

NOTICE OF INTENTION TO CONDUCT A SPECIAL EVENT

To the Officer in Charge ... (town) Fire Brigade

1 I (name)
of (address)
on behalf of (organisation) notify
the Officer in Charge of (name) Fire Brigade 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:

FIRE BRIGADE TO COMPLETE BELOW:

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