



Dudley Federation, C/O Griffiths & Pegg, Hagley Court South, Level Street, Brierley Hill DY5 1XE
 01384 868010 -- www.dftra.org.uk -- info@dftra.org.uk
www.facebook.com/dudleyfed -- www.twitter.com/DudleyFed -- www.instagram.com/dudleyfed

Application for insurance cover for a TRA led event

Please complete this form and submit directly to the DFTRA Board at least 21 days before the event in order for us to confirm with our insurers that we can provide cover. Please keep a copy for your records. Insurance cover is dependent upon a risk assessment form being completed by the group within 7 days of the event; a copy of this will need to be sent to us for our records.

Do I/we need to fill in this form?

- ▶ If the event is organised by a Dudley Council officer and they are the person in charge, then the Dudley Council insurance will cover the event and this form is not necessary. If you are not sure, please contact the Participation Development Team on 01384 815168.
- ▶ Where a Tenants and Residents Association organises an event and they will be managing it on the day, insurance will need to be arranged. Dudley Federation may be able to provide TRAs with this cover, providing we have been given relevant information and notice. In which case this form will need to be completed.
- ▶ If the event will be happening regularly, for example a weekly coffee morning, please complete this form annually and return to us. However please be aware that dynamic risk assessments must be carried out before each event and any new findings recorded and monitored.
- ▶ We will contact you to let you know whether your event can be covered and confirm in writing.

Application Details	
Name of TRA:	
Event type:	
Description of event:	
Date of event:	
Location of event:	
Estimated number of attendees:	
Main contact name:	
Main contact telephone no.	
Please sign to give permission for us to pass information to 3 rd party (Insurance company).	
Office use only:	
Date received:	
Receipt recorded by:	
Reference number:	2425-TRAevent
Confirmation of event cover by insurer?	<input type="checkbox"/> <div style="display: inline-block; border: 1px solid black; padding: 2px;">Date received</div>

If you require assistance with this application, please let us know. Once completed, please return the form along with any necessary documents to the address at the top of this form. Your data will be stored in compliance with our data protection and privacy policies.

Directors

Martin Smith (Chairperson), Stan Chance (Vice Chairperson), Christine Phillips (Treasurer)
 Elaine Lloyd, George McClay, John Doughty, Tony Brain