

Annex C

LAA MEMBER CLUB – EVENT NOTIFICATION

This document gives notice of the intention of:

[member club name]

to plan, organize and undertake an event at

[location]	[date]
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which will include the following activities:

[planned activities]

I confirm that:

1. This event has been planned in accordance with LAA regulations and event guidelines, and an appropriate Risk Assessment and Mitigation exercise has been conducted.
2. The event will be managed in a professional manner and precautions will be taken to ensure that the requisite duty of care is discharged to all participants and the general public.
3. Where any planned activity falls within the Prohibited List, a submission has been made to LAA HQ supported with details and a Risk Assessment. The member club agrees to comply with the decision of LAA HQ regarding such activities and with any approval conditions.
4. Where other parties are involved in the event (e.g. airfield operator, landowner, other associations, etc.) there is a clear agreement between the parties over safety responsibilities including incident response and Public Liability Insurance.

[name]	[club] Safety Officer
[signature]	[date]

THIS NOTIFICATION SHOULD NORMALLY BE PROVIDED TO LAA HQ 14 DAYS BEFORE A PLANNED EVENT HOWEVER, SIMPLE EVENTS WITH SHORT FINAL PLANNING PERIODS MAY BE NOTIFIED NOT LESS THAN ONE WORKING DAY BEFORE THE EVENT