

Policy for External Use of Council-Owned Land for Events

1. Scope

This policy applies to external individuals, groups and organisations wishing to hold an event on Ewshot Parish Council-owned land, including the recreation ground, play area, tennis court and land at the corner of Church Lane and Broomhill.

2. Prior Approval

All events require prior written approval from Ewshot Parish Council. Unauthorised events are not permitted.

Approval can only be granted by resolution of the Parish Council at a properly constituted meeting and will be recorded in the official minutes. No individual councillor or the Clerk has authority to grant approval outside this process.

3. Application and Council Timetable

The organiser is responsible for allowing sufficient time to plan the event, obtain insurance, complete the required risk assessment and obtain any licences, permissions or other documentation.

A complete application, including all mandatory supporting documents, must be received by the Clerk no later than 14 calendar days before the scheduled Full Council meeting at which it is to be considered.

Ordinary meetings of Ewshot Parish Council are normally held on the second Monday of each month, except August. Applications received after the 14-day deadline cannot normally be guaranteed consideration at the next meeting and may be deferred to the following meeting.

The Clerk may request missing or additional information. An application is not complete until the required information and documentation have been received.

4. Mandatory Documentation

Every application must include:

- Public Liability Insurance (PLI) providing a minimum of £10 million cover, with a current certificate provided.
- An Event-Specific Risk Assessment (ESRA) covering the proposed event and its activities.

The Council may require additional documentation appropriate to the nature, scale or risk of the event. Guidance for organisers is provided in Annex A.

5. Conditions of Use

- The land must be left clean, tidy and safe.
- No damage may be caused to grass, equipment or facilities.

- The play area and tennis court must remain safe and accessible unless otherwise agreed.
- Noise must be reasonable and comply with applicable requirements.
- All event waste must be removed by the organiser.
- The organiser is responsible for the health and safety and management of the event.

6. Fees and Deposits

The Council may charge a hire fee and/or require a refundable damage deposit. Any applicable charges will be confirmed as part of the application process.

7. Refusal or Cancellation

The Council may refuse or cancel approval where, for example:

- required documentation is incomplete or unsatisfactory;
- the event presents an unacceptable risk to public safety, the environment or Council property;
- the event conflicts with existing community use or Council priorities; or
- the organiser fails to comply with the conditions of use or relevant legal requirements.

8. Compliance

Organisers remain responsible for complying with all legislation, licences, permissions and safety requirements applicable to their event. Council approval to use its land does not remove or transfer those responsibilities.

Related guidance: See Annex A – Guidance for Event Organisers.

Contact: Clerk to Ewshot Parish Council – clerk@ewshotparishcouncil.gov.uk