

Use of Land Application Form

In order to facilitate your application to hold an event on Council owned land, please read and complete the following, and return to the Arts and Events Team.

Please note:

- The application must be submitted with a minimum of 12 weeks notice prior to the event: failure to do so may result in your application not being dealt with.
- The application must be completed in full, include a detailed map and a copy of the public liability insurance covering the event date.
- All the conditions of the licence must be fully satisfied and the licence issued at least 2 weeks before the date of your event.
- Each issued Use of Land licence will cost £50

It is important the submitted application includes all elements of the event – if you want to include additional elements after the licence has been issued, we will require a minimum of 6 weeks notice and will cost a further £50 to reissue a licence.

As the event organiser you are responsible for obtaining all necessary licences or permits from the Council prior to your event. For more information please visit www.wyre.gov.uk

If you require any assistance or have any questions regarding your application please don't hesitate to contact us.

Please return the application to: Kerry Cossens, Events and Volunteer Support Officer, Wyre Council, Civic Centre, Breck Road, Poulton-le-Fylde, FY6 7PU or email to **Kerry.Cossens@wyre.gov.uk**

Please be advised that each issued Use of Land Licence will now cost £50

(Exemptions and the waiving of the fee will be made if an event organiser is viewed to be delivering an event which has direct benefit to Council services or assets. For example, an event organised by a 'Friends of the Park' group or a hirer of Wyre Theatres who are promoting shows in Council owned outdoor spaces. The decision will be made at the discretion of the Council only.)

Event details

Name of event.....
Location of event.....
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Date of event.....
Event **start time** each day.....
Event **end time** each day.....

Event organiser details

Event organiser contact name.
Organisation.....
If a registered charity, please provide registration number.....
Contact address.....
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Postcode.....
Telephone (daytime).....
Mobile.....
E-mail.....

Land requirements

Date/time land required from for site preparation.....
Date/time site will be vacated after the event.

Event details

Has this event been held before? Yes No
If yes, when and where.....
Adult price to attend the event.....
Child/concessions price to attend the event.....
Expected audience size.....

Description of the event

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A plan outlining the event site and location of each structure is required in order to process your application, please ensure this is enclosed.

If you are applying for use of a car park please contact Wyre Council direct for a separate application form

Promotion

Would you like to be added to our event organisers database and be contacted about future promotion? Yes No

Promotional opportunities include Facebook, Twitter, Wyre Voice and Discover Wyre website.

Advertising

If you would like to advertise your event on lampposts, railings etc, please complete the application form for 'advertisement posters to be placed'

(Please note: Lancashire County Council operate zero tolerance regarding fly posting, it is a criminal offence carrying large fines given out by a magistrate or up to £80 fixed penalty notice issued by the local authority or police.)

Equipment and facilities at the event

Please tick if any of the following will be provided. Please note the following items will require insurance, test certificate and appropriate licences and permissions:

- Funfair**
- Bouncy Castle**
- Bungee or zip wire**
- Marquee**
- PA**
- Generator**
- Stages**
- Temporary seating stands**
- Fireworks/Pyrotechnics**
- Laser lights**
- Catering**

(Important - it is your responsibility to ensure that catering contractors are registered as a food business with their local authority. A list of caterers must be supplied (see attached form) to the Food Safety Team at Wyre Council, Civic Centre, Breck Road, Poulton-le-Fylde, FY6 7PU. For more information call 01253 891000)

If you want to carry out a ‘licensable activity’ on unlicensed premises you will need to apply for a temporary events notice (TEN) Licensable activity includes:

- ✓ Selling alcohol
- ✓ Serving alcohol to members of a private club
- ✓ Providing entertainment, such as music, dancing or indoor sporting events
- ✓ Serving hot food or drink between 11pm and 5 am

- Please if the event requires a TEN

Note: If you fail to advise if the event requires a TEN and the use of land licence is issued, you will need to apply for a new use of land licence giving 6 weeks notice and will cost a further £50)

Other entertainment/activities – please provided details:

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Waste management facilities

Please give details of how you will maintain the site free of litter. Event organisers must be able to demonstrate they can manage all waste produced during events, and a Statutory Duty of Care must be in place prior commencement. Should you require any advice relating to waste issues at your event please contact Wyre Council on 01253 891000.

