

## REQUEST TO USE COUNCIL LAND

### About you

Name of Organisation	
Contact Name	
Contact address/email address	
Contact telephone number	

### About your event

Please provide as much information as possible. Please attach any relevant documentation or additional pages.

Where would you like to use? (Please attach map or plan if appropriate)
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What is the event/usage?
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Date of event	
Start and end times (including set up and take down)	
How many people do you think will be attending?	
Have you received Council funding towards your event?	

### **Do you intend to use or have any of the following at your event?**

Food vendors	Yes/No
Stalls selling other products	Yes/No
Live/recorded music or entertainment/PA	Yes/No
Generators	Yes/No

Inflatables/fairground equipment	Yes/No
Fireworks	Yes/No
Staging	Yes/No
Gas	Yes/No
Public toilets/portaloos	Yes/No
Alcohol	Yes/No
Animals	Yes/No

If the answer to any of the above is yes the Council will require further information, should permission be granted.

**Have you applied or do you intend to apply for any statutory approvals or licences e.g. public entertainments licence?** Yes/No

**The Council will require the following for most events:**

- Public Liability Insurance
- A risk assessment
- Event Management Plan
- List of any vendors/traders and evidence that they are registered with their local Council.

If these are already in place, please provide copies with your application. If they are not already in place, these will be required as a condition of use.

**In accordance with the Council's policy, charges may be applied for the use of land.**

**Further details on these charges can be obtained by contacting**

[landrequests@ardsandnorthdown.gov.uk](mailto:landrequests@ardsandnorthdown.gov.uk)

**Some Council services and equipment may be available to hire on a first come, first served basis. For more information on availability and prices please contact**

[wtsreception@ardsandnorthdown.gov.uk](mailto:wtsreception@ardsandnorthdown.gov.uk) for bins, litter pickers or cleansing services and

[peter.mccoy@ardsandnorthdown.gov.uk](mailto:peter.mccoy@ardsandnorthdown.gov.uk) for barriers, chairs, tables or electricity supply.

I confirm that the information provided on this form is to the best of my knowledge accurate and correct.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Position within Organisation: \_\_\_\_\_