



DERBYSHIRE JOINT INITIATIVE

DERBYSHIRE DALES DISTRICT COUNCIL AND DERBYSHIRE FIRE AND
RESCUE SERVICE

FIREWORK DISPLAYS AND BONFIRE APPLICATION FORM

Please provide the information about your event requested on pages 2 and 3, with a site plan (page 4). **This information must be returned no later than eight weeks before the event is planned.**

On pages 5 to 8 there is further guidance on what information to provide and fire safety advice. Use the HSE guidance document, 'Giving your own firework display - How to run and fire it safely' to help you.

Please send or e-mail your application to the Environmental Health Team.

Our contact details are: Derbyshire Dales Environmental Health Team, Regulatory Services, Derbyshire Dales District Council, Town Hall, Matlock, Derbyshire, DE4 3NN
Telephone: 01629 761212
E-mail: envhealth@derbyshiredales.gov.uk



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FIREWORK DISPLAYS AND BONFIRE APPLICATION FORM

Please provide the information about your event requested on pages 2 and 3, with a site plan (page 4). **This information must be returned no later than eight weeks before the event is planned.**

EVENT DETAILS	
NAME OF EVENT:	
SITE ADDRESS:	
PROPOSED DATE:	
EVENT TIMES: (FROM – TO)	
NUMBERS EXPECTED:	
NAME AND E-MAIL ADDRESS OF ORGANISER:	
HOME/ BUSINESS ADDRESS:	
CONTACT NUMBER:	
CONTACT NUMBER: (ON THE NIGHT OF THE EVENT)	
NAMED CHIEF MARSHALL:	
Please note: This is a generic document intended to assist the event organiser/s consider the general issues relevant to an event. It is not comprehensive and the level of detail the organisers will need to consider will depend on the nature, scope and scale of the event.	

Form completed byDate

OFFICE USE ONLY

INSPECTED BY	SITE VISIT DATE	DATE SATISFACTORY	DATE RISK ISSUED



Required Documents:

Document list	
<p>1. Site plan:</p> <p>Make sure your site is large enough for the event.</p> <ul style="list-style-type: none"> Use the HSE guidance document, 'Giving your own firework display - How to run and fire it safely' to make sure you include all the required information and measurements requested on the site plan <p>The blank site plan and checklists on the guidance sheet below can be used to help make sure you provide enough information to access your application. A freehand sketch of your site is suitable providing the measurements (in metres) are reasonably accurate.</p>	<input type="checkbox"/>
<p>2. Public Liability Insurance:</p> <p>Please provide a copy of your current Public Liability insurance certificate for the event.</p> <ul style="list-style-type: none"> Check that both bonfire & firework displays are included in your insurance. <p>(Policy No.....)</p> <p>Does your insurance policy require you to notify the Fire Service? Y/N</p>	<input type="checkbox"/>
<p>3. Fire risk assessment as per the regulatory reform (Fire Safety) Order 2005.</p>	<input type="checkbox"/>
<p>4. Event management plan (see the guidance notes for more information)</p>	<input type="checkbox"/>
<p>5. Firework storage The storage of fireworks in excess of 14 days requires a licence.</p> <ul style="list-style-type: none"> Does this apply to your event? Y/N If yes, have you contacted Trading Standards for a licence? Y/N Please provide a copy of the licence 	<input type="checkbox"/>



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THIS IS THE SITE PLAN FOR

TO BE HELD ON



FIREWORK DISPLAYS AND BONFIRE GUIDANCE

NAME OF EVENT:	
SITE ADDRESS:	
PROPOSED DATE & TIME:	

Danger Areas and Safety Distances

Fireworks can cause serious injuries to spectators or firers. The first consideration for any public firework event should be to make sure there is enough space to meet the safe distance guidelines. The distances between the different areas on your site need to be marked on your site plan.

