

Event Notification - Firework Displays

In order for Ipswich Borough Council, as the enforcing authority, to adequately assess the risks of your Fireworks Display, in addition to the information provided in the Event Application Form we will also need the following details from you.

Event Details	
Event Name	
Event Date	
Location of Fireworks Display	

Details of Fireworks	
Name & contact details of company running the display <i>or</i> Person(s) firing & running the display and appropriate training/ experience	
Source of Fireworks	
Delivery Date	
Where are the fireworks stored prior to set up	
Please Note: the above information should be readily available as it will help you ensure your display is run safely.	

Checklist – please return together with	
Event Notification Form, Risk Assessment and proof of Public Liability Insurance	Yes / No*
Emergency Plan	Yes / No*
Site layout showing drop out zones, spectator locations etc	Yes / No*
Traffic, transport or parking details <i>or</i> Traffic Management Plan (if applicable)	Yes / No*
Please Note: Please ensure that you advise the Event Team if you make any alterations or additions to your event once you have submitted your Event Application Form.	

Guidance for organisers

For your information the following guidance sets out the minimum standards expected from firework operators, clearly taking into account the size and location of the display.

- Organising firework displays - <http://www.hse.gov.uk/explosives/fireworks/using.htm>
- A guide to safety for firework display organisers and operators - <http://www.hse.gov.uk/pubns/priced/hsg123.pdf>

Please return to: events@ipswich.gov.uk. If you are unable to send by email, please contact us on 01473 432229

Data Protection: The information in this form will be used solely for notifying services and agencies about your fireworks display and will remain secure. Information will not be shared with any other organisation that is not involved in the event application process.