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| --- | --- | --- | --- | --- |
| **Activity** | **Docs required** | **By when** | **By who** | **Fee?** |
| Food | Volunteer of community food provision – [Volunteer.Community\_catering\_form.docx (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fapp1.apply4.com%2Fuploads%2Fuk%2Finstance_document%2Ffile%2F3097%2FVolunteer.Community_catering_form.docx&wdOrigin=BROWSELINK)Professional food provision – [Professional\_Catering\_form.docx (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fapp1.apply4.com%2Fuploads%2Fuk%2Finstance_document%2Ffile%2F3098%2FProfessional_Catering_form.docx&wdOrigin=BROWSELINK)Details of what food will be served, including how allergen information will be provided, and what equipment is being used to heat it up, keep it hot or keep it cold. An allergen matrix template can be found here | 14 days prior to event | Events Team, but if you are required to attend a Safety Advisory Group meeting (see above), a Commercial Environmental Health officer | No |
| Details of how adequate hand washing will take place, e.g., provision of portable sinks, warm water, soap, paper towels. |
| If a professional caterer is involved, their latest Food Hygiene Rating which can be [found here](http://ratings.food.gov.uk/) which must be a level 3 or higher |
| Gas or electrical safety certificates for on-site cooking |
| Licensable activities for e.g. music, performance, films, alcohol | If the site has a premises licence; provide full details of all licensable activities planned (music, performance, films, alcohol) | 30 days prior to event | Licensing Team | No |
| If there is no premises licence for the site and if under 500 people are expected, a [Temporary Events Notice (TEN)](https://www.gov.uk/apply-for-a-licence/temporary-event-notice/islington/apply-1) must be completed. A TEN will be needed to sell alcohol at any site except a site that also has an alcohol licence | 10 working days prior to event | Yes |
| Music, speeches or any potential for noise nuisance, for e.g. generators | Full details if just a generator (output, Db) – only silenced generators will be accepted | 20 days prior to event | Public Protection (Noise) | No |
| If music or voices will be heard for four hours or less, a Noise Management Plan | No |
| If music is being played for longer than four hours, and or noise from event related building work is expected outside of core hours (8am-6pm Mon-Fri and 8am -1pm on Sat) an acoustic consultant will need to be appointed to provide a noise assessment report and include details to control potential noise nuisances from occurring. | 28 days prior to event | Yes - TBC |
| Temporary structures | A Temporary Structure Licence (TSL) will NOT be required for;•Inflatables with a floor area less than 4 X 4m and no higher than 4 metres in height or•Marquees / Gazebos with a floor area less than 6 X 6m and no higher than 5 metres in height). Full details must be provided. | 14 days prior to event | Events Team | No |
| [Temporary structure (Section 30) application form | Islington Council](https://www.islington.gov.uk/planning/building-control/application-forms-and-fees/temporary-structure-application-form?status=inprogress&ps=&ref=) For structures larger than outlined above, you will have to complete this form and a fee will be required plus site plan and full spec and RAMS for the structure (bespoke to the site) | 30 days prior to event | Building Control | £357 +VAT +hourly rate £  |
| [Temporary structure (Section 30) application form | Islington Council](https://www.islington.gov.uk/planning/building-control/application-forms-and-fees/temporary-structure-application-form?status=inprogress&ps=&ref=) For Inflatables \*Inflatable Structures – Up to12 x 12 feet - £100, Over 12 x 12 feet – £300 plus additional hourly rate (£115ph) to be assessed. No VAT is payable | £100-£300\* |
| Animals | Full details of how the animals will be part of the event, animal welfare, relevant licences and public health and safety details | 30 days prior to event | Animal Welfare | No |
| Funfair rides | Details of the rides, PLI of contractor and RA and ADIPs for each ride | 30 days prior to event | Events Team | No |
| Road closures  | [Street party application form](https://www.islington.gov.uk/roads/street-parties) - street party request form which is a non-commercial event and free of charge (one per street per calendar year).[Road closure application | Islington Council](https://www.islington.gov.uk/roads/apply-highways-licence/road-closures/road-closure-application?status=inprogress&ps=&ref=) | 6 weeks prior to event | Highways | No |
| Cranes  | [Licence required](https://www.islington.gov.uk/roads/apply-highways-licence) – commercial road closures, this does not include parking suspensions or permission for temporary traffic signals (contact parking suspensions as below and streetworks@islington.gov.uk) [Crane licence application | Islington Council](https://www.islington.gov.uk/roads/apply-highways-licence/crane/crane-licence-application?status=inprogress&ps=&ref=) but if associated with a road closure, 6 weeks will ne needed as above | 6 weeks before the event10 working days | Highways | Yes - £4,235 eachYes - £506 |
| Parking suspensions | Application. Which can be obtained by emailing us here | 14 working days before the event | Parking service | Yes |