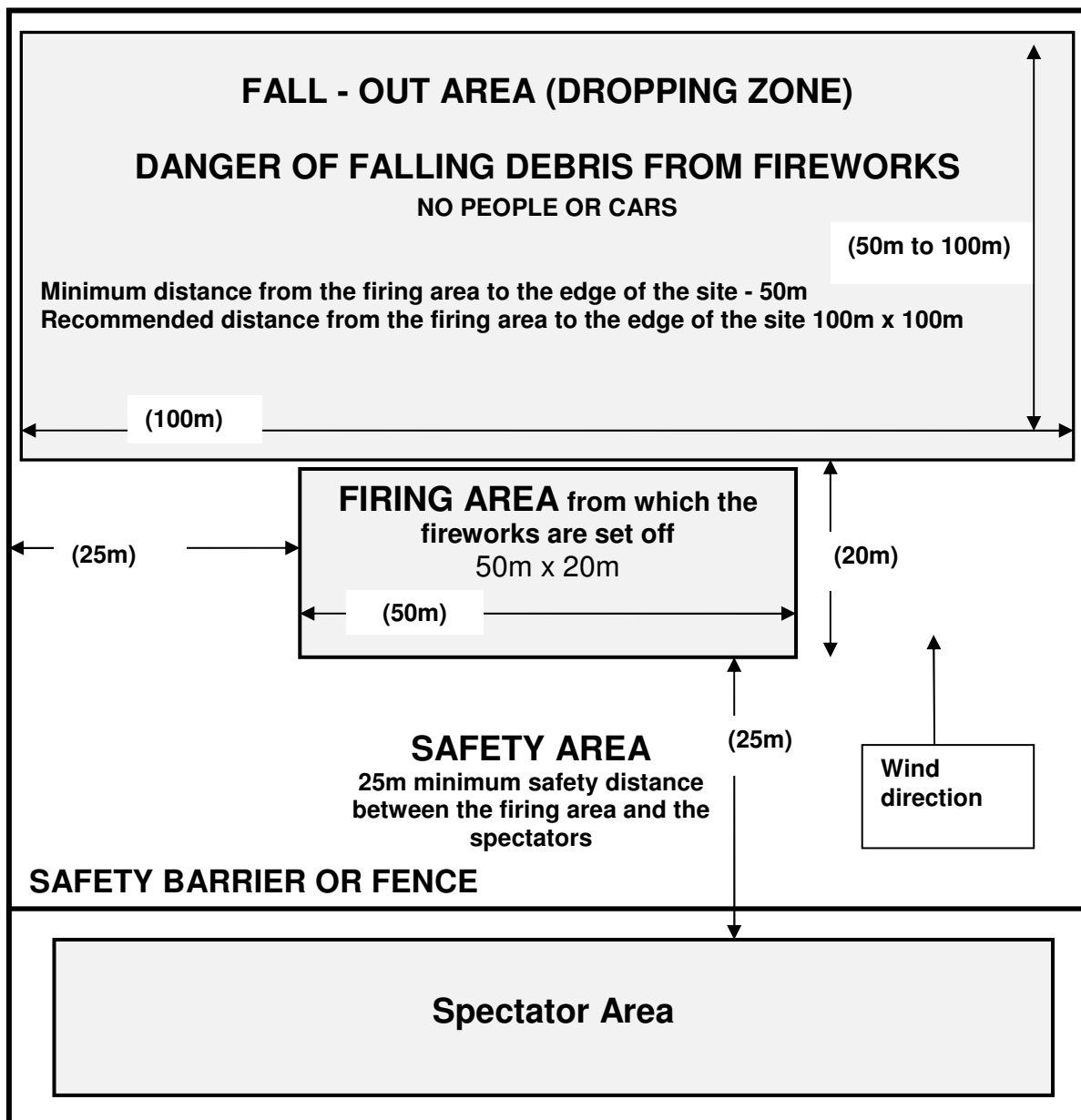
Use the table and diagram below as a guide to where the danger areas and safety distances are in relation to each other.

