Events on Council Owned and/or Managed Land

* Hire of Land
* Towpath Permit

**APPLICATION FORM**

|  |
| --- |
| Instructions on completing this form:* Type in your response when the field is highlighted by the cursor. The fields will expand as necessary.
* Try to complete all fields using clear and simple language. You can use bullet points to communicate the key points.
* If a section is not relevant, please state why e.g., “no vehicles onsite at any time”
* **Supplementary Information** will be required to support your Application. You can input the required information directly into the boxes provided **OR** use the boxes to say where the information can be found e.g., Event Management Plan (EMP) page number (see the ‘Application Guidance’ introduction for clarification).
* Ideally, all Supplementary Information should be submitted at the same time as submitting your Application. Where this is not possible you may submit information later, on the understanding that failure to complete a required field or supply the required level of Supplementary Information may result in delays processing your Application or your Application being terminated (your Application will not be considered complete until all Supplementary Information has been received). **Before you apply,** please ensure you have read the Events on Council Owned and/or Managed Land Application Pack, which includes ‘Terms and Conditions,’ ‘Fees and Charges’ and 'Application Guidance.’
 |

# SECTION 1: THE APPLICANT

|  |  |
| --- | --- |
| Name: |       |

|  |  |
| --- | --- |
| Position held: |       |

|  |  |
| --- | --- |
| Organisation: |       |

|  |  |
| --- | --- |
| Address: |       |

|  |  |
| --- | --- |
| Phone (landline): |       |

|  |  |
| --- | --- |
| Phone (mobile): |       |

|  |  |
| --- | --- |
| Email address: |       |

**Will the Applicant be the Individual or Organisation named above?**

Please select from drop-down below.

|  |
| --- |
| Please select |

#

**Roles and Responsibilities**

The Applicant as defined above, will have overall responsibility for the safe delivery of the Event, unless otherwise defined in writing. Please use the box below to clarify any key roles/responsibilities (e.g. Event Manager, Event Safety Officer, Senior Person Responsible). See Application Guidance Section B.

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**Applicant Experience**

Please summarise the Applicant’s experience organising events including examples (name and date) of other recent events you have organised. If you are new to organising events in the borough, or have NOT produced an event in the borough in the past two years, please supply the name and contact details for TWO referees who know you in a professional capacity for more than two years. See Section B.

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| Referee Details (as applicable):      |

#

**Applicant status**

Please describe your status.

1. Local community group (such as ‘friends of’ or amenity groups)
2. Locally (LBRuT) based schools (excluding fee paying schools), places of worship, not for profit (NFP) organisations and charities
3. Commercial company
4. Other – please describe.

***NOTE:*** *Additional information may be required as proof of status. ‘Local’ shall mean LBRuT registered address.*

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|       |

# Second contact (for queries relating to the Event)

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| --- | --- |
| Contact name: |       |

|  |  |
| --- | --- |
| Position held: |       |

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| --- | --- |
| Organisation: |       |

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| --- | --- |
| Address: |       |

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| --- | --- |
| Phone (work): |       |

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| --- | --- |
| Phone (mobile): |       |

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| --- | --- |
| Email address: |       |

# SECTION 2: REPEAT APPLICATIONS

**Is this a repeat Application for an event that has taken place in LBRuT within the last two calendar years (by event date)?** Please provide details including event name and date of last event.

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**Have any details of the Event changed since last Application?**

Please consider all elements, such as changes to days/times, scale of event (or elements thereof), site location or layout, level of infrastructure, event format, proposed activities, expected attendance.

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|       |

**Were there any issues or problems experienced with your past event?** Please provide details including any incidents or complaints made.

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# SECTION 3: ABOUT THE EVENT

# PART A: TITLE / OVERVIEW

**Event Title/Name**

This is the title we use to refer to your Event in future correspondence and how your Event will be listed on our parks event calendar.

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**Description/Overview of Event**

Please provide a brief description of your proposed Event and its purpose (i.e. the type of event you are planning to hold); a few sentences should be appropriate.

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**PART B: ATTENDANCE / ACCESS**

**Static Event:** Maximum anticipated **DAILY attendance** (throughout the day) incl. visitors/staff/suppliers.

If the Event has more than one open day and the anticipated attendances are different, please clarify.

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|       |

**Static Event:** Maximum anticipated **PEAK attendance** (at any one time) incl. visitors/staff/suppliers.

If the Event has more than one open day and the anticipated attendances are different, please clarify.

