



Event Application Form

To be used in applying for events held on land and/or premises
owned or controlled by the Rustington Parish Council

Dear Event Organiser,

Thank you for deciding to hold your event with us!

We ask all event organisers who wish to hold their event on Council owned or controlled land and/or premises to complete their event application form. Their is to ensure that your event won't clash with other events, and to advise you on any licences or permissions which you may need.

Your application may be delayed if not all of the information is provided. It is therefore advisable to include details on all the activities you are planning, so that you have plenty of time in which to apply for any licences which may be required.

If you have any problems in completing the application form, please telephone the Clerk of the Council on 01903 786420.

Please return ttheir form to:

Rustington Parish Council
Council Offices
34 Woodlands Avenue
Rustington
Littlehampton
West Sussex
BN16 3HB

If in doubt, please ask us - we are here to help!

About You

1. Name of Organisation requesting Hire of Land and/or premises
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2. Name of Contact
- Position within Organisation
- Address
-
-
- Post Code
- Home Tel. No. Work Tel. No.
- Mobile Tel. No.
- Email

About Your Event

3. Title of Event
4. Name of Site to be hired
5. Intended date(s) of Event
- Start Date Finish Date
- Start Time Finish Time
6. Date(s) Site required for setting up/clearing away
- Start Date Finish Date
- Start Time Finish Time

What's Going On at Your Event?

This is a very important part of your application form. Please endeavour to supply as much information as possible in order that we can help you to have a successful and well run event. And remember, if any of these details change before the event takes place it is your responsibility to inform us.

7. Have you attached a programme of activity for your event?
(If NO, your application may be delayed) **YES/NO**

Please supply a site plan of the intended event on the map provided.
Please clearly identify any structures such as stages, tents, car parking areas etc.
8. Estimated number of attendance (Public)
9. Will you be holding a Raffle? **YES/NO**
If YES, are you planning to sell tickets prior to the Event? **YES/NO**

- 10. Will you be having a Bouncy Castle? **YES/NO**
- 11. Are you intending to use a Public Address System? **YES/NO**
- 12. Will you be having any of the following:

| | | |
|--|-----------------|---------------|
| | Music | YES/NO |
| | Singing | YES/NO |
| | Dancing | YES/NO |
| | Sporting Events | YES/NO |
- 13. Will you be charging an entrance fee to the event? **YES/NO**
- 14. Are you planning to have fireworks? **YES/NO**

It is the event organisers' responsibility to make sure that they have the correct authorisations for their event. Failure to obtain the correct permissions could result in legal action being taken against the event organiser. Examples of when would need to apply for certain authorisations are if you are:

- *selling alcohol*
- *performances of music, dance, plays, playing recorded music*
- *collecting money for charity*
- *hosting a raffle*

Food at Your Event

- 15. Will you be providing or selling food? **YES/NO**
 Food hygiene legislation applies to any activity which involves handling food (including drinks e.g. beer, coffee, tea).

Please provide copies of Food Hygiene Certificates, Public Liability Insurance and Risk Assessment for all Caterers.

- 16. If you intend to use outside Commercial Caterers, which Local Authority are they registered with?

- 17. In the case of an outside Commercial Caterer(s), have you seen that person's last Local Authority Inspection Report? **YES/NO**

- 18. Have you, or any of the people dealing with food at your event:-
 (a) Any previous commercial experience of handling food? Please detail.

- (b) Been trained to at least a Level 2 Food Hygiene Certificate level? Please detail

- 19. Please list the food you are intending to provide at your event.

- 20. How do you plan to provide refrigeration if necessary?

21. What facilities have you arranged for washing hands and equipment (i.e. running hot water, basins, anti-bacterial soap/sanitiser, drying facilities)?

22. Will you be selling anything apart from food? YES/NO

If YES, please give brief details

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Noise at your Event

Some events can create noise and may disturb local residents. Whilst local people must expect some noise, particularly during normal hours, organisers of events should ensure that a nuisance is not caused.

The Council wishes to promote events, but at the same time has a duty to prevent noise nuisance, so a reasonable balance needs to be struck.

If Public Address Systems are going to be used, or the event includes amplified music or some other “noisy” activity, event organisers need to take measures to ensure that the level of noise is monitored and controlled to prevent it becoming excessive.

We would ask that you inform those in the surrounding neighbourhood before the event about any possible disturbance.

23. What sort of activities might cause a noise at your event?

24. Please give the name of the person you have nominated to control noise from the duration of your event?

25. What do you propose to do to check that noise levels are not excessive?

Managing Your Event

26. Is the event to be run solely by volunteers? YES/NO

It is the responsibility of the event organiser to keep all volunteers, invited outside agents/suppliers and the public that attend your event safe. A Risk Assessment is method to show this. As the Event Organiser you will need to submit a Risk Assessment and valid Public Liability Insurance with your Application. Rustington Parish Council has a duty to ensure the safety of people using their land under the Health & Safety Act. For this reason we need you to confirm that you have considered carefully all aspects of your event with regard to safety both for people running the event and those attending it.

27. Name of Event Manager and Safety Officer to be on site at all times:

28. Will you require vehicular access to set up your event? **YES/NO**
If YES, please detail (number and type of vehicles to be used)

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29. Will you need to park any vehicles on the site during your event? **YES/NO**
If YES, please detail (number and type of vehicles)

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.....

30. What arrangements are being made for litter and refuse disposal?
(Arun District Council can supply the service if required by the applicant)

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31. Will you need a power supply? **YES/NO**
If YES, how do you intend to supply it?

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32. Do you require access to water? **YES/NO**
If YES, how do you intend to supply it? **YES/NO**

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.....

33. Do you anticipate any ground works or any post event reinstatement? **YES/NO**
If YES, please detail

.....
.....

34. Are you intending to apply for any of the following:

| | | | |
|-------------------------|---------------|------------------------------|---------------|
| Licence to sell Alcohol | YES/NO | Public Entertainment Licence | YES/NO |
| Road Closure Order | YES/NO | Lotteries Registration | YES/NO |
| Street Trading Consent | YES/NO | Street Collection Permit | YES/NO |

Declaration:

I apply for permission to hold on the Council's land the event described in my application. If my application is accepted, I agree to pay the fees charged by the Council, to observe the Conditions which are set out on the back of their form and any other requirements which are notified to me with the Council's acceptance letter.

SIGNED **DATE**

Special Events - Conditions

1. In these conditions:

‘the Council’ means Rustington Parish Council, Council Offices, 34 Woodlands Avenue, Rustington, Littlehampton, West Sussex, BN16 3HB.
‘the applicant’ means the individual/s who have completed and signed the application
‘the licensee’ means the individual/s or organisation on whose behalf the application has been made
‘the event’ means the event described in the application, which the licensee has applied to hold on the Council’s land
‘the site’ means the area which the Council authorises the licensee to use
‘the Clerk’ means the Council’s Clerk of the Council and includes any officer of the Council acting in their name and with their authority.
 2. The licence which will come into force if the Council accepts the application solely authorises the licensee to hold the event on the Council’s land and gives no other authority or licence. The licence will be personal to the licensee only and cannot be assigned.
 3. Both the applicant and the licensee will be responsible for the payments to be made and for the cost of meeting all the obligations which are to be carried out by the licensee. In the case of the applicant, their will remain a personal liability.
 4. A license will not be issued if the Council does not warrant that the site is suitable for the event.
 5. The event must not create an annoyance or nuisance to any persons living in neighbouring properties.
 6. The licensee must comply with all bylaws, regulations and statutory controls which regulate either the use of the site or any of the activities which take place as part of the event.
 7. The licensee must obtain all licences, consents, permits, approvals and permissions which are required for the event or any activities which take place as part of the event.
 8. The licensee is responsible for the health and safety of all persons attending, participating or assisting at the event.
 9. The Clerk may, at their discretion, require the licensee to remove any item offered for sale or any display or entertainment from the event if they consider it to be objectionable or inappropriate. The licensee must immediately comply with a written direction from the Clerk to take such action.
 10. All charges made to members of the public attending the event or for any ride or entertainment offered as part of the event must be clearly displayed.
 11. The licensee must remove all equipment and restore the surface of the site to the Clerk’s satisfaction at the end of the event or any longer period during which they are permitted to occupy the site.
 12. The licensee must keep the site free from litter and refuse during the event and clear the site and the Council’s adjoining land of all litter and refuse at the end of the event.
 13. No vehicles may be parked or stood on the site unless specifically authorised.
 14. The licensee must arrange Public Liability Insurance to cover the period of the event for at least £10 Million in respect of any one claim, the number of claims being unlimited. The cover must be arranged with a reputable insurance company or at Lloyds and details of the insurance cover with confirmation that it has been agreed and all premiums paid must be supplied to the Clerk at least one calendar month before the event commences. The Clerk may, at their discretion, require a higher level of cover to be obtained, in which case the licensee will be notified of the amount of cover required when the application is accepted.
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Conditions of Hire Fairgrounds, Circuses and Fetes

Definitions

In these conditions, “amusement device” means a ride, contrivance, structure or other such equipment including a side stall, side show, tent, booth or other similar enclosed structure, which is installed or erected and operated for or in connection with the amusement or entertainment of the public at a Fairgrounds, circus or fete;

“Council” means Rustington Parish Council, Council Offices, 34 Woodlands Avenue, Rustington, Littlehampton, West Sussex, BN16 3HB;

“Manager” means the person having control of a site occupied for the purpose of a Fairgrounds, circus or fete, whether being the owner or lessee or some other person;

“person having control of any amusement device” means the person for the time being operating or managing a particular amusement device, whether he is the owner or some other person;

“Fairgrounds site” means the area occupied by the Fairgrounds in its entirety;

“circus site” means the area occupied by the circus in its entirety.

“fete site” means the area occupied by the fete in its entirety.

“children’s ride” means a riding contrivance designed, constructed and provided for use by children;

“passenger carrying amusement device” means an amusement device which is either designed to allow passengers or patrons to move or travel on it by means of cars, carriage or other means, or is large enough for them to enter onto or into the structure of the device;

a reference to a caravan, stand, stall or structure is a reference to a caravan, stall or structure used for the purpose of or in conjunction with any Fairgrounds, and any additional living quarters placed against or attached to a caravan shall be treated as part of that caravan.

Note: These Conditions of Hire do not replace the *Special Events - Conditions* which can be found on the back of the *Event Application Form*. The two should be read as one document.

Conditions of Hire

1.0 Application to hold a Fairgrounds, Circus or Fete

- 1.1 The Manager shall give the Council a minimum of four weeks notice when applying to hold a Fairgrounds, Circus or Fete on land owned or controlled by the Council. Late applications will be considered at the discretion of the Council;
- 1.2 All Fairgrounds and Circuses using Council owned/controlled land must be a member of a nationally recognised organisation such as the Association of Circus Proprietors or the Showman's Guild of Great Britain;
- 1.3 The Manager shall complete the Council's Event Application Form and through the procedure of application shall provide supporting material as requested i.e. Site Plan, Risk Assessment, Public Liability Insurance Cover, Certification. Of their material, a copy of Risk Assessment and detailed Site Plan should be submitted a minimum of 14 days prior to arriving on site;
- 1.4 The Manager shall produce evidence of a minimum Public Liability Insurance of £10 Million in respect of any one claim;
- 1.5 The Manager shall make full payment to the Council for the Hire of the site a minimum of seven days prior to arriving on site, failure to do so may result in permissions being withdrawn;

2.0 Hours of Operation

- 2.1 The Manager shall not keep the Fairgrounds, Circus or Fete open between the hours of 10.00 pm and 10.00 am;
- 2.2 On Saturdays and Bank Holidays, the hour of 10.30 pm shall be substituted for the hour of 10.00 pm;
- 2.3 The Manager has the right to appeal against these hours by application to the Leisure and Recreation Committee.

