

Parks and Countryside Event Application



Parks and Countryside - Event Application Form

An application for an event needs to be made where any activity undertaken within a public park or green space, that requires intervention because it disrupts normal use of the site. For example a small family picnic is considered normal use unless you intend to take along any equipment or structures, such as tables, music, gazebos etc.

It is advisable to contact the Parks and Countryside Head Office in the first instance to discuss your event on parks@leeds.gov.uk or Tel. 0113 3957400.

Please complete this application as fully as possible and submit at the earliest opportunity. You should note that if your event contains licensable activities (see section 11) you should submit your application 130 days before the event is due to take place to comply with legislation. This is to ensure health and safety requirements are met and appropriate licences are in place. Applications received without the required notice may not receive authorisation to go ahead.

Leeds City Council reserves the right to refuse any application, and where applicable a written explanation will be given. It is advisable not to advertise your event until you have received written permission from Parks & Countryside that the event can go ahead.

Please return signed and completed applications to:

Leeds City Council, Parks and Countryside, Farnley Hall, Hall Lane, Leeds, LS12 5HA. Or parks@leeds.gov.uk

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Data Protection Statement – Data Protection Act 1998

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The information you provide on this form will only be processed for the purpose for which it has been given and will not be used for additional purposes without consent. All personal data is collected and processed in compliance with the eight data protection principles of the Data Protection Act 1998 and you have certain rights in respect of this information.

Name of Organisation/Community Group promoting event			
Named Event Organiser			
Main Contact or Organisers Address for Correspondence			
Work/Home Telephone No		Mobile Telephone No	Email Address
Name	Role	Responsibility	Contact Number

What does your organisation or community group do? Please attach details if necessary.

.....

Extra information attached Registered Charity No

Event Details

2

Please tick box if this is the first time an application has been submitted for this event in Leeds

Name of site required	
Identify which part of the site you wish to use to stage the event	

Please tell us the dates you are requesting for the event.

Start Date		Start Time	
End Date		End Time	

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Please indicate if extra time is needed before or after your event (e.g. setting up, or removal of equipment from site). Please provide the dates of required access.

Start Date		End Date	
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Type of Event	3
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Car Boot Sale	<input type="checkbox"/>	Car Parking only	<input type="checkbox"/>
Cultural Event	<input type="checkbox"/>	Carnival/Funfair	<input type="checkbox"/>
Bouncy Castle	<input type="checkbox"/>	Circus	<input type="checkbox"/>
Playscheme	<input type="checkbox"/>	Dog Show	<input type="checkbox"/>
Vehicle Rally/Show	<input type="checkbox"/>	Fun Day	<input type="checkbox"/>
Religious Meeting	<input type="checkbox"/>	Sponsored Walk/Run	<input type="checkbox"/>
Sports Event	<input type="checkbox"/>	Other	<input type="checkbox"/>

Please give a description of your event below (attach plans if necessary)

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Attendance

4

Please tick appropriate box to indicate your anticipated attendance figure (maximum number of people at any one time/per performance)

- | | | |
|------------------------------------|------------------------------------|---------------------------------------|
| <input type="checkbox"/> 0-250 | <input type="checkbox"/> 250-500 | <input type="checkbox"/> 500-1000 |
| <input type="checkbox"/> 1000-2000 | <input type="checkbox"/> 2000-5000 | <input type="checkbox"/> 5000 upwards |

More than 5000.....

Classification

5

What is the target audience for this event? (Please select one or more)

- | | | |
|---------------------------------------|---------------------------------------|---|
| <input type="checkbox"/> Adult | <input type="checkbox"/> Children | <input type="checkbox"/> General Public |
| <input type="checkbox"/> Teachers | <input type="checkbox"/> Young People | <input type="checkbox"/> Family |
| <input type="checkbox"/> Club members | <input type="checkbox"/> Disabled | |

Public Liability Insurance

6

This is an essential requirement for all events. Adequate cover provided by such policies is normally in the region of £5 million and arranged through an Insurance Broker by the Event Organiser. Approval to hold the event will be refused if you fail to provide this information.

Copy of certificate enclosed

Yes

No

A copy of the insurance certificate must be provided before the event takes place, however it is not imperative it is included with the application at this stage.

Risk Assessments

7

A copy of your event risk assessments will be required. Risk assessments are an important step to protecting event organisers, as you are required to protect people as far as reasonably practical.

Copy of risk assessments enclosed

Yes

No

A copy of the risk assessments must be provided before the event takes place, however it is not imperative it is included with the application at this stage.

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Licensable Activities

11

A Premise Licence or Temporary Event Notice (TEN) maybe required for the items below please tick all the appropriate boxes if included in your event

- | | | |
|--|--|--|
| <input type="checkbox"/> Performance of a Play | <input type="checkbox"/> Showing a Film | <input type="checkbox"/> Indoor Sports |
| <input type="checkbox"/> Boxing/Wrestling | <input type="checkbox"/> Performance of Live Music | <input type="checkbox"/> Playing of Recorded Music (as a feature of event) |
| <input type="checkbox"/> Dance Performance | <input type="checkbox"/> Making Music | <input type="checkbox"/> Dancing |
| <input type="checkbox"/> Late Night Refreshments | <input type="checkbox"/> Supply of Alcohol | <input type="checkbox"/> Other similar (Please specify) |

Emergency Requirements

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Please provide details of where emergency services will be allowed to access the site.

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Please provide details of where visitors will be accessing the site and emergency exits if applicable.

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Will the event have First aid provision, if so please specify.

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Will the event be providing toilet provision, if so where will these be located on site.

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Are stewards and security required, if so please specify number of stewards.

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Will the event have restricted access areas, if so please give details.

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