Display Site - the whole site used for the firework display and made up of:	
• The spectator area – from which the spectators watch the display	<input type="checkbox"/>
• The safety area – the distance between the spectators and the firework firing area to ensure the spectators are at a safe distance from the fireworks during the display	<input type="checkbox"/>
• The firing area – from which the fireworks are set off	<input type="checkbox"/>
• The fall out area – (or dropping zone) – an area clear of people, where the debris from spent fireworks lands	<input type="checkbox"/>
• The bonfire area – the area provided for the bonfire	<input type="checkbox"/>
Other information to be marked on the plan:	
Approximate dimensions (in metres) of the whole site	<input type="checkbox"/>
• The location of barriers or fences	<input type="checkbox"/>
• The position of buildings or structures within the site	<input type="checkbox"/>
• The position of public access to site	<input type="checkbox"/>
• The position of emergency vehicle access to site	<input type="checkbox"/>
Prevailing wind direction	<input type="checkbox"/>



Site Plan guidance cont. Danger Areas and Safety Distances

For public events the following considerations should be followed



These are ideal distances. Any variations should be subject to risk assessment, e.g. height of bonfire, restriction on types and size of fireworks used.

A bonfire needs to be

- 15m from other areas, buildings, roads, railways & public rights of way
- A safe distance from flammable materials & overhead electric powerlines
- Downwind of spectators



Site Plan guidance cont.

Advice

BONFIRES SHOULD BE:

- A safe distance away from buildings, trees, etc.
- Clear of overhead obstructions such as power cables etc.
- Well-constructed – especially if on sloping ground
- Free of foam furniture, rubber aerosols, gas cylinders, bottles
- Free of light ash producing materials that could blow about, e.g. corrugated cardboard
- Sited with consideration of prevailing winds
- Fenced/taped/roped off at a safe distance relative to bonfire size

DISPLAYS SHOULD HAVE:

- Adequate viewing, display and fallout areas relative to size of display
- Areas sited with consideration of prevailing winds
- Areas a safe distance away from buildings, trees, etc.
- Areas clear of overhead obstructions such as power cables, etc.
- An area for safe storage of fireworks
- Fenced/taped/roped safety area relative to display size and type

Management of the event

AN EVENT MANAGEMENT PLAN SHOULD INCLUDE:

- The **event safety policy statement** detailing the organisation chart and levels of safety responsibility. (Is there a clear understanding within the organising team of who will be responsible for safety matters?)
- The **event risk assessment/s**
- The **site safety plan** detailing the site safety rules; storing fireworks safely; bonfire safety; firing the display; site manager/s and safety co-ordinator;
- The **crowd management plan** detailing the numbers and types of stewards, methods of working, chains of command;
- The **transport management** plan detailing the parking arrangements, highway management issues and public transport arrangements;
- The **emergency plan** detailing action to be taken by designated people in the event of a major incident or contingency;
- The **first-aid plan** detailing procedures for administering first aid on site and arrangements with local hospitals.
- **CLEARING UP AFTER THE DISPLAY**



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ADVICE – THE EVENT SHOULD HAVE:

- **Operatives trained and have read literature on organising a display**
- **Operatives familiar with display fireworks & lighting requirements**
- **Named Chief Marshall available at event in case of a site visit**
- One person designated responsible for lighting the bonfire
- Operatives suitably clothed – substantial outer garments, boots, etc.
- Display operatives designated
- Sufficient Marshalls for the size of event
- No accelerants e.g. petrol, paraffin on site
- Check bonfire for children and animals prior to lighting

CONSIDER INFORMING THE FOLLOWING:

- Local Authority
- Fire Service
- Police
- Neighbours (noise and smoke may affect elderly, young children, pets, etc.)

AFTER THE EVENT YOU SHOULD:

- Ensure bonfire is safe (damp down if necessary)
- Collect spent fireworks
- Collect spent sparklers
- Clear away litter/rubbish

CONSIDER PROVIDING:

- Hose pipe (will it reach?), or water buckets or water extinguishers
- Metal buckets for spent sparklers
- Fire blanket available in bonfire display areas
- First Aid kits available
- On site knowledge of how to treat a burn injury
- Identification of operatives
- Arrangements for calling Emergency Services
- Provision to maintain adequate site access for Emergency Services

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References:

- HSE guidance document, 'Giving your own firework display - How to run and fire it safely'
- <http://www.hse.gov.uk/event-safety/getting-started.htm> (Accessed 01/06/16)