

**NOTICE OF INTENTION TO CONDUCT A SPECIAL EVENT**

To the Officer in Charge ... .. (town) Ambulance Station

1 I ... .. (name)  
of ... ..(address)  
on behalf of ... ..(organisation)  
notify the Officer in Charge of ... .. (name) Ambulance Station that on the  
... .. (day) of... ..(month), ... .. (year), it is intended to hold  
... ..  
(title of event). The event will consist of approximately ... .. (number) persons, and will commence  
at approximately ... .. am/pm and conclude at approximately ... .. am/pm.  
The event will start at ... .. (location) and  
conclude at ... .. (location). The route  
the event follows will be: ... ..  
... ..  
... ..  
... ..  
(Specify route, any stopping places, and the approximate duration of any stop. A diagram may be attached).

2 The purpose of the proposed event is ... ..  
... ..  
... ..  
... ..

3 I take responsibility for organising and conducting the proposed assembly.  
Signed: ... ..  
Capacity: ... .. Date: ... ..

**AMBULANCE TO COMPLETE BELOW:**

4 I have been notified of the proposed event.  
Signed: ... ..  
Capacity: ... .. Date: ... ..