

**APPLICATION FORM – ACTIVE RECREATION
PARKS AND GREEN SPACES**

Name of Activity

Activity location

Commencement Date/s of Activities

End Date/s of Activities

Official use only		
reference number	Date	Department reference
.....

Section One - Organiser Details

- Name of organisation
-
- Contact Name
- Contact address
- Postcode
- Tel No. - Home
- Tel No. - Work
- Mobile No.
- E-mail address

Section Two - Activity Details

Description of Activity proposed:

Equipment (if any_ to be used

- Is this a *(please use one box only)*

Commercial Non-commercial/Fundraising/community

Charity activity event

- *For Charity activities* - Name of Charity
- Charity Registration Number

- Will all income raised go to the Charity concerned? Yes / No

If no, please give details:

- Start time each day
- Finish time each day
- Is there a fee for activity/membership
If yes, what is the activity price? per session

- Approximate number of people expected each activity
- Location details in park – please describe what area /s you will use within the park and location of equipment (if applicable)

- Do you intend to use Banners/Posters/publicity?
Please note written approval must be obtained from the relevant Department

Please provide full details of proposed publicity for approval: My website

Note: The Council reserves the right to remove any unauthorised advertising and to recover the cost incurred from the organisers.

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

Live music* Fencing/Barriers

Food/Drink

Other (please specify)

Note:

- (1) Please supply as much information as possible on all of the items above.
- (2) Please ensure full risk assessment process is included
- (3) After this application has been submitted, no additional items may be included without the express consent of the appropriate department..

Note:

- The organiser should ensure that the site is regularly litter-picked during the activity 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 then the Council reserves the right to carry

out the works in default and charge the event organiser the cost incurred.

- 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.

Section Three – Paperwork (Insurance / Risk Assessment / Qualifications and Training / DBS / Safeguarding (if applicable)

- Organisers are required to hold a current policy of Insurance in respect of Public Liability or Third Party risks (including products liability where appropriate). The relevant limit of indemnity shall be an amount approved by the Council's Risk and Insurance Section and Legal Section. **Under no circumstances shall this be less than £5 million and the Council reserves the right to require a higher limit if deemed necessary.**
- Organisers will be required to produce evidence of their insurance cover of all activities

Note: All documentation must be produced at least 28 days before the Event. Failure to comply may result in the Council refusing to grant permission for the holding of the event.

- Organisers are required to produce detailed **risk assessment** and **method Statement** to cover all activities and eventualities
- Organisers are required to provide qualifications and training relevant to activities

Section Four - Emergency Services

Please supply details of the first aid cover to be provided and emergency reporting procedure

Section Five - Additional Requirements

- Details of activity location required together with items of equipment to be used (all to be covered by insurance liability)

This must be forwarded at least 8 weeks prior to the event.

If permission is granted for the activity, I hereby agree to comply with the conditions set out in this form and any departmental terms and conditions and all reasonable instructions given by all authorised Officers of the Council.

Name

Position

Date

Please send this completed form, together with any supporting documentation to the following: Val Wilson
Parks and Events Team
Redditch Town Hall
Redditch
Worcs B98 8AH

I have enclosed, where necessary the following:

Documentation

Evidence of insurance cover

Risk Assessment/Method Statements

Qualifications

**CRB/DBS Checks
(appropriate)**

Safeguarding

Policy

(If

Signed Terms and Conditions

If you have answered **no** to any of the questions, please give details why: