Application to hire space in Council owned Park or Open Space

You must read the guidance notes at the end of this form and the standard terms and conditions of hire of Council owned land before you complete your application. Further advice and support on planning your event is available from the West Suffolk Parks Service.

This application form provides us with an overview of your event and does not constitute a complete application on its own; supporting information must also be provided. Please note that this is not a booking form, and your submission does not automatically confirm your use of the venue requested.

1. Applicant details
Contact name: ..............................................................................................................................................
Organisation: ................................................................................................................................................
Postal address: ...........................................................................................................................................
...................................................................................................................................................................
Postcode .....................................................................................................................................................
Web address: ............................................................................................................................................... 
Email .........................................................................................................................................................
Telephone ........................................................ Mobile ..............................................................
Description of organisation’s business: ...........................................................................................................
...................................................................................................................................................................
Event manager (if different to above) ............................................................................................................
Telephone ............................................................................................................................................... Mobile
....................................................................................................................................................................

2. Financial responsibility
Provide details of who should be invoiced if different to the applicant details provided in section 1.
Contact name: ..............................................................................................................................................
Organisation: ................................................................................................................................................
Postal address: ...........................................................................................................................................
...................................................................................................................................................................
Postcode .....................................................................................................................................................
Email .........................................................................................................................................................
Telephone ........................................................ Mobile ..............................................................
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Your hire fee and reinstatement deposit will be calculated once your application is submitted and a quote sent to you.

3. Application fee
West Suffolk Parks Service does not currently charge an application fee. Our charging structure is reviewed on 1st April each year; the Council reserves the right to levy a fee for applications in accordance with the review.

For office use only
Application reference: ..............................................
Date received: ......................................................
4. Event overview

Name of event: ..........................................................................................................................

Name of park or open space required: ..........................................................................................

Date(s) of the event: ..................................................................................................................
  Start time: ........................................... End time:............................................................... 

Date event set up begins: ...........................................................................................................
  Time.........................................................................................................................................

Date the venue will be clear by: ..................................................................................................
  Time.........................................................................................................................................

Expected maximum audience numbers at any one time (capacity): ............................................

Target audience ..........................................................................................................................

Is the event open to the public? ☐ Yes ☐ No

Is the event ticketed? ☐ Yes ☐ No

If yes please give details of price and where/when they will be on sale/available. .......................

What is the budget for this event? ..............................................................................................

How is the event funded? ...........................................................................................................

Temporary Structures: Will you have marquees, staging or other temporary structures at the event?
  ☐ Yes ☐ No

If yes please provide details...........................................................................................................

5. Licensable activities

Entertainment: Will the event include entertainment?
  ☐ Yes ☐ No

Please provide brief details of the planned entertainment: ..........................................................

Alcohol: Will the event include the sale of alcohol?
  ☐ Yes ☐ No

Number of bars ....................................................

Name of person responsible for alcohol sales at the event ..........................................................

A full list of expected drinks prices should be included with your application

Food vendors: Will there be food available (either free or for sale) for public to eat at the event
  ☐ Yes ☐ No

If the answer is yes to any of the above you may need to obtain one or more licences. Please refer to
for more information.
6. Event description
Provide a description of the event, including what and who the event is for, the main components of the event and any performances you may have.

7. Local benefits
Describe how the event benefits the local environment and community

8. Previous experience
Describe an event you have managed previously.
Event name: ............................................ Date: ..........................................................
Venue: ..........................................................
Description of event: ..........................................................

Who can we contact as a referee regarding the event you previously managed?
Contact name: ..........................................................
Organisation: ..........................................................
Postal address: ..........................................................
..........................................................................., Postcode ..................................
Email: ..........................................................
Telephone ............................................. Mobile: .............................................

9. Police contact
Provide details of the Suffolk Police Constabulary Officer you have notified about your application.
Name: ..........................................................
Telephone: ..........................................................
Address: ..........................................................
Email: ..........................................................
10. Supporting information - checklist

West Suffolk Parks Section requires event organisers to provide an Event Safety Plan for any event taking place in its Parks and Open Spaces. In the list below, please tick to show which items of information you have included with this application form.