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|       |

**Running/Walking/Cycling Events:** Maximum **PARTICIPANTS** permitted.

Where the Event is made up of more than one element (e.g., a 10k run and half marathon) or more than one site, please provide a breakdown.

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|       |

***NOTE:*** *Fees will be based on anticipated attendances at the time of application, not actual attendance on the day (see associated ‘Fees and Charges’). Spot checks will take place at events to help ensure the accuracy of information provided and for some larger or high-risk events attendance verification may be required. Attendance figures should include visitors, staff and suppliers.*

**Target audience** Describe the profile of the expected audience e.g. local families, specific age groups.

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|       |

**Do you plan to restrict access or charge entry to this Event?** If entry is charged, provide prices.

***NOTE:*** *If yes, you will need to supply additional information under supplementary information section E.*

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**Is the Event intended to raise money for a charity?** If yes, provide name and registration number.

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|       |

**PART C: DATES/TIMES**

Please submit a separate breakdown of opening/closing times if required e.g. multi-day events or more complicated schedules.

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| --- | --- |
|  | **DATE / OPERATING TIMES** |
| Arrive onsite DATE | Select Date |
| Build period OPERATING TIMES (hours between which there will be activity onsite) |      (hh.mm - hh.mm) |
| Event open to public DATE (first open day) | Select Date |
| Event open to public OPERATING TIMES (hours when Site is open to the public) |      (hh.mm - hh.mm) |
| Event close to public DATE (last open day i.e. same as above for single day events) | Select Date |
| Breakdown period OPERATING TIMES (hours between which there will be activity onsite) |      (hh.mm - hh.mm) |
| Vacate Site DATE (all infrastructure and vehicles removed from Site, Site clear)  | Select Date |

**PART D: THE SITE**

**Which site(s) / LBRuT Park or Open Space do you wish to use?**

Where an event takes place on more than one site, please seek advice from the Council’s Events Service to determine if single or multiple applications are required. In general, where an event takes place on more than one physically distinct site, multiple applications will be required. Where an event takes place on neighbouring/linked sites, or where an event utilises a static site plus the use of a towpath, a single application is usually enough. See [Find a Park](https://www.richmond.gov.uk/services/parks_and_open_spaces/find_a_park) for clarification of site names. The Site must also be defined on your site map under section 5.

***NOTE: Towpath Events:*** *if you wish to use the Thames Towpath (within LBRuT) for part of your Event, ‘Towpath’ should be included in the list of sites below along with a brief description of the sections in use.*

|  |  |
| --- | --- |
|  | **Site Name** |
| Site 1  |       |
| Site 2 |       |
| Site 3 |       |
| Site 4 |       |

**SPORTS PITCHES: Does your Event utilise or impact on any designated sports pitches?**

If yes, you must apply directly via [Sports Pitches and Grounds](https://www.richmond.gov.uk/services/sports/sports_pitches_and_grounds).

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**STREET EVENTS:**

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| If the proposed Event utilises or impacts upon the Highways and Transport network, including roads or pedestrian areas, the Applicant understands that they will need to seek permission from [Network Management.](https://www.richmond.gov.uk/services/roads_and_transport/roads_and_road_works/road_closures_for_special_events) If **road closures** or **parking suspensions** are required, the appropriate charges will apply. If your Event impacts on a **red route**, **permission from TfL** is also required. The Applicant warrants and guarantees that all necessary permissions and consents have been obtained prior to the commencement of the Event Period. |

**Does your Event utilise or impact upon the LBRuT Highways and Transport network?**

If yes, you must apply directly to [Network Management.](https://www.richmond.gov.uk/services/roads_and_transport/roads_and_road_works/road_closures_for_special_events) Please also provide summary details including clarification of proposed road closures, parking suspensions, and status of any associated applications.

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|       |

**NON-COUNCIL OWNED AND/OR MANAGED LAND:**

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| Where the proposed Event requires the consent of landowners other than LBRuT, the Applicant understands that they are responsible for gaining landowner consents as required. Additional information/proof of consent should be made available on request**.** The Applicant warrants and guarantees that all necessary consents have been obtained prior to the commencement of the Event Period. |

# SECTION 4: EVENT CONTENT

# PART A: LICENSABLE ACTIVITIES

This Application is for permission to hold an Event on Council owned and/or managed land; it is **NOT** a licence application for any licensable activities that may take place at the Event.

|  |
| --- |
| Where licensable activities are proposed, the Applicant understands that it is their responsibility to apply to [Licensing](https://www.richmond.gov.uk/services/business/services_for_business/business_and_street_trading_licences), within the required deadlines, to obtain the necessary licences and consents e.g. for Premises Licences, Temporary Event Notices, Street Trading or Occasional Sales Licences. The Applicant warrants and guarantees that all necessary licences and consents have been obtained prior to commencement of the Event Period. |

**The following activities *may* be licensable (sometimes this will depend on factors such as proposed timings and expected audience):**

* the sale or supply of alcohol
* the provision of late-night refreshment
* the provision of regulated entertainment (a performance of a play, an exhibition of a film, an indoor sporting event, a boxing or wrestling entertainment, a performance of live music, any playing of recorded music, a performance of dance, entertainment of an adult nature)

where commercial sales or trading is taking place.

**PART B: EVENT ACTIVITIES**

**We need to gain an understanding of your event content and the proposed activities taking place.** If the content is not finalised at the time of application, please include details of all possible activities (including those to be delivered by your suppliers), to ensure they are considered when processing your Application. ***NOTE:*** *Additional details may be required under section 5, or at our request.*

|  |  |  |
| --- | --- | --- |
| **Event Feature** | **Present: No/Yes** | **If yes please provide details and READ the text in grey for details of what to include.** |
| Bar / Alcohol |       |      *Will there be alcohol? Will drinks be sold or free of charge? How many traders/concessions will be selling alcohol? Will there be a bar(s) onsite? Will the Applicant be operating their own stalls, or will they be run by suppliers?* |
| Catering / Refreshment |       |      *Clarify the maximum* *number of food/refreshment stalls expected (excluding alcohol). How many will be cooking and preparing food onsite vs. selling packaged/prepared goods? Will these be the Applicant’s own stalls or run by suppliers? Include any refreshment stops.* |
| Other traders and concessions  |       |      *Describe the number and type of other stalls/concessions at the Event (not food/alcohol). e.g. information giving, commercial, charity. What is the maximum number expected? Will they be operated by the Applicant or by suppliers?*  |
| Entertainment  |       |      *Describe all entertainment taking place at the Event (play, film, sports activities, live or recorded music, dance, circus acts, other). If there are multiple ‘shows’ or ‘sessions’, please provide timings/details.* |
| Animals: rides, shows, displays |       |      *Provide details of all animals expected onsite and describe the associated activity.* |
| Fireworks or pyrotechnics |       |      *Provide overview details, timings, location and competent supplier assurances (further details will be required under the supplementary information section).* |
| Novelty rides, funfairs, inflatables |       |      *Summarise details of the arrangements in place. Will these features be owned/managed by the Applicant or their suppliers (consider both supply of equipment AND operational management on the day)? You will be required to provide a full list of rides/infrastructure in section C below.* |
| Other |       |      *Describe any other activities that are taking place.* |

**PART C: INFRASTRUCTURE AND VEHICLES**

**Please describe the type and quantity of infrastructure proposed to be brought to Site.** If you are not sure, please include details of everything that *might* be present to ensure it is considered when processing your Application. The level of detail should be adequate for us to understand the type/size/quantity of infrastructure e.g. one 12m round big top tent, up to 20 3x3m pop-up gazebos, 30m of Heras fencing, 10 toilet units. We also need to know if it is the Applicant’s own infrastructure or is being provided by a supplier.

