

Hosting an Event on Witney Town Council Land - Application Form

Witney Town Council - Town Hall, Market Square, Witney, OX28 6AG
 Email: info@witney-tc.gov.uk Tel: 01993 704379 www.witney-tc.gov.uk

This Application form should be completed in full by the Event Organiser and submitted with the Event Management Plan (EMP). Submit them electronically to info@witney-tc.gov.uk or send them to the address above

Event Name:	
Proposed Event Date(s): (Include set up and breakdown days)	
Proposed Event Location:	

Required Timescales	at least 6 months in advance of the event day	at least 8 weeks in the advance of the event date
Applications and EMPs must be submitted to us	Events expecting more than 2000 people	Events expecting less than 2000 people
		Statutory, State or Civic Events or when exercising Freedom of the town

Your Event is at Risk if:	<ul style="list-style-type: none"> • you have not allowed the prescribed time to process your application • information has not been completed and or supporting documents have not been provided • requirements of the Safety Advisory Group have not been actioned • we receive another Event application for the same location,
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Event Organiser	
Address	
Telephone	
Email	

Event Summary

Section 2

Full details should be provided in your Event Management Plan
Please tick the box that applies to the main event. Definitions are shown in the
Hosting an Event on Witney Town Council Land Policy.

Event Type				
Charity		Community		
Commercial		Non-Commercial		
Religious		Political		
Statutory, State or Civic event or exercising Freedom of the town				
Other – Please specify:				
Is this a repeat event				
If 'Yes', when was it last held?				
Event Size			Yes	No
Are you expecting more than 2000 people to attend?				

Environmental Health Section 3

Event Type – Catering and Food Operators	Yes	No
Will food be sold or supplied as part of your Event?		
Wholesome (potable) Water		
Does your event include the sale or supply of alcohol?		
Does your event include the sale or supply of food?		
If Yes to either of the above, it is a mandatory requirement that a sufficient supply of wholesome water (drinking & hand washing) is available at all times. You must confirm in your Event Management Plan what arrangements you will be making for this to be provided.		
Will your event produce waste water?		

Regulated Services & Licensing Section 4

Event Type - Are any of the following to be sold or supplied as part of your event	Yes	No
Alcohol		

Regulated Entertainment: a) plays b) films c) indoor sporting event d) boxing or wrestling entertainment e) live music f) recorded music g) performances of dance		
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Live Music Act 2012 – Exemptions Amplified music – is not classed as regulated entertainment if the below criteria is satisfied: <ul style="list-style-type: none"> • there is a premises licence or club premises certificate in place permitting “on sales” • the premises are open for the sale or supply of alcohol for consumption on the premises • live music is taking place between 8am and 10pm • the audience consists of no more than 200 people Unamplified Music – is not classed as regulated entertainment, regardless of the number of people in the audience if: <ul style="list-style-type: none"> • the music is provided anywhere • takes place between 8am – 10pm 		
If you already hold a premises Licence please confirm the reference number: check the Licence covers all the activities proposed for this event		

Raffles and Lotteries	Yes	No
Do you intend to have a Raffle or Lottery?		
Public Charitable Collections	Yes	No
Do you intend to collect money or sell items for charity?		
Does your event include a procession?		

Environmental Protection Section 5

Trading Standards	Yes	No
Will there be traders at your event involved with any of the following? a) Age Restricted Products b) Trading Standards		

Waste Management	Yes	No
Are you providing waste and or recycle bins?		
Are you providing sanitary (toilet/hand washing) facilities on site?		
Will you require additional public toilet consumables and additional cleaning to be provided?		
Health & Safety	Yes	No
Does your event require a Public Address system?		
Does your event require any plant/specialist equipment?		
Do you intend to have a bonfire or fireworks during the event?		
Do you intend to include a lighting/laser display?		

Traffic & Highways Section 6

Traffic & Highway Management	Yes	No
Do you need to stop traffic or restrict traffic in any way?		
Do you need to prevent the use of public parking spaces/bays?		
Do you require vehicles to access pedestrian areas?		

General Section 7

Development Control (Planning)	Yes	No
Does your event require any temporary demountable structures (TDS)? (e.g. marquees, staging, lighting rigs, scaffolding etc.)		
Tourism & Events	Yes	No
Will the event be recorded for broadcast on television/radio/internet?		

Public Liability Insurance Details Section 8

Insurance	Yes	No
Do you already have Public Liability Insurance that will cover this Event?		

Declaration Section 9

Declaration

PLEASE NOTE: An Event Permit from the Council may not be sufficient for some activities/events.

By law you **may also** be required to apply separately for other permissions.

If your event requires a Licence, Permit, Notice or Consent of any other kind, in addition to an Event Permit and it is not obtained in advance your event will not be allowed to proceed.

By signing this declaration, you as the Event Organiser confirm that you:

- hereby request an Event Permit for the event as detailed in this application/ notification form and the supporting Event Management Plan
- have read and agree to abide by the Witney Town Council Policy for Hosting Events on Council Land
- are fully aware of your obligations and have considered all aspects of event management to ensure your event complies with the law and is delivered legally and safely
- are the person who is the main contact and the person who has overall responsibility for the management of the Event and the health and safety of all participants, contractors and the audience
- have/will have valid Public Liability Insurance of no less than 10million
- will have available upon request copies of any licence, consent or permit you or your participants are required to hold and copies of all risk assessments, undertaken by you and your participants
- will make payment in full to Witney Town Council, prior to an Event Permit being issued, for any fees and charges incurred as a result of hosting this event
- are aware of the timescale required for any other permissions your Event may require and you will make the necessary application. If any such Licence, permit or consent has not been obtained by the required date, the Council reserves the right to cancel this event application
- agree to abide by all/any conditions that may be applied to an agreement from us to hold this Event and the issue of an Event Permit

Name:(Printed)		Date:	
Address:		Signature.	
Email:			
Telephone Business:		Telephone : Mobile	

***Electronic Signature Agreement. By putting a 'tick' in the box, you are signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature.**