



Outdoor Event Application Form

Section 1: Event Details, Contact Information, Event Details/Activity

Name of event	
Proposed location	
Event dates (Excluding preparation/ dismantling days)	
Number of operational days	

Contact Details

Name of organisation (Legal name)	
Name of main contact	
Address	
Invoice address (If different from above)	
Telephone contact number	
Email contact address	
Website Address	
Event public enquiries number	

Event Details

Brief description of proposed event		
Is this event a (Please mark one box only)	Registered charity event	
	Commercial event	
	Fund raising event	
	Community event	
Admission price (If there is no charge, please say no charge)		
Name of charity/fundraising project (For charity/fundraising event only)		
Charity registration number		
Will all income raised go to the charity/project? If no, please give details		
Date and time to enter site for preparation		
Date/s event is open to the public		
Event start and finish time		
Dismantling date/s		
Date and time the site will be vacated after the event		
Approximate number of people expected to attend each day (Ensure you consider the maximum number of people you can safely exit from the site in an emergency and outline your exit plan in your risk assessment.)		

Activities

Description of Activity

Please include details about the site layout, structures, activities and stalls. Continue on a separate sheet if necessary. Attach a full programme of activities or an Event Management Plan to this application.

Will there be any of the following activities? Some activities may require a licence.

Site Setup	Barriers/fencing	Yes/No
	Portable staging	Yes/No If yes, see http://www.hse.gov.uk/event-safety/temporary-demountable-structures.htm
	Portable generator	Yes/No If yes, we encourage you to use eco-friendly, quiet generators
	Stewarding and security	Yes/No
	On site communications	Yes/No
Marquees		Yes/No If yes, please give number and sizes
Domestic gazebos		Yes/No If yes, please give numbers
Market Stalls		Yes/No If yes, please give numbers
Live Music or Entertainment		Yes/No
PA System		Yes/No
Taped music/sound		Yes/No
Dancing		Yes/No
Performance of Plays		Yes/No
Films		Yes/No
Fireworks / Pyrotechnics		Yes/No
Carnival / Procession		Yes/No
Fairground equipment		Yes/No
Bouncy Castle or Inflatables		Yes/No If yes, see http://www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm
Camping		Yes/No
Animals – Horses, Donkeys, Birds or other animals		Yes/No If yes, please give details and check if you need a licence: https://www.guildford.gov.uk/article/22058/Animal-activities-licensing
Alcohol		Yes/No If yes, see Licences and permits - Guildford Borough Council
Food and/or drink		Yes/No If yes, see Licences and permits - Guildford Borough Council
Environmental Commitments		Yes/No To reduce single use plastics, we encourage that consumable materials used at the event are recyclable, compostable or reusable (such as a cup refill scheme). Is this something you are committed to?
Street Collections		Yes/No If yes, see Find out about charitable collection licences - Guildford Borough Council

Street Trading	Yes/No If yes, see Find out about street trading licensing - Guildford Borough Council
Waste disposal	Please describe the method to be used to keep the area free of litter and refuse.
Do you require power?	Yes/No If yes, give details of how you intend to supply it and provide an electrical certificate.
Do you require water?	Yes/No If yes, give details of how you intend to supply it.
First Aid	What first aid cover will be provided and who will provide it?
Toilet Facilities	Do you wish to use public toilet facilities?
	How many temporary toilets will you bring onto the site? You are required to ensure that toilet facilities are adequate.
Will you encourage people to travel sustainably?	Yes/No If yes, please give details
Will you require vehicle access at the event?	Yes/No If yes, please detail the number and type of vehicles
Event Parking	Approximately how many vehicles will be attending the event?
	Where will these vehicles park?
	How do you intend to manage the parking of these vehicles? Will you have signage and/or Parking Attendants?
	Your site plan will need to show your proposed car parking area. Note, there may be a fee for car parking.
Road closures, on street parking restrictions, traffic diversions or car park closures	Yes/No If yes, please give details including location, dates and times: Apply to Surrey County Council for a Temporary Road Closures
Will the event be accessible and open to all?	Yes/No Under the Equality Act (2010) you must not discriminate on the basis of race, colour, ethnic or national origins, religion and belief, gender, sexual orientation or marital status, and disability or age.
Publicity (banners, posters, flyers)	On site Advertising Yes/No If yes, please give details. For hire of Guildford Borough Council notice boards, contact Economic Development on 01483 444329

	<p>Around the Borough (excluding private land) Yes/No If yes, please give details. Written approval must be obtained from Guildford Borough Council Planning Enforcement. Telephone 01483 444627 for details.</p>
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Section 2: Guidance & Additional Information

Licenses

<https://www.guildford.gov.uk/licencesandpermits>

Some events will require a licence. You will need to allow 10 weeks for a premises licence, 4 weeks for a temporary event notice (TEN) and 3 weeks for a Street Trading Licence. For advice email regulatoryservices@guildford.gov.uk

Street Trading Licence

[Find out about street trading licensing - Guildford Borough Council](#)

You will need to apply for a Street Trading Licence if your event is free to attend and you will be trading (selling any item including food, drink or any other item) or collecting.

Insurance

Hirers of public open space 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 must be no less than £5 million and the Council reserves the right to require a higher limit if deemed necessary.

Risk Assessment

You will need to provide a site-specific risk assessment. The risk assessment should consider site specific issues/hazards. For example, these can include manual handling, vehicle movements, working at height, electrical and fire safety, slips and falls and money handling, risk of terrorism ([Martyn's Law](#)). Also see HSE guidance and information:

Bouncy Castles and Inflatables <http://www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm>

Temporary Demountable Structures <http://www.hse.gov.uk/event-safety/temporary-demountable-structures.htm>

Site, Traffic & Parking Management Plans

You will need to provide a detailed site plan showing the position of your event and activities. You may also be asked to provide a parking and/or traffic management plan.

Event Management Plan (EMP)

Larger events will require a detailed EMP.

Fees and Charges (including Reinstatement and Cancellation)

We will be able to calculate your event charge once we have received your event application form. Depending on the nature of your event, and the ground conditions at that time of year you may be charged a reinstatement fee over and above the event charge. Should the Hirer cancel after written confirmation of a firm booking has been given, the Hirer will be liable for 20% of the total hire charge or the minimum event fee whichever is the greater. Cancellations must be in writing, or the full hire charge will be payable.

Noise Protection

Music is not to be played without permission.

Emergency Services

You are required to notify the police and other appropriate emergency services of your proposed event particularly if more than 1,000 people are expected to attend or if your event activities are of an unusual nature. For example, balloon launches.

General Data Protection Regulation (GDPR)

Applications for events, balloon launches, fitness/PE sessions, theatre, concerts, and filming events will be processed by Worplesdon Parish Council.

Personal data and company information will be kept on file for a period of up to three years and will not be shared with anyone or any other organisation outside of Worplesdon Parish Council. Risk assessments and public liability insurance information will remain on file in accordance with The Council's document retention policy.

Worplesdon Parish Council will use your information to administer events on land for which Worplesdon Parish Council is responsible and will contact you for the following reasons:

1. To discuss, request further information, acknowledge and confirm your event.
2. We may need to inform others of your events/activities if they are likely to impact on others. This does not include your personal information.
3. We will contact you to invite you to remain on our contact list before your details are deleted from our records.

Keep Your Information Updated

If any of your application details change once your application has been submitted, please inform us. No additional items/activities may be included without the express consent of Worplesdon Parish Council.

Hiring a Park or Open Space for Events

Terms and Conditions of Hire

1. Applications for events will only be considered if submitted within a reasonable time of the proposed event relative to the size of the event i.e. not later than 12 months for major events, 9 months for medium sized events and 2 months for small events. The Hirer must submit full details of the proposed event for approval. Details to include arrangements for catering, refuse collection and disposal, toilets, general activity to be staged, anticipated attendance figures and health & safety information as appropriate.
2. No part of the site is to be used for any other purpose other than the Purpose of the Hire.
3. The hirer is obliged to make contact, when asked to, for advice and support in the running of public events, especially so for events with more than 1,000 people attending – regulatoryservices@guildford.gov.uk
4. The Hirer must conduct their own risk assessment. This must be undertaken by competent people, a written copy of which must be lodged with Worplesdon Parish Council at least eight weeks before the date of the event. This document will be referred to in the event of any claim arising. The Council may review the risk assessment; however, it cannot be held responsible for any errors or emissions.
5. The Hirer hires the area indicated on the Hirer's site plan and agreed by the Council. The Hirer does not hire the whole site for the Hirer's exclusive use, unless requested and agreed by the Council.
6. Where a temporary electrical installation is being used, a temporary electrical installation report by a NICEIC or ECA electrician or a certificate of compliance with BS7909 must be available upon request by any Council Officer.
7. The Hirer's attention is drawn to the requirements of the *Health & Safety at Work Act 1974* and other health & safety legislation including the *Management of Health & Safety at Work Regulations 1999*, *Control of Substances Hazardous to Health Regulations 1999* and *Electricity at Work Regulations 1989*. It is the responsibility of the Hirer to comply with all relevant legislation. If appropriate, the Parish Council will provide the Hirer with any information required by health & safety legislate.
8. Bouncy Castles and other inflatables – see HSE safety advice and guidance. It is the responsibility of the Hirer to comply with all guidance and relevant legislation. [Bouncy castles and other play inflatables: safety advice \(hse.gov.uk\)](https://www.hse.gov.uk/publications/otherpublications/bouncy-castles-and-other-play-inflatables-safety-advice.htm)
9. The Hirer shall indemnify and keep indemnified the Parish Council from and against all actions, claims, suits, costs, expenses, losses, injuries, damage and liability howsoever arising out of or by reason or in consequence of the agreement hereby granted (other than action, claims, suits, costs, expenses, losses, injuries, damage and liability resulting from any negligent act of the Parish Council, its servants or agents). The Hirer shall effect a third party policy of insurance to a minimum of £10,000,000 per event. A copy of the public liability certificate to be submitted to the Parish Council no less than eight weeks prior to the event.
10. The Hirer will be required to produce written evidence of the existence of public liability insurance at such a level as required by the Council in respect of any exhibitor, ground entertainer, sub-contractor, caterer which the Hirer has authorized to appear at the event.
11. The Hirer is responsible for adequate fire precautions and for the maintenance of clear exists for emergency vehicles and for seeing that none of the footpaths are blocked. <https://www.gov.uk/government/publications/fire-safety-risk-assessment-open-air-events-and-venues>
12. The Hirer is responsible for the reinstatement of the site allocated, including repairs to the ground, the clearance of litter, the separation and collection of recyclable materials and the removal of all advertising. The clearance must be undertaken within 24 hours after completion of the event and reinstatement of land within 48 hours after completion of the event. If the Hirer fails to perform these obligations, the Council reserves the right to perform any such obligations and any costs incurred shall be borne by the Hirer.
13. Should the Hirer cancel after written confirmation of a firm booking has been given, the Hirer will be liable for cancellation charges. Cancellations must be in writing.
14. The property of the Hirer and Hirer's agents must be removed at the end of the period of hire. If the Hirer fails to perform these obligations, the Council reserves the right to perform any such obligations and any costs incurred shall be borne by the Hirer. The Council accepts no responsibility for any property left on the venue before, during or after hire period.
15. The Hirer must ensure that first aid equipment is provided, and all precautions taken against the risk of fire and electric shock and inform the Parish Council of the arrangements intended for an electrical supply to be provided for the event and arrange for the meter to be read and for any other advice, which may be necessary.
16. In the event of a major or long-term injury or a death at the event, the hirer must comply with RIDDOR (the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013). For more information see [Reporting of Injuries, Diseases & Dangerous Occurrences RIDDOR \(hse.gov.uk\)](https://www.hse.gov.uk/riddor/)

17. The *Food Safety Act 1990* and a number of regulations and codes of practice govern the sale of food. These are enforced within the Borough by the Environmental Health & Licensing Services. The regulations require any food outlets to be registered. The Hirer must notify the Environmental Health & Licensing Services at least 2 months before the event.
18. The Hirer must ensure that adequate parking arrangements are made for vehicles. Parking is restricted to areas set aside within the site plan and with the prior approval of The Council. Any parking to highway areas is covered by traffic regulations and may result in parking fines as directed by law.
19. The Hirer is required to comply with the *Town and Country Planning (Control of Advertisements) Regulations 1992*, whereby unauthorized advertising, including “fly posting”, is an offence and therefore strictly forbidden.
20. No posters boards signs flags or other emblems or advertisements are to be displayed inside or outside any part of the site without the previous consent of the Council.
21. The Hirer is responsible at all times for the organisation and smooth running of the event.
22. Temporary structures must be constructed of sound materials and be suitable for their purpose and must be approved by The Council. See HSE guidance to help those organising events to manage safe erection, use and deconstruction of temporary demountable Structures (TDS). The Hirer is responsible at all times (day and night) for the security and supervision of these structures. The use of floodlighting, other than for security purposes, may require planning permission; the Hirer must notify Environmental Health and Licensing Services at least 2 months before the event. [Event safety - Temporary demountable structures \(hse.gov.uk\)](https://www.hse.gov.uk/event-safety-temporary-demountable-structures/)
23. The Hirer must ensure that the byelaws applicable to the site in which the event is to be held are complied with at all times.
24. Hire may be subject to payment of a hire fee (community events are free of charge). This is payable before the event. The Hirer may also be subject to payment of a bond, the amount of which to be determined by The Council. The bond must be received at least one month before the event is due to take place. The bond will be returned to the Hirer after the event, less any reinstatement costs.
25. No noise is to be made, whether by load speakers or musical instruments etc, after the hour of 10:30pm unless prior agreement has been obtained from The Council.
26. Vehicular access and parking on the park is only permitted with the prior approval of The Council.
27. No public address system is to be used without the approval of The Council.
28. The Hirer must obtain all necessary clearances from and comply with all requirements of the Civil Aviation Authority and/or any other relevant body.
29. The Hirer must comply with the direction and any further requirements made by The Council

The Parish Council reserves the right to cancel the hiring if details are not submitted, if there is a breach of any of the foregoing conditions, or if the arrangements are deemed unsatisfactory.

Section 4: Declaration

Please tick to confirm that you have plans & procedures in place to deal with the following (where necessary):

Event communications		Transport (including parking)	
Security & stewarding		Toilet & drinking water provisions	
Crowd management		Food safety	
Emergencies		Waste management & recycling	
Fire		Environmental impact	
First aid		Disability compliance	
Lost children & vulnerable adults		Equal opportunities	

More information can be found in the Guidance Notes.

Please confirm that the following documents are either attached to your application or will be provided at least eight weeks prior to the start of your event. Failure to comply may result in the council refusing to grant permission for your event.

	Attached	To Follow	N/A
Event Management Plan			
Copy of your Public liability Insurance			
A Site Plan			
A Traffic Management Plan			
A Programme			
An Electricity Safety Certificate for Inspection On Site			

By returning this form, I confirm that I have read and accepted the Terms & Conditions of Hire. I apply for permission to hold the event as described in this application form. I confirm that the information provided is correct and will inform Worplesdon Parish Council if the details change.

Signed (type name if electronic)	
Print name	
On behalf of (organisation)	
Date	

Please email or return this form together with your supporting documentation to:

clerk@worplesdon-pc.gov.uk

Mrs G F White PSLCC
Clerk to the Council
Unit 2 Saxton
Parklands
Railton Road
Guildford
Surrey
GU2 9JX