

## Sporting Events Criteria:

All organisations must supply a risk assessment for their individual event and a copy of their Public Liability Insurance.

Name of Event:

Organiser Name:

Organiser Email:

Phone Number:

Name of Organisation:

Name of Event Director:

Please detail previous event organising credentials:

Charity Registration No. (if applicable):

Please confirm details of your affiliation to a governing body directly associated with the event taking place and provide proof of the licence granted by that governing body: (extra proof can be attached to support your submission)

### Event Details:

Please attach a map with your submission detailing the following:

Entire route of your proposed event

First Aid Point(s)

Marshal locations\*

Toilet / welfare locations

Change over points (if applicable)

\*Please provide the names of these marshals to the Harbour Police no less than 72 hours in advance of the event.  
A Traffic Management Plan will be required – please submit this along with your application to [belfastharbourpolice@belfast-harbour.co.uk](mailto:belfastharbourpolice@belfast-harbour.co.uk).

**Please provide the following event management details:**

When and how the marshals will be briefed and who will be doing this briefing.

Please provide details of what points you plan to cover. (BHP reserve the right to attend the briefing):

How marshals will contact the event Director and/Harbour Police (i.e. by mobile phone or radio?):

Confirmation that you will provide cones/barriers as required.

**Confirmation that the marshals will:**

have contact numbers for the medical services on duty;

will know exactly where the medical services are positioned within the event site;

will be able to tell competitors of their progress within the event;

will be wearing luminous/bright jackets or tops (this helps competitors and police); and

will remain at their posts until the last participant has passed

Confirmation of the number of water/energy stations and confirmation that there will be sufficient personnel at water stations:

Confirmation that there will be sufficient personnel to clear up discarded cups/bottles and details of how this be managed:

Details of the extent of toilets/welfare provisions available for use:

Confirmation of when distance markers be placed and whether there be one per mile/kilometre:

If the event involves a commercial advantage to the organiser the cost recovery for policing must be paid in advance. This will be invoiced by Belfast Harbour.

**Please be advised it is necessary to do a walk of the route prior to the event to ensure the roads are free from glass etc.**

Do you hold the necessary insurance requirements i.e. Public Liability Insurance?

Yes

No

Applicants must have £10 million public liability insurance (PLI) – there will be no exceptions made for this requirement.

**If all of the above criteria are not met Belfast Harbour Police reserve the right to cancel the event at any time.**

Name:

Position:

Date:

Signature:

Belfast Harbour is committed to processing personal information in ways that comply with its legal and regulatory obligations, and ensuring that we are clear with customers about how their personal information is used. Should we ask you to provide certain information by which you can be identified when using this website, then it will only be used in accordance with our Privacy Statement ([see link](#)).

**Please save this form as a PDF with all sections completed and email to [belfastharbourpolice@belfast-harbour.co.uk](mailto:belfastharbourpolice@belfast-harbour.co.uk) along with any supporting evidence.**

**SUBMIT**