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# Fundraising events with under 50 attending

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## Is the event location available ?

Most areas of public realm including the Promenade and beach are owned or controlled by Blackpool Council. To check availability, please contact the Visit Blackpool events team on [events@visitblackpool.com](mailto:events@visitblackpool.com) who will:

- Provisionally book the area for you
- Inform you if an administration / facility fee is be payable. Charity and non profit making events are normally exempt from charges
- On receipt of a completed event notification form consider the application
- Subject to permission being granted ask you to agree to the standard terms and conditions.
- In the case of larger and commercial events may issue a bespoke license

## Before completing the form

It is important that the person with overall responsibility for the event completes the online form and provides the below information as soon as possible after your provisional booking has been accepted. The application should ideally be made at least **12 weeks** in advance of your event taking place.

Before completing this online form please ensure that you have the following information available

- Event and organiser details
- [Health and safety risk assessment](#)
- [Public liability event insurance](#)
- Your completed notification form will be automatically forwarded to the [tramway safety officer](#) who may contact you if he considers that your event requires you to apply for a tramway safety permit

If applicable

- [Charity collection licence](#)
- [Temporary events notice](#)
- [Leaflet distribution consent](#)

[Complete the notification form](#)

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