# Pre Full Application Checklist

* Set up (build) date
* Event start (show) date
* Event end (break) date
* Your contact details
* Name & contact details of responsible person & deputy responsible person on site
* Details of your organisation
* Your charity number if applicable
* If you are a charity who the money raised will go to if it doesn’t all go to the organising charity
* Details of any previous similar events you have held in Torbay
* Anticipated numbers to attend and capacity
* Admission price if applicable
* Programme price if applicable
* Activity price if applicable
* Details of any alcohol traders including their address and contact phone numbers
* Details of any food traders including their address and contact phone numbers and food hygiene rating
* Details of any other commercial or charity traders including their address and contact phone numbers
* If you are having amplified music - details of who will be responsible for sound and their contact details.
* If you are having any live music - details of the band including the name and contact details of the band and their operator/manager
* Understanding of any attractions and facilities you will require (e.g. fireworks, processions, inflatables, generators etc.)
* Details of any vehicles allowed on site including number, times vehicles will be allowed on site, any onsite parking requirements and parking Marshalls
* Date you contacted the Police, Ambulance Service, Fire Service, Coastguard and any other emergency services where contacted re the event
* Details of the medical/first aid plan

In addition you will also have to tick to agree that you have read and agree to the teams and conditions and also agree to the indemnity conditions