

# Application for the use of council land and facilities



This application to be completed and returned to:-

**G Hudson**

**Open Spaces and Amenities Manager**

Richmondshire District Council

Mercury House

Station Road

Richmond

North Yorkshire

DL10 4JX

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| **1** | **Name of organisation** |  |
| **2** | **Name of applicant** |  |
| **3** | **Position within organisation** |  |
| **4** | **Address of applicant** |  |
| **5** | **Telephone number Home:**  **Work:** |  |
| **6** | **a) Facility required:**  (if part of area or building only, please identify so far as possible. A sketch plan of the proposed layout of the event (if applicable) would be useful) |  |
|  | **b) Do you want the Council to set up the room? (indoor events only)** |  |
| **7** | **Nature of event** |  |

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| **8** | **Date and time facilities are required** |  |
| **9** | **Date and time event is due to end** |  |
| **10** | **How many people are anticipated at the event?** |  |
| **11** | **Will entry to the event be by a charge?** |  |
| **12** | **If car parking facilities required, please specify number of spaces. It should be noted that spaces may not necessarily be available.** |  |
| **13** | **In the case of an event to which many people will attend, have the following been notified:**  **Fire**  **Police** Ambulance |  |

You should consider whether the number attending require that it may be useful for these Services to be advised prior to the event taking place and of the means of access to the same.

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| **14** | **Are sanitary facilities to be provided by you on site?**  **If so, how many? Male**  **Female**  **Disabled** |  |
| **15** | In the case of an event attracting many people and including galas/ fairs/festivals etc, please specify the name and address of one person responsible for all safety matters who can liaise with appropriate officers of the Council.  **(This person should not be responsible for the general organising of the event).** | **Name**:  **Address**:  **Tel no: Home:**  **Work:**  **Emergency contact number:** |

## Electricity

For your safety and enjoyment please note:

**Electricity at Work Regulations 1989**

**IEE Wiring Regulations (Current Edition)**

All electrical work shall be undertaken by a competent person registered with NICEIC or ECA, in accordance with the above regulations.

The competent person will be required to supply to the Council’s Supervising Officer with details of the method of setting up and operating the power supply. Copies of all relevant electrical test certificates and safety inspection certificates must be forwarded to the Council’s Supervising Officer before the event takes place.

The use of trailing cables is not permitted.

Please answer the following questions (if applicable) so that the Council can assist on this aspect in relation to the event.

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| **16** | **(a) Will the applicant require an electrical supply from the council?**  **If so, what type of supply?** |  |
|  | **(b) Will electricity be provided by the applicant?**  **If so, how?** |  |
|  | **(c) Is power to be provided by a generator?** |  |
|  | **(d) Is power to be supplied to your own independent switchboard by you?**  **If YES, how?** |  |

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|  | **(e) Name, address and qualifications of electrician setting up the supplies** |  |
|  | **(f) Please list all electrical equipment to be provided by the applicant** |  |

## It is strongly advised that only 110 volt electrical equipment is used in the open air.

## Rides

Any showman providing fairground rides for your event can supply the details required under this heading. The applicant shall draw to the attention of those providing fairground rides, the provisions of the Health and Safety Executive publication HS(G) 31 - **Code of Safe Practice for Fairgrounds and Amusement Parks** available from HSE Information Centre, Broad Lane, Sheffield S3 7HQ (Tel: 01132 892345).

Below are further Codes of Safe Practice which may assist you in meeting your requirements:

**PM48** - Safe Operation of passenger carrying amusement devices *-* the Octopus

**PM57** - Safe Operation of passenger carrying amusement devices *-* The Big Wheel

**PM59** - Safe Operation of passenger carrying amusement devices *-* The Paratrooper

**PM68** - Safe Operation of passenger carrying amusement devices - Roller Coasters

**PM70** - Safe Operation of passenger carrying amusement devices - Ark/Speedway

**PM71** - Safe Operation of passenger carrying amusement devices - Water Chutes

**PM72** - Safe Operation of passenger carrying amusement devices - Trabant (and mini-Trabant)

**PM76** - Safe Operation of passenger carrying amusement devices *-* Inflatable Bouncing Devices

**PM78** - Safety at passenger carrying serial ropeways

Before any ride is used, a copy of each examination certificate obtainable from the controller of the ride must be produced to the Council. The controller of the ride shall carry out a daily inspection in accordance with the Codes of Practice and maintain all records for inspection by the Council.

If a bouncy castle is to be provided, it must be erected and operated in accordance with HSE Guidance Note PM76.

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| **17** | **(a) Are there to be any fairground rides?** |  |
|  | **(b) Specify by means of proprietary names the type of rides** |  |
|  | **(c) Specify the voltages for each ride:**  **(i) Main motor power**  **(ii) Ancillary power** |  |

**(d) Submit with this application all current certificates of thorough examination and test (if not available now, then they must be submitted** before **the event commences)**

**(e) A plan of the event with the positioning of all rides, sideshows, etc must be submitted for information with this application.**

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| **18** | **Are any other rides to be provided e.g. helicopter rides?**  **If so, please specify** |  |

## First Aid

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| **19** | **(a) Specify the arrangements for first aid giving details of the qualifications of those available to provide this facility, e.g St Johns Ambulance/Red Cross.**  **Will a first aid kit be provided or do you require the Council to provide it? (Indoor events only).** |  |

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|  | **(b) Will an ambulance be available on site?** | Yes/No |
|  | **(c) Has the ambulance service been advised of the safest route to the venue?** | Yes/No |

## Fire Precautions

**20 (a) Details of the fire precautions to be taken together with a plan of the number and positioning of fire fighting equipment/signing of fire fighting facilities/type of fire fighting equipment, e.g extinguishers, water, sand, must be produced and forwarded with this application for any open air event.**

**NOTE: The right type of extinguisher must be provided for the relevant fire hazard.**

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|  | **(b) Has the fire brigade been advised of the event?**  **Particularly relevant for such events as firework displays.** |  |
|  | **(c) Will there be any bottled gas/petrol cans or other flammable substances supplied to the event?**  **If so, please specify** |  |

**Consideration to their storage must be taken into account when carrying out your risk assessment.**

## Licences

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| **21** | **Is food to be offered?**  **If so, please give details of the type of food and method of preparation, e.g sandwiches (prepared at home or at the event), hot food, e.g hot dogs/ beef burgers prepared on site in a van or barbecue.** |  |

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| **22** | **Do you require a Temporary Event Notice?  If music, singing or dancing is to take place, then a licence may be required.** |  |
| **23** | **Will there be a raffle for which a Lotteries Licence is required?**  **If tickets sold on the day only and drawn on the day, a licence is not required.** |  |
| **24** | **If a car boot sale is the event, is it for charitable purposes?**  **Has the County Trading Standards Officer been notified?** |  |
| **25** | **Is alcohol being sold or supplied?**  **If so, please provide details of name and address of person seeking the licence and operating the bar.** |  |

## NOTE: Fire Officer and/or Police authority may restrict numbers attending event.

## Marquee

A dance/buffet etc in a marquee may require a Public Entertainment Licence (see 23).

If one is to be provided, the following information must be provided with the application.

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| **26** | **(a) Size of marquee** |  |

**b) Please provide a sketch plan showing the internal layout, i.e seating, tables, stage, food area, music and position at venue.**

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|  | **(c) Nature of event inside marquee.** |  |

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|  | **(d) Is flooring to be put down?**  **If so, please state what material it is constructed of.** |  |
|  | **(e) Is smoking to be prohibited inside?** |  |

## Fireworks

The Health and Safety Executive has issued a leaflet and Code of Practice, HS(G) 123 - *A* **Guide to Safety for Fireworks Display Organisers and Operators.** The Fire Brigade should be notified of an event at least 14 days in advance. Only competent, trained persons should carry out pyrotechnic work.

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| **27** | **Name and address of person operating fireworks display.** | **Name**:  **Address**:  **Tel**: **Home:**  **Work:** |

## 28 Please provide sketch plan of area required for display together with fallout information.

## Stands

Where stands are constructed on site, a Certificate as to its safe construction shall be submitted to the Council’s Supervising Officer before the event commences. Scaffolding shall only be erected by a competent person(s).

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| **29** | **Is a stand to be provided?** |  |
| **30** | **What is its seating/standing capacity?** |  |
| **31** | Is scaffolding to be used? |  |

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| **32** | **Name and address of person erecting stand.** | **Name:**  **Address:**  **Tel: Home:**  **Work:** |

**33 Please supply a sketch plan showing location of stand.**

**I undertake on behalf of the organisation hiring the facility to comply with the Council’s conditions of hire and in respect of any gala/carnival to give the Council a full list of all rides and stalls exhibiting at the event, once they are known.**

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

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

Upon approval of your Application, the Council shall issue a Licence detailing any conditions of use of the facilities. This may include a need for you to obtain a Public Liability Insurance Cover for a minimum of £5 million for any one accident.

# Licence to use the Council’s facilities

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| **Name and address of organisation/applicant** | **Name:**  **Address:**  **Tel: Home:**  **Work:** |
| **Facility/land required** |  |
| **Nature of event** |  |
| **Date of event** |  |
| **Time of event** | **Start:\_\_\_\_\_\_Finish**: \_\_\_\_\_\_\_\_\_ |

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| The Council hereby grants to the organisation/applicant (hereinafter called “The Licensee”) permission to hold the event detailed above, subject to the conditions below (if applicable), the general conditions set out in the First Schedule hereto and the special conditions (as applicable) set out in the Second Schedule hereto:-  **Insurance required? Yes**  **No  (If no, has this decision been**  **confirmed by the Financial**  **Unit Manager?)**  **First aid provision required Yes**  **No**  **Licence fee £** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Signed**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on behalf of the  (hereinafter called “the Manager”) |

**Top copy to be retained by issuing unit**

## The First Schedule

(The General Conditions)

The Licensee hereby agrees as follows:-

1. To keep the Council’s Land in a clean and tidy condition and clear of Litter during the operation of this Licence and to leave the Council’s Land in a clean and tidy condition to the satisfaction of the Council at the expiration of the same.

2. Not to use the Council’s Land for any purpose other than event.

3. To indemnify the Council against all actions, claims, costs and liabilities whatsoever in respect of any loss, damage or injury or death suffered or alleged to have been suffered by any person in consequence of or arising out of whether directly or indirectly the exercise of the licence hereby granted.

4. **If insurance is required by the Manager**, to ensure that the Licensee is adequately insured to meet any claim referred to in the previous condition with an insurance company of repute approved by the Council’s Financial Unit Manager prior to exercising this Licence for the sum of £5 million pounds at least in respect of any one claim and further to produce to the said Financial Unit manager, **prior to exercising this Licence**, the insurance policy together with the current receipt for the premium, a separate protection note or such other evidence as may be required by the said Financial Unit Manager.

5. To comply in all respects with the statutory requirements and other obligations imposed by Law.

6. To comply with all instructions or requests made by or on behalf of the Council, the Fire, Ambulance or Police services or any other competent authority.

7 Not to cause a nuisance or annoyance to the occupiers of any adjoining or neighbouring land or property or any other member or the public and in particular but without prejudice to the generality of the foregoing not to use any microphones or sound amplification systems on the Council’s land without the prior written approval of the Manager.

8. That the consent hereby granted does not constitute a tenancy and it shall at all times be personal to the Licensee and not assignable in any way.

9. To pay the Licence fee (if any) upon acceptance of this Licence.

10. To ensure at all times that the use hereinbefore referred to is properly and fully supervised by competent adults and to have available at all times an equipped first aid facility. Clear unobstructed access for ambulances must be maintained at all times. **If first aid provision is required by the Manager**, to have available at all times an equipped first aid facility and to ensure that there are sufficient number of suitably qualified First Aiders present throughout the operation of this Licence. Telephone facilities shall be available for the purposes of telephoning for ambulances or other emergency services.

## The Second Schedule

(Special Conditions)

**1.0 Outdoor Events**

The Licence shall comply with the following conditions in respect of any outdoor events.

1.1 To reinstate the Council’s land to the satisfaction of the Council including where applicable re-turfing or re-seeding with grass as required by the Council, such work to be carried out by the Council at the Licensees expense if the Council so requires.

1.2 Not to remove from the Council’s land any soil, turf or other materials and not to drive into the land any stakes, posts or other apparatus without the prior consent of the Manager.

1.3 Not to make or place any erection on the Council’s land nor place any sign, advertisement or notice thereon without the prior written permission of the Manager.

