns)
* Activities in contravention of the [No Platform Policy](https://www.birmingham.gov.uk/downloads/file/18619/bcc_no_platform_policy)
* Use of equipment unsuited to outdoor use on hard standing e.g., domestic electrical connections, ‘garden quality’ temporary structures, etc.

I understand (please tick):

submission of this form is simply an enquiry to use public space and does not constitute a booking

It is my responsibility to submit any and all requested documentation in good time including a layout plan, proof of Public Liability Insurance (£5m minimum) and a risk assessment.

that inclusion of the above listed prohibited activities will result in a likely refusal of your enquiry, or closure of any live activity.