



Austin Ten Drivers Club Events Information Form.
Before you run an event fill out this form and the Risk Assessment form on the second sheet. Sign it and return to the Events Secretary (M Coles) at: events@austintendriversclub.com or by post to: 39 Penmark Green, Cardiff CF5 4QL.
Please return and keep a copy of these sheets.

EVENT ORGANISER

Full Name: Membership No:.....

Contact Number:..... Email address:

Note: your event is not insured until you have received a response from the Events secretary.

Which Section/region of the ATDC is promoting this activity

Where will it take place (region, country or counties):

When will it take place (Date, time, duration):

Is the event on **Private Property** or a **Public Highway** (please circle that which applies)

Is there any reference to the time taken to complete the event published in the activity **YES / NO**

What sort of event is it? (Please circle that which applies)

12 car event (12 cars or fewer, no other planned event within 8 days, prescribed route allowed, no limits re time allowed).

Treasure Hunt / Scatter run (13 cars or more, no timed or distance recording & no specific route other than the destinations. Participants visiting locations on route should only visit up to 75% of the indicated or planned maximum, any quiz/questioning answered out of car).

Touring Assembly (13 cars or more, set start, optional stops and set finish points, no time trials or prizes associated with the route no tasks related to driving or the route).

Please specify your planned event, if different from above. (continue overleaf if required).

Is this event for **ATDC members** **Members of the public** **Both** (Circle those that apply)

How many people are likely to be involved? How many cars are likely to be involved?.....

Will the local Police be informed **YES/NO**

Are all the cars entering the event judged to be roadworthy by their owners? **YES/NO**

Any prizes for the event relate to out of car activity only **YES/NO**

ATDC EVENT SECRETARY USE.

Date received Notes:

Date approved..... Event Organiser informed

RISK ASSESSMENT – thinking about your event... sign and return this sheet with the information form.

Does the event involve a road run?

YES/NO

Will the organiser ensure the cars/drivers are complying with the RTA
(Highway Code – loading and regulations).

YES / NO

What sort of roads are being used? (Circle those that apply).

Unclassified

Classified

Dual Carriageway

Motorway

Will the Event Organiser drive the run to check for potential risks?

YES/NO

Will any dangerous hot spots been identified near the proposed event **and just before the event?**
(Water, traffic/road works, busy roads, schools, crossings, tramways ...other).

YES / NO

Will appropriate speed limits be imposed at any off-highway start and finish points.

YES/NO

Is adequate parking available at suggested 'stops'?

YES/NO

Will participants be briefed on the route and potential risks?

YES/NO

Will a telephone contact be established in case of difficulties (eg breakdown)

YES / NO

Will the state of the weather or other local situation be monitored and

potentially effect the event.

YES / NO

A Please think about your event and list any hazards you think your event may have	B How serious could they be scale 1 - 5	C How likely are they to happen scale 1 - 5	D Multiply B with C to get a hazard score High = above 12 Low = below 4

What actions will you do to minimise risk? Continue overleaf if required.

To the best of my knowledge, the information on this sheet is a true and accurate assessment of the event plan	(SIGNATURE).....
--	------------------