**2.0 Galas/Fairs/Festivals**

The Licensee shall comply with the following conditions in respect of any gala, fair or festival:-

2.1 To provide to the Manager prior to the event specific details of any fairground rides proposed at the event, together with any other attractions that may have an element of risk to health or safety.

2.2 To draw to the attention of any person exhibiting at any event an inflatable bouncing device the need to comply with the Health and Safety Executive Guidance Note PM 76.

2.3 To draw to the attention of those exhibiting at any events any fairground rides the need to comply with the relevant provision of the Health and Safety Executive’s Code of Safe Practice at Fairgrounds and Amusement Parks and to produce to the Manager all test and inspection certificates in respect of each ride **before** any members of the public are allowed access to or entry on such rides.

* 1. If any performing animals are being exhibited then the operator must produce to the Manager evidence of the registration for that purpose under the Performing Animals (Regulation) Act 1925.

2.5 Those providing any horse rides shall be persons who are licensed for the keeping of a riding establishment.

2.6 To appoint a competent person to deal with all safety aspects of the Licence and to advise the Manager of his name, address and telephone number as the person to contact on all health and safety matters.

**3.0 Electricity**

The Licence shall comply with the following conditions in respect of any event requiring the provision of an electricity supply.

3.1 Where any electrical work is required for any event that is not provided by the Council then those making their own arrangements for electrical provision shall employ a suitably qualified electrician who shall so arrange for all supplies, sockets, outlets, wiring and connections etc, to comply with current regulations in that behalf and upon completion of the work issue an appropriate safety certificate to the Manager. Persons providing their own electrical supplies shall not use the same nor permit any other person to sue the same until all certificates have been handed to the Manager or such person as he may nominate in writing.

**4.0 Marquees/Stands**

The Licensee shall comply with the following conditions in respect of any event at which a marquee or stand is to be erected on the Council’s land:-

4.1 The Licensee will ensure that the marquee is erected only by a qualified person to the satisfaction of the Council and that the same is used only for shelter and for the purposes of the event.

4.2 To ensure that any stand is constructed only by a competent person and that a certificate as to its safe construction shall be submitted to the Manager.

**5.0 Fireworks**

The Licensee shall comply with the following conditions in respect of any event at which a fireworks display is to be held:-

5.1 The Fire Brigade must be informed of the event at least 14 days before it is to take place.

5.2 All pyrotechnics/fireworks must be the responsibility of a person competent to handle them, who has been adequately trained, instructed or made aware of the correct method of operation and control and of any special safety methods required.

5.3 To comply to all times with any instructions or requests made by or on behalf of the Manager and that this compliance will include the wearing of protective clothing, if so required.

**6.0 Statutory Obligations**

6.1 To ensure that any food to be prepared or offered for sale at the event shall comply with the requirements of the Environment Unit Manager of the Council as to food hygiene standards, including the cleanliness of equipment used in the preparation and storage of food.

6.2 To obtain a Lotteries Licence (if required) for any event at which a raffle is to take place (NB: not required if tickets sold only on the day when the draw takes place).

* 1. To obtain the necessary Licence if intoxicating liquor is to be sold at the event.
  2. The Site will only be used by the maximum permitted numbers set by North Yorkshire Fire and Rescue Officer.

1. **Rapid Rise Warning – River Swale, The Batts, Richmond**

7.1 The river Swale is one of the fastest flowing rivers in England and due to the topography of the area has a tendency for rapid rise. For your own safety please do not enter the river bed area when the red flags are flying as a rapid rise is imminent. In the event of a rapid rise when the public may be placed at risk the Council reserves the right to withdraw permission to use The Batts.

1. **Security Fencing**

8.1 Should any event require security fencing the fencing must be provided by the organisation using the facilities. All fencing must be in good condition and suitable for the purpose.

1. **Health and Safety of Events – Guide**

9.1 All large events must comply with the Guide to Health, Safety and Welfare at Pop Concerts and Similar Events, published by HMSO (ISBN 0-7176-2453-6)

1. **Code of Practice on Environmental Noise**

10.1 All events must comply with the Code of Practice on Environmental Noise Control at Concerts, produced by the Noise Council in 1995.

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RICHMOND

North Yorkshire

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