

# Application to Hold an Event on Council Land



Silloth-on-Solway Town Council

## Section 1: Completion of this Form

Applications must be submitted **no later than 8 weeks** prior to the event date.

All sections must be completed. Where a section does not apply this should be clearly indicated by the use of n/a within that section.

Incomplete application forms may result in your application being rejected or refused.

## Section 2: Event Organiser Details

Name of Organisation.....

Event Organiser.....

Contact Address.....

.....Post Code.....

Tel No (Home).....(Work).....

Email.....

Main contact on site during event.....

Mobile.....

## Section 3: Event Details

Name of the Event.....

Event Location.....

Description of the event and the type of activities to be carried out etc.....

.....

.....

Daily Numbers Expected to Attend.....

Event days and times including set up and take down – times in 24-hour clock please.

Date	Set up start	Event Start	Event Finish	Take down completed by

Is the Event Free? YES/NO

If NO, give an indication of how any profits are to be used.....  
.....  
.....

Will you be selling Programmes? YES/NO

**Section 4: Catering**

Will there be catering at your event? YES/NO

If YES, please provide details below.  
.....  
.....  
.....

N.B. It is your responsibility to ensure business caterers are registered with the relevant Local Authority. (If local, this would be Allerdale Borough Council). A copy of the Food Hygiene certificates are required.

**Section 5: Litter and Recycling**

Please detail methods for litter collection and disposal of litter and refuse:-  
.....  
.....

N.B. Allerdale street scene team may need to be notified and requested to provide additional litter collections during the day if a large event is planned.

## Section 6: Event Activities

Please tick the box if you intend to utilise or permit any of the following at the event. Please give details of who will be providing the activity, if not yourselves, where applicable.

		<u>Organiser</u>	<u>Contact Address &amp; Tel No</u>
<input type="checkbox"/>	Marquees		
<input type="checkbox"/>	Portable Staging		
<input type="checkbox"/>	Market Stalls		
<input type="checkbox"/>	Live Music **		
<input type="checkbox"/>	Live Entertainment **		
<input type="checkbox"/>	Water Supply (state how provided)		
<input type="checkbox"/>	Alcohol ****		
<input type="checkbox"/>	Food/Drink Concessions		
<input type="checkbox"/>	Bonfire/Barbecue		
<input type="checkbox"/>	PA System		
<input type="checkbox"/>	Electric Lighting		
<input type="checkbox"/>	Portable Toilets – Number:		
<input type="checkbox"/>	Existing Toilets (state location)		
<input type="checkbox"/>	Power Supply (state if generators or source if mains)		
<input type="checkbox"/>	Fairground Equipment		
<input type="checkbox"/>	Children’s Rides		
<input type="checkbox"/>	Inflatables (eg bouncy castle)		
<input type="checkbox"/>	Carnival/Procession		
<input type="checkbox"/>	Fireworks/Pyrotechnics *** (other stage effects eg lasers)		
<input type="checkbox"/>	Sporting Events		
<input type="checkbox"/>	Re-enactment Groups		
<input type="checkbox"/>	Motorcycles		
<input type="checkbox"/>	Other Motor Vehicles		
<input type="checkbox"/>	Aircraft ***		
<input type="checkbox"/>	Hot Air Balloons ***		
<input type="checkbox"/>	Balloon Launch ***		
<input type="checkbox"/>	Parachutists ***		
<input type="checkbox"/>	Train Hire		
<input type="checkbox"/>	Stewarding/Security		
<input type="checkbox"/>	On Site Communications (state type)		
<input type="checkbox"/>	Barrier/Fencing (state type)		
<input type="checkbox"/>	Lost Children Point		
<input type="checkbox"/>	First Aid Provision		
<input type="checkbox"/>	Creche		
<input type="checkbox"/>	Horses/Donkeys (other animals – state)		
<input type="checkbox"/>	Other (please specify, e.g. archery)		

.....  
 .....

\*\* A public entertainment licence may be required if your event is public and consists of music, dancing or similar.  
 \*\*\* Has the relevant permissions been obtained from the relevant statutory organizations e.g. Civil aviation authority, coastguard.

\*\*\*\* For Sale of Alcohol please provide the following:

Full name of Personal Licence Holder	
Licence number	
Issuing Authority	
Licence Expiry Date	

N.B. This application will not be processed if it includes "Sale of Alcohol" and information from the above table is incomplete. Only current personal licence holders will be permitted to oversee bar operations.

**Section 7: Car Parking/Vehicles**

Please state the number and weight of vehicles entering the site and if they are to remain overnight:-

.....

Please state car parking arrangements for event staff and/or general public:-

.....

.....

Has written approval been sought from Cumbria County Council/Allerdale Borough Council for:-

Highway Directional Signs	Yes	<input type="checkbox"/>	Not to be Used	<input type="checkbox"/>
Banners/Posters	Yes	<input type="checkbox"/>	Not to be Used	<input type="checkbox"/>
Road Closure	Yes	<input type="checkbox"/>	Not Needed	<input type="checkbox"/>
Traffic Diversion	Yes	<input type="checkbox"/>	Not Needed	<input type="checkbox"/>
On Street Parking Restrictions	Yes	<input type="checkbox"/>	Not Needed	<input type="checkbox"/>
Car Park Closure	Yes	<input type="checkbox"/>	Not Needed	<input type="checkbox"/>

**Section 8: Emergency Services**

You are requested to notify the police and other appropriate emergency services. Please indicate contact made where necessary:-

Police	<input type="checkbox"/>	.....	Ambulance Service	<input type="checkbox"/>	.....
St John Ambulance	<input type="checkbox"/>	.....	Red Cross	<input type="checkbox"/>	.....
Fire	<input type="checkbox"/>	.....	HM Coastguard	<input type="checkbox"/>	.....
Other	<input type="checkbox"/>	.....	Other	<input type="checkbox"/>	.....