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Parking: If your event will attract visitors/participants arriving by car please state what parking provisions you will ask them to use. **Please keep disabled bays free for Blue Badge Holders only.**

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First Aid: Please provide information about who will be providing first aid cover for your event.

Number of First Aiders:
First Aid locations:
Name of Company Name of Provider:
First Aid qualifications:
Contact email:
Contact number:

Road Closure: If your event requires road closures please contact Wyre Council direct on 01253 881564 or visit www.wyre.gov.uk

Important points to consider

Please note as an event organiser it is your responsibility to organise the following actions:

- Completing risk assessments – please ensure that you understand your health and safety responsibilities. For further guidance on safety management visit the HSE website www.hse.gov.uk
- Notifying relevant agencies e.g. Police, Fire, Ambulance
- Organising road closures, if needed
- Applying for necessary licenses. These are required where the following are on offer:
 - √ Regulated entertainment
 - √ Sale of alcohol
 - √ Provision of hot food between 11pm – 5 am

Please contact Licensing at Wyre Council's for more information 01253 887406. Please note there may be time constraints for the application of certain licenses; please ensure you allow plenty of time when making an application.

- Organising first aid cover
- Supplying a list of all caterers to Wyre Council's Food Safety Team. The Council recommends you use caterers with a hygiene rating score of 3 or higher
- Budgeting for the event, looking at sources of funding.
- Notifying the Civil Aviation Authority for certain events e.g. balloon releases, hot air balloons, kite festivals
- Organising waste management and leaving the site clean and tidy following the event
- Providing toilet facilities
- Gaining necessary permissions for directional signage or highway banner/poster advertising

(Please contact the Highways department at Lancashire County Council on 0845 0530011)

- Organising insurance cover – insurance indemnities are required for all events, these will vary dependant on the type of activities taking place. For more information and guidance contact Wyre Council's Insurance and Risk Officer on 01253 887325

***This list is not exhaustive and is meant to assist you in your role as event organiser. There may be other factors to consider not listed here**

Document checklist

- Public Liability Insurance. Minimum £5 million (£10 million for funfair operators)
- Site plan outlining where the event is to be held
- Catering at Event Form (if applicable)

Please note your application cannot be processed without these documents.

Signed Print name

Date / /



Catering at Event

Date of the Event:
<u>Organiser:</u>
Contact Name:
Tel:

Please list below details of Caterers/Food Stalls at your event. If catering is being organised by event committee provide contact name and number

Name of Food Business Operator:
Trade Name and Address:
Local Authority which has this business registered as a Food Business Establishment (Please note this is a legal requirement)
Food Hygiene Rating

Name of Food Business Operator:

Trade Name and Address:

Local Authority which has this business registered as a Food Business Establishment
(Please note this is a legal requirement)

Food Hygiene Rating

Name of Food Business Operator:

Trade Name and Address:

Local Authority which has this business registered as a Food Business Establishment
(Please note this is a legal requirement)

Food Hygiene Rating



Application for advertisement posters to be placed

What is the name of your event?	
Date of your event	How many posters do you intend to put up?
What date will the posters be put up? (No earlier than 14 days before the start of the event)	What date will they be taken down? (No later than 7 days after the event)

Please list the locations where you will put up posters (for example: “on the corner lamp-post of Dock Street and London Road”)

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I declare that I will abide by the regulations stated in the rules provided and that the posters will:

- Not exceed the size stated
- Be put up and taken down within the timescales stated
- Not be higher than 3.6 metres off the ground

Signed.....

Name

Date

Contact number.....