***NOTE:***

*Additional details may be required under section 5, or upon request. Significant infrastructure should be marked on your site plan.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Infrastructure** | **Present: No/Yes** | **Applicant’s / Supplier’s / both\*** | **If yes provide details: a summary list to tell us numbers/type/size etc.** |  |
| Marquees, tents, gazebos |       |       |      *Provide numbers, type, size of all tents/marquees/gazebos. Are they the Applicant’s own or provided by suppliers (\*if both describe for each item)? For large or unusual structures provide detailed specifications or include in section 5.*  |
| Staging |       |       |      *Provide numbers, type, size. Are they the Applicant’s own or provided by suppliers (\*if both describe for each item)?* |
| Fencing / Barrier |       |       |      *Provide* *specifications e.g. type (lightweight, pedestrian barrier, Heras, picket fence) and length. Are they the Applicant’s own or provided by suppliers (\*if both describe for each item)?* |
| Toilets / Sanitary provision |       |       |      *Provide* *numbers, type (cubical, urinals, disabled), owner permissions if offsite. Assurance that the level of provision is adequate in accordance with current guidance. Are they the Applicant’s own or provided by suppliers (\*if both describe for each item)?* |
| Novelty rides, funfairs, inflatables |       |       |      *Provide a comprehensive list of the number and type of rides/attractions (you may wish to categorise in terms of major rides, small/kids rides and inflatables). Are they the Applicant’s own or provided by suppliers (\*if both describe for each item)?* |
| Generators, lighting or other electrical  |       |       |      *Provide* *details, specifications, power source, number/type of generators, competent supplier assurances.* |
| Amplification equipment / PA  |       |       |      *Please provide specifications and locations. Are they the Applicant’s own or provided by suppliers and who will be operating them onsite (\*if both describe for each item)?* |
| Other |       |       |      *Describe any other temporary structures or infrastructure you feel may be significant including any other* *equipment or machinery (see vehicles below).* |

**Vehicles** –please confirm the maximum number/type of vehicles that you plan to bring to the Event Site during all stages of the Event and why they are being granted access. This should include all vehicles (Applicant’s and suppliers) and those that are dropping off/collecting or remaining onsite.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Event Period** | **Max number of vehicles requiring access only** i.e. drop off/ collection | Reason/ **justification to gain access** | **Max number of vehicles** to **remain onsite**  | Reason/ **justification to remain onsite** | Details of any unusual or significant vehicles; heavy or long loads etc. |
| **BUILD** |       |       |       |       |       |
| **OPEN** |       |       |       |       |       |
| **BREAK** |       |       |       |       |       |

# SECTION 5: SUPPLEMENTARY INFORMATION

# Supplementary Information will be required to support your Application, the level of which will be dependent on your event content. Please use the boxes below to describe the relevant aspects of your Event, management plans and assurances OR refer us to the document where this information can be found e.g. EMP page number.

# *NOTE:*

# *If you are sending an EMP please avoid duplication and DO NOT add details to this section (just reference where the information is in the EMP).*

# *Please READ the ‘Application Guidance’ document for details of what to include in your response.*

**PART A: SITE PLAN / ROUTE MAP**

***NOTE****: Major infrastructure should be shown and be consistent with the information provided in ‘Part C: Infrastructure and Vehicles’.*

**SITE PLAN:**

|  |  |
| --- | --- |
|  |       *This must be sent as an attached file (NOT embedded in an email or as a link). Please enter the document name here.* |

**ROUTE MAP:**

|  |  |
| --- | --- |
|  |       *This must be sent as an attached file (NOT embedded in an email or as a link). Please enter the document name here.* |

**PART B: HEALTH AND SAFETY**

***NOTE****: The ‘Applicant’ will be the named responsible person unless you specifically notify otherwise.*

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| --- |
| The Applicant is solely responsible for ensuring the safe delivery of all aspects of the Event, at all stages of the Event Period. This responsibility will include implementing and monitoring safe working practices and ensuring that the Event is delivered in line with current safety legislation and expected industry standards.  |

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**PART C: SUPPLIER MANAGEMENT**

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| Applicants are responsible for ALL suppliers that they bring to the Event Site (‘supplier’ means any company or individual(s) engaged by the Applicant to perform any duties or activities at the Event, to include any employee, contractor (sub-contractor) or agent of the Applicant. To clarify, this will include any artists/performers, activity providers, traders, concessions, service providers, contractors or infrastructure suppliers. This means that it is the Applicant’s responsibility to communicate the Terms and Conditions to their suppliers, check that they hold the relevant qualifications/competencies/insurances/safety documentation to carry out the proposed activities, and that they adhere to any regulations set by the landowner and/or Applicant.  |

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**PART D: VEHICLE MANAGEMENT**

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| Approval for vehicles to access the Site may only be granted if details are provided in Section 4, Part C of this form. Where vehicles are brought to Site, the Applicant understands that the management of such vehicles is their sole responsibility. |

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**PART E: SECURITY AND CROWD MANAGEMENT**

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| Applicants are responsible for security and crowd management provision at their Event. The levels of stewards/security required should be risk assessed and will be dependent on the scale and content of the Event – this could range from a few voluntary stewards to full SIA security provision. Please be aware that some roles will require specific training. |

