



Kingswear Parish Council

Community Event Application Form

Section 1 – Organiser Details

Name of organisation		
Name of applicant		
Position <i>(if applicable)</i>		
Contract Address	Post Code:	
Personal Contact Details	Tel. No.	
	Email Address	
Event Public Tel. Enquiry No.		
Event Web Site Address		

Section 2 – Event Details

Description of Proposed Event

Please indicate the type of Event:

- | | | | |
|----------------|--------------------------|-----------------|--------------------------|
| Charity Event | <input type="checkbox"/> | Fund Raising | <input type="checkbox"/> |
| Non-commercial | <input type="checkbox"/> | Community Event | <input type="checkbox"/> |
| Commercial | <input type="checkbox"/> | | |



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Timings:

Date/time to enter site for preparation:
Date/time to vacate the site after the Event:
If event is for more than one day, please give details of the Start and Finish times each day:
Approximate number of people expected to attend? If over 1000 people are expected please give details of security / stewarding:

Do you intend to utilise or permit any of the following attractions at the event? If so, please tick the appropriate boxes (some of these may not be permitted at all sites):-

- | | | | |
|------------------------------------|--------------------------|-----------------------------------|--------------------------|
| Fireworks/pyrotechnics | <input type="checkbox"/> | Live Music ⁽¹⁾ | <input type="checkbox"/> |
| Carnival procession ⁽¹⁾ | <input type="checkbox"/> | Live Entertainment ⁽¹⁾ | <input type="checkbox"/> |
| Fairground equipment | <input type="checkbox"/> | Lost children point | <input type="checkbox"/> |
| Aircraft | <input type="checkbox"/> | Barrier/Fencing | <input type="checkbox"/> |
| Parachutists | <input type="checkbox"/> | Marquees | <input type="checkbox"/> |
| Balloon launch | <input type="checkbox"/> | Portable generator | <input type="checkbox"/> |
| Hot Air Balloons | <input type="checkbox"/> | Power supply | <input type="checkbox"/> |
| Horses/donkeys/other animals | <input type="checkbox"/> | Toilets | <input type="checkbox"/> |
| Motorcycles | <input type="checkbox"/> | Alcohol ⁽²⁾ | <input type="checkbox"/> |
| Other motor vehicles | <input type="checkbox"/> | Food/drink concessions | <input type="checkbox"/> |
| Living History | <input type="checkbox"/> | On site communications | <input type="checkbox"/> |
| Inflatables (e.g bouncy castle) | <input type="checkbox"/> | Market stalls | <input type="checkbox"/> |
| Portable staging | <input type="checkbox"/> | Re-enactment groups | <input type="checkbox"/> |
| P.A. System | <input type="checkbox"/> | Other | <input type="checkbox"/> |



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NOTES:

- (a) Please supply as much information as possible on all the items above.
- (b) Following submission of this application, no additional items may be included without the express consent of the Council.

⁽¹⁾A Temporary Event Notice (TEN) may be required if the Event involves, music, dancing, singing or similar.

⁽²⁾A Temporary Event Notice (TEN) will be required for the sale of alcohol.

Main Events User Agreement

The hirer agrees to abide by the following terms and conditions:

- All relevant paperwork is to be submitted prior to the event. This includes risk assessments, site plans, insurance etc.
- Noise levels will be kept to a minimum.
- The hours the event takes place will only be those set within the event application.
- Music will be turned off at times specified in the event application.
- Appropriate parking arrangements will be made.
- Appropriate toilet facilities will be managed and maintained as specified in the event application.
- Anything that becomes of nuisance or annoyance to local residents will be dealt with as soon as possible.
- No litter is to be left behind and the site is to be left in a clean state.

I have enclosed where necessary the following documents:

(* these documents are required for all applications)

Documentation	YES	NO	Evidence of Insurance	YES	NO
Event Site Plan	<input type="checkbox"/>	<input type="checkbox"/>	Insurance for event organiser*	<input type="checkbox"/>	<input type="checkbox"/>
Risk Assessment*	<input type="checkbox"/>	<input type="checkbox"/>	Licenses (TEN, Sale of Alcohol etc)	<input type="checkbox"/>	<input type="checkbox"/>
Food Hygiene Certificates	<input type="checkbox"/>	<input type="checkbox"/>	Safety Certificates	<input type="checkbox"/>	<input type="checkbox"/>
Emergency & First Aid Requirements	<input type="checkbox"/>	<input type="checkbox"/>	Fires Safety Risk Assessments	<input type="checkbox"/>	<input type="checkbox"/>

This list is not exhaustive and the document requirements will vary depending on the type and scope of event planned.



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Name (Authorised Signatory from Organisation)	
Signature	
Date	
Event and Date	
Organisation Name	

Please send the completed form, together with the required supporting documentation to:-

Kingswear Parish Council, c/o 9 St Matthews Road, Chelston, Torquay, TQ2 6JA
Tel: 07863 227031 Email: kingswearclerk2017@outlook.com

NOTE: The application must be submitted to the Council at least 8 weeks prior to the event. All documentation must be produced at least 28 days before the event. Failure to comply may result in the Council refusing to grant final permission for holding the Event.