

Annex B – Application to Hold an Event on Council-Owned Land

Important: All events require prior approval by Ewshot Parish Council. A complete application, including the mandatory supporting documents, must be received by the Clerk at least 14 calendar days before the Full Council meeting at which it is to be considered. Ordinary meetings are normally held on the second Monday of each month, except August.

1. Organiser Details

Name of individual / organisation / group:	
Main contact name:	
Address:	
Telephone:	
Email:	
Purpose / brief description of organisation or group:	

2. Event Details

Name / title of event:	
Date of event:	
Start time:	
Finish time:	
Expected attendance:	
Age range / nature of attendees:	
Council land requested:	
Other Council-owned land (if applicable):	
Please describe the proposed event and activities:	

3. Use of the Site

Equipment, structures or facilities to be brought onto the land (e.g. marquee, stage, gazebo, inflatable):	
Electrical equipment / generators to be used:	
Catering / food provision:	
Alcohol or other regulated activities:	
Amplified music / entertainment:	
Will any part of the play area or tennis court be unavailable or restricted?	
If yes, explain:	

4. Access, Parking and Emergency Arrangements

How will attendees arrive and leave the event?	
Parking arrangements:	
Emergency vehicle access arrangements:	
First aid / medical arrangements:	
Emergency / evacuation arrangements:	

5. Mandatory Supporting Documents

The following must be submitted with every application:

- ☐ Current Public Liability Insurance certificate – minimum £10 million cover
- ☐ Event-Specific Risk Assessment (ESRA)

Do not submit generic documents without checking that they apply to this event. The ESRA should address the actual event, site, activities and arrangements proposed.

6. Additional Supporting Documents

Please indicate which of the following are relevant. The Council may request additional information.

- ☐ Site / event layout plan
- ☐ Event Management / Safety Plan
- ☐ Emergency / contingency plan
- ☐ Traffic / parking plan
- ☐ Fire safety arrangements
- ☐ Safeguarding arrangements
- ☐ Licences / permissions
- ☐ Temporary structure / equipment certificates
- ☐ Food safety documentation
- ☐ Contractor / supplier insurance or safety documentation
- ☐ First aid / medical plan
- ☐ Noise management arrangements
- ☐ Other supporting documentation

Details of additional documents attached:

7. Organiser's Declaration

I confirm that the information provided in this application is accurate to the best of my knowledge. I understand that:

- Council approval is required before the event takes place.
- I remain responsible for the planning, management, health and safety of the event and for complying with all applicable legislation, licences and permissions.
- The event will be conducted in accordance with the information supplied in this application and any conditions imposed by the Parish Council.
- I will notify the Parish Council of any material change to the event that may affect the information supplied.
- I will ensure that the Council's land is left clean, safe and free from event equipment and waste after the event.

Name:

Position / role (if applicable):

Signature:

Date:

8. Parish Council Use

Date application received:	
Complete application received:	☐ Yes ☐ No
Additional information requested:	☐ No ☐ Yes
Date considered by Full Council:	
Council decision:	☐ Approved ☐ Refused ☐ Deferred
Minute reference:	

Submit completed applications to: Clerk to Ewshot Parish Council – clerk@ewshotparishcouncil.gov.uk

Related documents: Events Policy and Annex A – Guidance for Event Organisers.