3.0 Payment

- 3.1 The Hirer shall pay to the Council not less than seven days prior to the commencement of the hiring:-
 - i) £ per operational day during which the Hirer has the use of the Site and
 - ii) £ per non-operational day, from the date of arrival on Site and
 - iii) The sum of as a Deposit, such Deposit to be repaid in full to the Hirer at the termination of the hiring subject to the deduction therefrom by the Council of all costs and expenses incurred by the Council arising directly out of the failure of the Hirer to comply with any of the conditions and stipulations contained in these Conditions of Hire.

4.0 Fire Precautions

- 4.1 The Manager shall, to the satisfaction of the Council and the Fire Authority, arrange the Fairgrounds, Circus or Fete site so as to allow adequate means of access by fire appliance to within 50 metres of any structure.

He shall ensure that access routes are not normally less than 4 metres wide; that they shall have no overhead obstruction or cable less than 4.5 metres off the ground, and that they shall be capable of taking weight (about 12 tonnes) of fire appliances in all weathers; and that emergency vehicle routes within the site are kept clear of obstruction at all times;

- 4.2 The Manager shall, to the satisfaction of the Council and the Fire Authority provide a sufficient number of entrances and exits from the site and he shall ensure that these shall be kept open and free of obstruction when the public are on the premises. (The exits need not be kept open where the doors and gates are secured by suitable panic bolts or other safety devices of a similar nature which enable these to be immediately opened from the inside);
- 4.3 The Manager shall, to the satisfaction of the Council and the Fire Authority, ensure that there are a sufficient number of gangways of adequate width between amusement devices and that they are kept free from obstruction;
- 4.4 The Manager shall ensure that access to hydrants and other water supplies is not obstructed or obscured;
- 4.5 The Manager shall ensure that all structures and amusement devices are erected by a competent person and maintained in a safe condition; that they shall not readily collapse when exposed to fire and that floor coverings shall be fitted so as not to constitute an obstruction or tripping hazard;
- 4.6 The Manager shall consult the Fire Authority regarding fire precautions at the Fairgrounds, Circus or Fete and have due regard to their comments; provide and maintain firefighting equipment and such means of giving warning of fire as may be required; keep the means for fighting fire in places where they are visible, easily located and readily available for use; and ensure that all personnel and attendants know what action to take in the event of a fire, including evacuation procedures;
- 4.7 The Manager shall provide fire safety signs, notices and graphic symbols to indicate clearly exit routes from any part of the Fairgrounds, Circus or Fete to which the public are admitted;
- 4.8 The Manager shall ensure that all parts of the Fairgrounds, Circus and Fete to which the public have access and all external exitways shall be provided with both normal lighting and emergency lighting capable of giving sufficient illumination of those parts for the public to leave safely;
- 4.9 The Manager shall ensure that any heat producing equipment is suitably guarded, fixed in position and secured so as to prevent, as far as reasonably practicable, interference by unauthorised persons;
- 4.10 A person having control of any amusement device at a Fairgrounds, Circus or Fete shall provide to the satisfaction of the Council and the Fire Authority adequate exits therefrom; and shall if there are stalls or other temporary structures or seating accommodation within the amusement device ensure that a sufficient number of gangways of adequate width are provided. Such persons shall while the public are present keep such gangways unlocked and free from obstruction, and ensure that exit signs are displayed.
- 4.11 A person having control of any amusement device at a Fairgrounds, Circus or Fete in which seating is provided for more than 30 persons shall ensure that seating and gangways are fixed and arranged to the satisfaction of the Council and the Fire Authority, and that:
 - i) seats and gangways allow free and ready access direct to the exit of the amusement device;
 - ii) all seats are securely fixed in position or rigidly linked together in rows except where chairs are placed in boxes or separate enclosures; and

iii) there are sufficient gangways to allow for safe egress from the amusement device.

4.12 Every person having control of a caravan shall ensure that it is sited in such a position that sufficient space is maintained between it and any other caravan or structure to allow for means of escape in case of fire.