**Section 9: First Aid Cover**

Please supply details of the first aid cover to be provided:-

.....

**Section 10: Promotion**

How will you advertise your event?

.....  
.....

N.B. Permission must be obtained from the Council before an event is advertised or promoted in any way.

**Section 11: Online Information**

Basic information about events on Council land will appear on the Council’s website for the benefit of local residents and visitors.

Do you have any additional information about this event (subject to approval) YES/NO  
to appear on the Council’s website? Circle as appropriate

Do you wish for any of the following information to appear on the Council’s website?

Event organiser name as stated in section 2 YES/NO

Event organiser mobile number as stated in section 2 YES/NO

Event organiser email address as stated in section 2 YES/NO

Please provide any further details that you wish to appear on the Council’s website

Event website .....

Public information about the event (Max 255 characters)

**Section 12: Additional Services**

Additional services including the use of electricity, water, safety barriers and extended opening of the toilets must be requested in advance by Event Organisers. Costs may be incurred for these services.

Fresh Running Water YES/NO

Use of Safety Barriers YES/NO

Access and use of electricity from one of the electricity kiosks on the Green? YES/NO

If yes, please provide details of which kiosk you require access to:

.....

Extended opening of the Public toilets YES/NO

If yes please provide more information:

.....

## Section 13: Finances

The Town Council require a detailed budget for your event.

There is a template at the end of this form to assist you. It can be used to identify all costs associated with your event and can be submitted as a detailed breakdown of your event costs to support your application. You do not have to use this form although you will still be required to provide a detailed breakdown of all costs and income associated with your event.

Following the event, you will also be required to submit a copy of your annual accounts covering the period in which the event took place.

## Section 14: Organiser's Checklist

Please confirm that the following documents have been included with your application.

Site Plan clearly marking layout of event	Yes <input type="checkbox"/> No <input type="checkbox"/>
Copy of Public Liability Insurance certificate ( <b>£5m Indemnity</b> )	Yes <input type="checkbox"/> No <input type="checkbox"/>
Copy of your Event Specific Risk Assessment	Yes <input type="checkbox"/> No <input type="checkbox"/>
Signed copy of Terms & Conditions	Yes <input type="checkbox"/> No <input type="checkbox"/>
Child Protection Policy	Yes <input type="checkbox"/> No <input type="checkbox"/>
Food hygiene certificates	Yes <input type="checkbox"/> No <input type="checkbox"/>
Detailed budget for the event	Yes <input type="checkbox"/> No <input type="checkbox"/>
Copy of your last Accounts (covering the last event held)	Yes <input type="checkbox"/> No <input type="checkbox"/>

## Section 15: Declaration

I the Event Organiser confirm that I am 18 years of age or older.

I the Event Organiser acknowledge my responsibility for the health, safety and welfare of employees contractors and visitors during the event build up, operation and break down period of the event named in section 3 above.

I the Event Organiser agree to indemnify the Council against all actions, claims and expenses arising directly or indirectly out of the event named in section 3 above or the presence of any of the organisers or of their goods and materials present on the land during the event or not properly removed therefrom, unless the claims and expenses are as a result of the negligence of the Council, its agents or officers.

I the event organiser agree to comply with the terms and conditions as specified in the separate document "Terms and Conditions for Events on Silloth-on-Solway Town Council Land."

Signed	
Name (block capitals)	
Organisation	
Date	

## Section 16: Guidance

- **Site Plan clearly marking layout of event**

Where appropriate a detailed site plan showing the position of stalls, marquees, arena, exhibition units, car parking etc and list of programme items is required. In respect of races etc a detailed route plan, which must show the location of route marshals, must be provided.

- **Event-Specific Risk Assessment**

A full risk assessment should be carried out for all events and must be specific for your event. This will be a legal requirement in many circumstances. A risk assessment is simply a careful examination of what, at your event, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent the likelihood that someone could get hurt or become ill.

More guidance and a risk assessment template is available from:

<https://www.hse.gov.uk/risk/fivesteps.htm>

- **Insurance**

Event organisers are required to hold a current policy of insurance in respect of Public Liability or Third Party risks (including products liability where appropriate). The relevant limit of indemnity shall be an amount approved by the Town Council. Under no circumstances shall this be less than £5 million and the Council reserves the right to require a higher limit is deemed necessary.

Organisers are required to produce evidence of their insurance cover. The copy must include valid dates (covering the event date); policy holder name; policy number; cover amount; company name and contact number.

Organisers will also be required to hold evidence of insurance cover of any exhibitor, band/dance group, sub-contractor, caterer etc, whom they have instructed/authorised to appear at the event and produce it if requested.

- **Litter & refuse**

All event organisers must arrange for a covered skip to be provided for the disposal of refuse and arrange for this to be emptied and removed from the site by the following working day at the latest.

- **Child Protection Policy**

Safeguarding children and vulnerable adults is the responsibility of all but for your event it is yours as the organiser should there be an incident. Safeguarding measures must be set out in your event specific risk assessment.

**Note: All documentation must be produced at least 8 weeks before the event. Failure to comply may result in the Council refusing to grant permission for the holding of the event.**

**The Council reserves the right to remove any unauthorised advertising and to recover the cost incurred from the event organisers.**