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**PART F: INFORMATION AND WELFARE**

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| Applicants are responsible for ensuring that the appropriate arrangements are in place with regards to information sharing and ensuring the welfare of those attending their Event. |

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***Does your Event include activities that specifically engage minor(s) under the age of 18? If yes, please provide details (to include presence of parent/guardian).***

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**PART G: ENVIRONMENTAL CONSIDERATIONS**

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| Applicants must ensure that local and environmental disruption is minimised. In particular:* **Minimising disruption** caused to local residents and the surrounding community.
* **Noise Management**: where the proposed activities involve music or amplification, or otherwise have the potential to cause noise disturbance, a noise management plan must be supplied.
* **Sanitary provision** should meet minimum requirements and be clearly demonstrated.
* **Waste Management:** The Applicant is responsible for waste management and removal of litter from the Site. The Council will not be responsible for removing litter, beyond that which is considered usual (non-event) for the Site.
* **Sustainability** aspects should be considered thought the event planning process with a policy in place and commitments to improve sustainability year on year.
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**PART H: EMERGENCY PLANNING**

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| Applicants are responsible for ensuring that appropriate emergency arrangements are in place, including a planned/initial response to emergencies and incidents.  |

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**PART I: RISK ASSESSMENT**

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| Applicants are responsible for ensuring that event risk assessments are carried out to identify potential risks and ensure appropriate measures are in place to minimise the risks.  |

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**PART J: PROOF OF INSURANCE**

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| Applicants are responsible for ensuring that all aspects of the Event and event content are adequately insured, and that public liability insurance is maintained in accordance with the Terms and Conditions. |

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**PART K: OTHER**

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**PART L: ADDITIONAL SERVICES**

***NOTE****: Please read the Application Guidance as additional charges may result from completing this section.*

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**SECTION 6:** **FEES AND CHARGES**

# Please refer to the associated Fees and Charges document. The fees breakdown for your Application will be provided once your application has been reviewed by the Events Service.

**Details for invoicing and payment related queries.**

|  |  |
| --- | --- |
| Contact name: |       |

|  |  |
| --- | --- |
| Organisation: |       |

|  |  |
| --- | --- |
| Invoice in name of: | Please select |

|  |  |
| --- | --- |
| Invoice address: |       |

|  |  |
| --- | --- |
| Contact number: |       |

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| Email address: |       |

# SECTION 7: SIGNATURES

By submitting the Events on Council Owned and/or Managed Land ‘Application Form’ the Applicant agrees to comply with and be bound by the Terms and Conditions of the Agreement:

* I/we have read the Events on Council Owned and/or Managed Land ‘Application Form’, ‘Terms and Conditions’, ‘Application Guidance’ and ‘Fees and Charges’, and agree to comply with and be bound by them, if this Application is approved.

|  |
| --- |
| I/we have read and understood the highlighted sections contained herewith and offer our assurances accordingly |

* I/we confirm that all information provided is correct at the time of application, and that I/we should contact the Council’s Events Service in writing should I/we wish to make any amendments later.

Date:

|  |
| --- |
|       |

Applicant Name:

|  |
| --- |
| Signature: |

For and on behalf of (Organisation):

|  |
| --- |
| Position: |

|  |
| --- |
| Signature: |

**CONTACT THE EVENTS SERVICE**

**Please return this form and supplementary information by the required deadlines to:** **park.events@richmondandwandsworth.gov.uk**

**Events Service, Parks and Open Spaces, Civic Centre, 44 York Street, Twickenham, TW1 3BZ**

**Web Addresses for Links**

* **Find a Park:** [*https://www.richmond.gov.uk/services/parks\_and\_open\_spaces/find\_a\_park*](https://www.richmond.gov.uk/services/parks_and_open_spaces/find_a_park)
* **Network Management / Road Closures for Special Events:** [*https://www.richmond.gov.uk/services/roads\_and\_transport/roads\_and\_road\_works/road\_closures\_for\_special\_events*](https://www.richmond.gov.uk/services/roads_and_transport/roads_and_road_works/road_closures_for_special_events)
* **Licensing and street trading:** [*https://www.richmond.gov.uk/services/business/services\_for\_business/business\_and\_street\_trading\_licences*](https://www.richmond.gov.uk/services/business/services_for_business/business_and_street_trading_licences)