<table>
<thead>
<tr>
<th>Document / Information required</th>
<th>Included?</th>
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<tbody>
<tr>
<td>Site plan</td>
<td></td>
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<tr>
<td>Production and event timetable</td>
<td></td>
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<tr>
<td>Risk assessment</td>
<td></td>
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<tr>
<td>Proof of public liability insurance (minimum £5m)</td>
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<tr>
<td>Event communication plan</td>
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<td>Security and stewarding provision</td>
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<td>Crowd management plan</td>
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<td>Food safety plan</td>
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<td>Waste management plan</td>
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<td>Environmental impact assessment</td>
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<td>Access provision</td>
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<td>Marketing plan</td>
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<td>Equal opportunity statement</td>
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If any of the information above is not included your application it will not be considered complete. If this is the case, please explain when the information will be provided: .................................................................
........................................................................................................................................
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11. Declaration

- I confirm that to the best of my knowledge, the information I have provided in my application is correct and true.
- I understand that my application will be rejected if I have deliberately given false or misleading information.
- I understand that submission of my application does not mean I have the permission to hold the event and that I may be required to provide more information before permission is granted.
- I have read, understood and agree to comply with St Edmundsbury Borough Council and Forest Heath District Council’s standard terms and conditions of hire of Council owned land.
- I agree to pay the application fee and reinstatement deposit on receipt of invoice once my application has been submitted.
- I understand that details of my event application, including my contact details, will be provided to other St Edmundsbury Council and Forest Heath Council departments, statutory services, licensing bodies and agencies such as the police, for planning, licensing and safety reasons.
- I understand that I am responsible for obtaining all other necessary licences and/or permissions required for this event.
- I agree to provide feedback about the event and application process after the event on request.

11a. Privacy Notice

Forest Heath District Council and St Edmundsbury Borough Council are Data Controller’s for activities in their respective areas of the authority and can be contacted at West Suffolk House, Western Way, Bury St Edmunds, Suffolk IP33 3YU. Telephone 01284 763233. The Data Protection Officer is Leah Mickleborough and can be contacted at the same address.
We are collecting your personal information in order to process your parking permit application under the section one of the Local Authority Goods and Services Act 1970 and sections 101 and 103 of the Local Government Act 1972

Your data will not be shared with third parties unless used for council purposes, in order to enquire and receive information relating to your permit, prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation.

Your data will be kept for 6 years in line with our retention policy.

You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Automated decision making and processing is not used during this application. Please contact the data protection officer for further information or go to our website where your rights are explained in more detail. If you would like to receive an explanation of your rights in paper format please contact the data protection officer.

Any complaints regarding your data should be addresses to the data protection officer in the first instance. If the matter is not resolved you can contact the Information Commissioner’s Office at Wycliff House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Telephone 0303 123 1113.

If you do not provide the information required on the application form then we will not be able to process application for a licence.

For further information on our data protection policies please go to our website [How we use your information](#) or email data.protection@westsuffolk.gov.uk

Please sign below to confirm you have read and understood both of the above statements within 11 and 11a:

Signed by: .............................................................. Date: ..............................................................

The completed application including attachments, should be sent either by email to parks@westsuffolk.gov.uk or post to Parks Service, West Suffolk House, Western Way, Bury St Edmunds, Suffolk, IP33 3YU.
Application to hire space in a St Edmundsbury Borough Council and Forest Heath District Council owned Park or Open Space

Guidelines for completing an application

The ‘Application to hire space in a St Edmundsbury Borough Council and Forest Heath District Council owned Park or Open Space’ form is split into 12 numbered sections. The following notes correspond to those sections and explain how to complete the form. Please note that application forms submitted without supporting information (see section 10) will not be accepted and will be returned.

1. **Applicant details**
   These are the contact details for the main person/organisation responsible for the event. If there are different details for the day-to-day event manager (e.g. a contracted event production company), please enter name and contact number for the event manager in the spaces provided.

2. **Financial responsibility**
   Enter the contact details for the person or organisation that will be paying the hire fee and providing the reinstatement deposit. If this section is left blank, invoices will be sent to the main applicant in section 1.

3. **Application fee**
   Please note that the application fee, if introduced, will only provide for the application process and should not be confused with the hire fee which may be charged for the use of the site.

4. **Event overview**
   This section provides a snapshot of the overall details of your event. All questions must be answered.

   **Name of event**
   Enter the name of the event here. If the event does not have a name, please enter a descriptive comment (e.g. Community information day).

   **Name of park or open space required**
   Enter the name of the venue you are applying to use. If you do not know the name or the location does not have a specific name, please provide a clear description of the space you wish to use.

   **Date(s) of the event**
Enter the date(s) the actual event happens. Also enter the start and end times of the event activity in the spaces provided. These times should be for the event itself and not include set-up and clear up times.

**Date event set up begins**
The first date and time you will arrive at the venue to begin setting up for the event.

**Date the venue will be clear by**
The date and time by which the venue will be completely clear, with no event infrastructure or litter left on site.

**Expected audience numbers at any one time**
The maximum number of people you expect to be on site during the event at any one time.

**Target audience**
Who the event is aimed at based on age, locality or specific community background.

**Is the event open to the public?**
Tick the relevant box. Please note that private events are only considered in some circumstances, usually where they provide a notable benefit to the local area and community in some way. Events where the audience have been individually invited are not considered to be open to the public.

**Is the event ticketed?**
If the audience require tickets, whether paid for or free, to enter the event please tick yes and provide details of prices and where and how the tickets are distributed.

**What is the budget for this event?**
Enter the overall budget for the event. The figure should include all production, marketing and administration costs.

**How is the event funded?**
Give details of where the money is coming from to pay for the event. This may be through a commercial business, funding applications, sponsorship etc.

**Temporary structures**
If you are using marquees, staging or any other temporary structures you will need follow guidance set out in the Event Safety Guide (HSG 195) Chapter 8.

5. **Licensable activities**
Tick the boxes as relevant to indicate whether the event includes entertainment, alcohol, food traders or temporary structures. This is to alert the events team if you are likely to need permissions not covered within the application to hire a park or open space. It remains your responsibility to ensure that all necessary licences are obtained.

**Entertainment**
If the event includes entertainment it will need to be licensed under the Licensing Act 2003. In some cases you may need to apply for a Premises Licence or a Temporary Events Notice (TEN). Information about how to apply for these licenses is available at [http://www.westsuffolk.gov.uk/business/regulation_and_licensing/licensing/alcohol_and_entertainment/](http://www.westsuffolk.gov.uk/business/regulation_and_licensing/licensing/alcohol_and_entertainment/)

**Alcohol**
As with entertainment, sale of alcohol will need to be licensed under the Licensing Act 2003. None of our parks or opens spaces are licensed for alcohol so you will need to arrange a separate licence for this. Information about how to apply for these licenses is
Food vendors
All food vendors at events should be registered with the local authority where they live. Details of all food vendors at your event should accompany your application.

6. Event description
This should be an overall description of the event in about 100-200 words. The aim of the description is that somebody with no knowledge of the event could understand basically what is happening and know what to expect if they were to come to the event.

7. Local benefits
Describe how the event benefits the local area. This might include but is not limited to:
- workshops and other activity for local groups and schools to take part in
- employment opportunities for local people
- activities to enhance community cohesion
- a boost to local economy
- direct financial benefit to local organisations or projects

8. Previous experience
Provide details of a recent event you have organised. Where possible provide contact details of a referee. This should preferably be the owner of the venue and/or your contact at the local authority where the event was held.
If you do not have event management experience, you may well still be given permission to run a small event, but it is unlikely you will be allowed to run a large or difficult event without previous experience or with professional support in place.

9. Police contact
You must contact the police to inform them the event is planned. If you have a specific local police contact then please provide their details. Alternatively, contact Suffolk Police constabulary at: headquarters@suffolk.pnn.police.uk or by phone on Non emergency calls 101.

10. Supporting information checklist
For each item listed, indicate whether or not it is included within the application. Items of information may be provided as individual documents, or as an overall Event Safety Management Plan.

Each item of supporting information required is described below. If you have any queries after reading these guidelines, please contact the events team.

Site Plan
A visual plan of the location being requested, clearly showing how you intend to lay out the event, the boundary of the area being used and including all temporary structures, toilet facilities, generators, first aid posts, access routes and any other physical infrastructure.

Production and event timetable
A timetable from first entry to the site until the site is cleared after the event. This should include times of all main phases of the set-up and clear-up, along with public opening/closing times, and stage start/finish times.

**Risk assessment**
The risk assessment should identify potential hazards and the risks associated with them during set-up and during the event. For each hazard identified, you must then show what you intend to do to remove, minimise or control the risk from the hazard.

The risk assessment should cover all elements of the event. There are many formats which can be used to complete a risk assessment and you can choose whichever suits you best. Most people find that using a matrix/grid structure helps them to work through the assessment.

**Proof of public liability insurance (minimum indemnity limit £5m)**
This should be either a copy of your insurance certificate showing the policy number, dates valid and amounts covered by your policy, or a letter from your insurer providing the same information. Please note that public liability insurance and employer’s liability insurance are not the same thing.

**Event communication plan**
Details of how you will communicate with members of staff, the public and with external agencies (such as the police). This should detail practical methods of communication and should show the structure of management for the event, showing the lines of communication between the top-level event director and all other staff, agencies and audience.

**Security and stewarding provision**
Details of the numbers of stewards and security staff, the roles they will be delivering at the event, how they are managed and what times they are working. Also include information about any training and briefings to be provided for these teams. Security staff must be SIA trained and licensed and you should provide confirmation of this with details of what level of training the staff have.

**Crowd management plan**
A description of how crowd movement will be monitored and controlled at the event including details of how the security and stewarding works, locations and types of control barriers in place, and referring to the site plan for detail of entrances/exits.

**Emergency control plan**
Clear procedures showing how you respond in an emergency situation. This should detail evacuation routes and muster points, chain of command, rendezvous points for emergency vehicles and arrangements for communicating important information to members of the public.

**Fire procedures**
Details of the equipment and procedures in place to prevent or combat fire and ensure fire regulations are adhered to.

**First aid plan**
Description of the first aid provision at the event including numbers of staff and ambulances where applicable.

**Child and vulnerable adult protection statement**
A statement of intent that explains what efforts you will make to ensure the safety of children and vulnerable adults at your event. You must give details of what effort you will make to remove risk of the abuse or mistreatment of children or vulnerable adults at the
event and to take appropriate measures if event staff identify situations of abuse or mistreatment whether related to the event or not.

**Lost child or vulnerable adult procedure**
A written procedure detailing how lost children or vulnerable adults will be reunited with their parents or guardians. This should include measures to protect the children or vulnerable adults involved, and checks on identity of parents or guardians claiming responsibility for the child or vulnerable adult. This should also explain what action will be taken when a child or vulnerable adult is found without their parent or guardian.

An example lost child or vulnerable adult procedure is available from the events team.

**Transport infrastructure plan**
This should outline the impact of the event on traffic and transport in the area of the event, as well as how vehicles will be managed within the event site. Items to consider include:

Outside the event:
- Planned road closures
- Parking restrictions
- Public transport services available
- Marketing messages – are you telling public not to come by car and giving public transport alternatives?

Within the event site:
- Stewarding controls in place
- Vehicle pass system in place
- Vehicle entrance points and main routes through the site
- Where will supply, production and traders vehicles park?

**Sanitary provision**
Details of toilet facilities, hand washing points and any other sanitary provision at your event. An appropriate number of toilets must be provided at your event, for the anticipated number of attendees. The temporary toilet facilities provided must always include accessible, wheelchair friendly units.

**Food safety plan**
Information about how you will ensure that any food provided at the event is prepared, stored, served and handled properly to remove the public health risk. This includes both food provided for staff and volunteers, and food provided by caterers to the general public.

If you have caterers serving food to the public, you will be expected to pass details of the traders to St Edmundsbury Borough Council or Forest Heath District Council’s environmental health team in advance of the event.

**Waste management plan**
The event site must be left in the clean and tidy state it was found in. The waste management plan should give details of equipment and staffing in place to maintain the cleanliness of the site during and after the event. Also how waste will be minimised and disposed of with as little environmental impact as possible.
**Environmental impact assessment**
Events can have an impact on the local environment in a number of ways, so you need to identify what these possible impacts are and then show how you plan to protect the environment accordingly.

This assessment should consider the environment in terms of:
- **general ‘green’ issues**
  - air pollution
  - recycling and waste management
  - use of polluting materials and fuel
  - wildlife
  - lakes, ponds and waterways
- **local physical environment**
  - grass
  - trees
  - pathways
  - park buildings
  - listed monuments/ruins (in Abbey Gardens)
  - park furniture
- **community environment**
  - noise
  - light pollution

**Access provision**
Detail of infrastructure and communications in place to make sure the event is accessible to all. This must also include detail of aspects of the event that will not be accessible to all and provide reasons.

St Edmundsbury Borough Council and Forest Heath District Council recommend event organisers refer to the access guidance provided by the ISAN which is available at [http://isanuk.org/](http://isanuk.org/)

**Marketing plan**
Overview of how the event will be marketed including distribution of publicity, invites, PR campaigns and advertising. Examples of any publicity, adverts and press releases should be provided.

**Equal opportunity statement**
A copy of your equal opportunities statement. This can be the statement already in place for your organisation if applicable, or a statement for the event itself

11. **Declaration**
Read the declaration and sign the form to show you agree with the statement and that you understand what it means. Your application will not be accepted if you do not do this. If you do not understand the statement please contact the Parks Service.

Enter your name and date the application form. The form and supporting information should be submitted by email where possible.

12. **Further Guidance**
The following further reading is recommended and is free to download from the Health and Safety Executive (HSE) website [http://www.hse.gov.uk/](http://www.hse.gov.uk/)

- The Event Safety Guide (HSG 195)
Car Boot Sales are not allowed in parks or open spaces, at any time, in the north of the Borough within a six and two thirds mile radius of the Charter Market (Buttermarket/Cornhill, Bury St. Edmunds). This rule does not apply in Haverhill.