**Appendix – Fairgrounds**

If you are having fairground equipment at your event you need to tell us about each piece of equipment that will be on site. **As the event organiser it is your responsibility to supply this information to the council.**

Each fairground ride has an annual safety check, this is usually through the “ADIPS” scheme. The safety document is called a “DOC”. The council can check the ADIPS safety certificates numbers on-line using the information provided on this form.

Most, but not all, fairground operators will have two insurance documents, one for £1m and one for £9m. If a fairground operator is not part of the Showmen’s Guild the operator must have a minimum of £5m public liability insurance. You must supply evidence of insurance. “Round Stalls” things like “hook a duck” won’t have a DOC but we still require evidence of insurance.

A risk assessment (**RA**) must also be provided for each piece of equipment, you do not need to send this to us, but you should confirm that you have obtained this as the organiser of the event.

You can ask the fairground operator to complete this form and collate the information required, but it is your responsibility to ensure we receive this information.

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| **Name of Fairground operator if applicable** | **Telephone number** | **Email Address** |
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| **Fairground Equipment (Please insert extra lines as needed)** | | | | | | | | | |  |
| **Controller/owner**  **last Name** | **Controller/owner**  **First name** | **ADIPS ID Number** | **DOC number & Expiry Date or PiPA as appropriate** | **Name of Device as on DOC** | **Device Description as on DOC** | **Showmen’s Guild - £9m insurance expiry date** | **Name of £1m insurance provider** | **Expiry Date of £1m insurance** | **Other insurer\*** | **RA**  **supplied** |
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