5.0 Passenger Carrying Amusement Devices

5.1 A person having control of any amusement device or passenger carrying amusement device shall, as far as is reasonably practical, ensure that the structure and any platform, seating accommodation or other structure used in connection therewith is of such material and design and so constructed and maintained that it is not liable, when used for the purpose and in the manner for which it is intended, to cause injury to any person;

5.2 A person having control of any passenger carrying amusement device shall cause such a device:

- i) to be securely erected;
- ii) to be placed at sufficient distance from any other passenger carrying amusement device and any other structure;

5.3 A person having control of any amusement device or passenger carrying amusement device shall ensure that displayed on or near the device in question is a certificate granted by a competent engineer within the preceding 14 months to the effect that the device has been inspected and found to be in a condition such as not to present a danger to the public. Copies of these certificates will be submitted to the Council prior to the operation of the amusement device or passenger carrying amusement device;

5.4 A person having control of any passenger carrying amusement device shall ensure that it is operated at all times by a responsible person aged 18 years or over

Provided that:

- i) a children's ride which is not controlled by the passenger may be operated by a responsible, adequately trained person above compulsory school age; and
- ii) nothing in these conditions of hire shall apply to coin operated children's rides constructed for use by not more than 4 persons;

5.5 A person having control of any passenger carrying amusement device shall ensure that it is not operated when weather conditions are such as to jeopardise the safety of persons using the device.

5.6 A person having control of a shooting gallery shall provide and maintain such backstops and screening as may be reasonably practicable to protect any person attending the Fairgrounds, Circus or Fete from shots fired by persons using the shooting gallery.

6.0 Animals

6.1 Any Fairgrounds, Circus or Fete intending to bring animals onto Council owned land should make their intentions known upon application to the Council for the hire of the land;

6.2 Any animal whether domestic or wild allowed onto Council land will be subject to a Veterinary Inspection which will be arranged by the Council and paid for by the Fairgrounds, Circus or Fete;

6.3 No animals, including fish, shall be given as prizes on any Council owned land.

7.0 Sanitary Accommodation

- 7.1 The Manager of the Fairgrounds, Circus or Fete shall, where adequate, sanitary accommodation is not already available within reasonable distance of all parts of such Fairgrounds, Circus or Fete:
 - i) provide sufficient and suitable sanitary conveniences for the public attending the Fairgrounds, Circus or Fete;
 - ii) label separate conveniences for men and women respectively in such proportion as may be appropriate
 - iii) maintain the conveniences in good repair and in a clean and wholesome condition; and
 - iv) cause the conveniences and the labels provided to be adequately illuminated during the hours of darkness while the public are at the Fairgrounds, Circus or Fete.

8.0 Refuse and Litter

- 8.1 A person occupying any part of a Fairgrounds, Circus or Fete shall, as respects that part, and the Manager shall, as respects any part of the premises not occupied by some other persons:
 - i) so far as is reasonably practicable cause that part to be kept in clean condition;
 - ii) as often as is necessary cause any refuse or litter within that part to be collected and deposited in a suitable receptacle.
- 8.2 The Manager shall cause all refuse and litter to be collected at suitably frequent intervals from all such receptacles and to be removed to a place where it will not cause hazard or nuisance;
- 8.3 The Manager or their agent shall be expected to hold a Waste Carriers Licence to ensure that all waste is disposed of safely and in accordance with the regulations of the Environmental Protection Act 1990;
- 8.4 On vacation of the site on which a Fairgrounds, Circus or Fete has been held or any part thereof, the Manager shall remove or cause to be removed any refuse or litter remaining thereon, so as to leave it in a clean and tidy condition. Failure to comply may result in financial penalties.

9.0 Vehicle Movements

- 9.1 The Manager shall ensure that no vehicle movements are permitted to take place in the surrounding residential streets between the hours of 8.00 pm and 8.00 am, unless prearranged with the Parish Council. All vehicle movements must be undertaken with respect to the surrounding residential properties.

I agree to abide by the Conditions of Hire for Fairgrounds, Circuses and Fetes

Name of Organisation:

Title of Event:

Date(s) of Event:

Event Site:

Signed: Date:

Position: