

EVENT NOTIFICATION FORM

This form should be used to notify the Harbour Authority of major events (see Code of Practice). It is to be completed and submitted to the Harbour Authority at the earliest opportunity but at least 7 days prior to the event.

Name of Organisation: _____

Address: _____

_____ Tel. No: _____

Fax No or email address (for return of approval): _____

Name of responsible person (race officer or event organiser): _____

Contact number during event: _____

Name and/or nature of event: _____
(e.g. Yacht race/regatta/rally/raft race/club event/rowing/youth training)

Date(s)/time(s) of event and estimated duration: _____

Number of expected participants: _____

Number of races (if applicable): _____

Number of safety boats in attendance: _____

Type of craft involved: _____

Location of start and intended race areas (if applicable): _____

I/we confirm that every endeavour will be made to ensure that all boats that start the event will be accounted for at the end of the event and that, if in any doubt, the Coastguard will be contacted.

_____ will organise and run this event in accordance with the "Code of Practice for Races, Events and Regattas on the River Hamble" and that "Name of organisation" _____ is responsible for the management of all risks related to the event.

Signature: _____ Date: _____

Print Name: _____

Please complete and return this form to the harbour office either in person, by fax on 01489 580718 or by e-mail to harbour.office@hants.gov.uk at the earliest opportunity but at least 7 days in advance.

For internal use	Date time request received:	Request No:
Subject to the information stated in this notification remaining as accurate as possible and the responsible person adhering to the Code of Practice, permission is granted. (RHHA authorised person)	PERMISSION REFUSED (RHHA authorised person)	
Date	Time	Date
		Time