

APPLICATION FOR EVENTS TO BE HELD ON SHEPWAY DISTRICT COUNCIL LAND AND ALL EVENTS REQUIRING ROAD CLOSURE			
Title of Event			
Date/s of Event			
Venue			
Name of Organisation			
Address			
Is this a charitable event?	YES	NO	Registered No

Section 1: ORGANISER CONTACT DETAILS	
Name	
Position in Organisation	
Address	
Telephone	
Mobile	
E-mail	

Alternative contact or person in charge on the day (If different from above)	
Name	
Position in Organisation	
Address	
Telephone	
Mobile	
E-mail	

Section 2: EVENT DETAILS

Description of Event (Please provide full details of event, and attach a site plan or route map)

Please indicate if you would like your event to be considered for inclusion in *Shepway Today*.

Note: Space is often limited and we cannot guarantee listing your event. Please make sure you consider other forms of publicity. (See our leaflet *Organising a safe event in Shepway – Publicity*)

Is the event to be held on council land?		<input type="checkbox"/>
Name of land		

Is the event to be held on the highway?	<input type="checkbox"/>	Is off-road parking provided?	<input type="checkbox"/>
Do you require road closure/s?	<input type="checkbox"/>	Do you require traffic diversion?	<input type="checkbox"/>
Do you require on street parking restriction?	<input type="checkbox"/>	Do you require car park closure?	<input type="checkbox"/>

If you have ticked any of the above, please provide full details of locations, dates and times, and a plan/map identifying the location of Temporary road closure signage (e.g. Diversion signs).

When do you need to access the venue?	From:	To:
What time is the event open to the public?	From:	To:
What time land will be cleared by?		
Estimated number of visitors		

Do you intend to use or allow any of the following elements at the event? If so, please tick the appropriate boxes.

Note: Some of these elements may not be permitted at certain sites.

Aircraft	<input type="checkbox"/>	Live Entertainment/Music/Dance	<input type="checkbox"/>
Alcohol	<input type="checkbox"/>	Marquees/Gazebos	<input type="checkbox"/>
Animals	<input type="checkbox"/>	Market Stalls/Merchandising	<input type="checkbox"/>
Bar-B-Q	<input type="checkbox"/>	Other Motor Vehicles	<input type="checkbox"/>
Barrier/Fencing	<input type="checkbox"/>	Money collections for charity	<input type="checkbox"/>
Berthing Facilities	<input type="checkbox"/>	Motorcycles	<input type="checkbox"/>
Carnival Processions	<input type="checkbox"/>	Parachutists	<input type="checkbox"/>
Compressed Gas Helium/LPG	<input type="checkbox"/>	On Site Communications	<input type="checkbox"/>
Electrical Installations	<input type="checkbox"/>	Park & Ride Facilities	<input type="checkbox"/>
Face Painting	<input type="checkbox"/>	PA System	<input type="checkbox"/>
Fairground Equipment/Rides	<input type="checkbox"/>	Power Supply	<input type="checkbox"/>
Fireworks/Pyrotechnics/Fire Eaters/Lasers	<input type="checkbox"/>	Portable Staging/Temporary Structures	<input type="checkbox"/>
Food/Drink Concessions	<input type="checkbox"/>	Signs on the Highway	<input type="checkbox"/>
Fuel Storage	<input type="checkbox"/>	Stewarding/Security	<input type="checkbox"/>
Helium Balloon Launch	<input type="checkbox"/>	Re-enactment Groups	<input type="checkbox"/>
Hot Air Balloons	<input type="checkbox"/>	Water (Limited/No supply at some sites)	<input type="checkbox"/>
Inflatables (Bouncy Castles etc)	<input type="checkbox"/>	Toilets	<input type="checkbox"/>

If any elements of your event are not covered by the above list, please specify:

Note:

1. Please supply as much information as possible on all of the above items.
2. After this application has been submitted, no additional items may be included without the express consent of the appropriate department.
3. Generators are generally not permitted on the highway.
4. A Premises Licence or Temporary Events Notice may be required if your event consists of music, dancing, singing, alcohol or similar.

