

## Public Entertainment Licence Application Checklist

What we look for	What we ask/check	Included Y/N	Your comments
Risk assessments:	Are they up to date?		
	Do they include all activities?		
	Signed & dated?		
	Have they been reviewed since the last event?		
Health & Safety Statement	Included in the application pack for you to complete. It is important to complete the responsibilities & think about these issues.		
Insurance	Is it current?		
	Does it cover all activities?		
Plan	Is it up to date?		
	Detail position of different activities/entertainments		
Inflatables /Bouncy castles	Provide valid test certificates		
	Risk assessments		
	Insurance		
	Being hired? From where?		
	Who will operate (must be over 16)		
Food	What food will be provided?		
	Who is cooking/catering?		
	Training?		
	Hand washing facilities		
	Wash hand basins booked?		

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Fire Safety Checklists	For every permanent structure eg sheds		
	For every temporary structure eg marquees, tents		
	Layout plan for inside marquees/tents		
Raised Structure permit	Are you having a stage?		
	Is the stage height over 600mm high? (if yes you need to contact Buildings Standards on 01595 744293 as you may need a permit from them, the fee for this is currently £76.00)		
Electrical/Gas certificates	Does your bbq use gas?		
	Does it have a gas safety certificate?		
	Is it safe to use?		
	Do you have any electrical systems?		
	Eg PA, candy floss machine etc.		
	Are these portable appliance tested(PAT)?		