Have provisions been made for removal of waste?		<input type="checkbox"/>
<p>Note:</p> <ol style="list-style-type: none"> 1. The event organiser should ensure that the site is regularly litter-picked during the event and at the end of each day to ensure that the Council's obligations under the Environmental Protection Act 1990 – Code of Practice on Litter and Refuse is discharged. If the event organiser fails to do this, the Council reserves the right to carry out the works in default and charge the event organizer the cost incurred. 2. It is the event organiser's responsibility to arrange removal of all rubbish from the site. You will not be permitted to use any council skip/litter bins etc. for disposal. 		
<p>Please detail waste disposal arrangements:</p>		

Section 3: Emergency Services	
It is the responsibility of the event organiser to notify the Police and <u>all appropriate</u> Emergency Services of the event. (Please see page 12 of Organising An Event). Please indicate contact made:	
Police	<input type="checkbox"/>
Ambulance Service	<input type="checkbox"/>
St John Ambulance	<input type="checkbox"/>
Red Cross	<input type="checkbox"/>
Fire Brigade	<input type="checkbox"/>
HM Coastguard	<input type="checkbox"/>
Other	<input type="checkbox"/>

Section 4: DOCUMENTATION

All documents should be submitted at least three months before, and the programme finalised 28 days before the event date. Failure to comply may result in the Council refusing to grant permission for the holding of the event. (Please see pages 2-4 of Organising An Event). Please tick documents supplied as applicable.

Event organiser's public liability insurance <u>Minimum £5 million cover for any one claim</u>		<input type="checkbox"/>
Policy enclosed		<input type="checkbox"/>

Some contractors and performers will need to provide third party public liability additional insurance to the sum of £5 million to cover specific risks associated with their activity. Please tick documents supplied as applicable. A detailed list of participants must be supplied.

	Public Liability Insurance	Specific Risk Assessment	Safety Inspection Certificates
Mechanical Rides	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inflatables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Animal Rides	<input type="checkbox"/>	<input type="checkbox"/>	
Other insured participants E.g. Firework Operator, Bungee Jumps, Tractor pulls, Helicopter charters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Separate insurance policy/ies enclosed for other elements (e.g. caterers, contractors, exhibitors, performers, traders etc.)	<input type="checkbox"/>
Evidence of Food Registration	<input type="checkbox"/>
Plan of event site detailing: event area(s), road/path closures, entrance/exit, car parking area.	<input type="checkbox"/>
Event risk assessment (To include all road closures required)	<input type="checkbox"/>
Fire risk assessment (Outside Events)	<input type="checkbox"/>
List of all participants	<input type="checkbox"/>
Map of road closure signage	<input type="checkbox"/>

DECLARATION (SHEPWAY DISTRICT COUNCIL LAND ONLY)

This application will be considered and the event organiser notified in due course. If approval is given, it is the organiser's responsibility to advise Shepway District Council of any changes to the event itinerary that take place prior to the event

I confirm that:

- a) the event is/is not for a public or charitable organisation (delete as applicable)
- b) the display/function will only be present at the said venue on the dates requested
- c) any damage whatsoever caused as a result of the event will be chargeable
- d) the site will be cleared of all materials and rubbish and left in a tidy and clean condition
- e) the area required for the event is marked on the attached plan.

'THE INFORMATION GIVEN ON THIS FORM IS TO THE BEST OF MY KNOWLEDGE TRUE AND ACCURATE'

SIGNED _____ **DATE** _____

PRINT NAME _____

**SUBMIT THIS FORM TO: BEVERLEY SAUNDERS
SHEPWAY DISTRICT COUNCIL, CIVIC CENTRE,
CASTLE HILL AVENUE, FOLKESTONE, KENT CT20 2QY**