



Totton & Eling Town Council

Holding an Event or Organised Activity on Town Council Land Policy

The purpose of this policy is to establish guidelines and procedures to permit groups/organisations to manage outdoor events/activities on land owned/leased by the Council.

The policy aims to ensure the safe, orderly, and successful execution of outdoor events while considering the community's well-being, public safety, and the environmental sustainability.

Event Application Process

Application

Anyone wishing to hold an event on an area of land belonging to Totton & Eling Town Council is required to make a formal request in writing to the Town Clerk. The written request must include the following information:

- The date and times of the proposed event
 - Exact details of the nature of the event
 - A map of the area where the event is to be held
 - Details of the nominated Responsible Person, who will be required to remain on site for the duration of the event
 - A copy of the Applicant's Risk Assessment regarding the event
 - A copy of the Applicant's current Public Liability Insurance
- a. All event organisers must submit a completed application form to the Council at least four weeks prior to the proposed event date.
 - b. The application form must include event details such as the purpose whether charitable or commercial, date, time, location, estimated attendance, proposed activities, required permits, Risk Assessment and Public Liability Insurance, and any additional relevant information.
 - c. Event organisers may be required to provide a detailed event plan, including logistics, security measures, emergency preparedness, waste management, traffic control and public health considerations.

Evaluation and Approval

- a. The Town Clerk will review each event application based on its merits, taking into account factors such as event objectives, potential impact on the community, public safety, and logistical feasibility.
- b. Approval or denial of an event application will be communicated to the organiser in writing, specifying any conditions, restrictions, or modifications required for approval.
- c. The Town Council reserves the right to deny an event application if it poses significant risks to public safety, conflicts with local regulations, or lacks adequate planning measures.

When all the above information has been provided the Town Clerk will make a decision as to whether the event can be held, and if there are any other conditions relating to that permission. It may be necessary depending on the request to seek formal approval from the Amenities Committee, so adequate time must be allowed for this to happen.

Permits and Licences

- a. Event organisers are responsible for obtaining all necessary permits and licences required by local and national authorities, including but not limited to permits for sound amplification, temporary structures, alcohol sales, food handling and street closures.
- b. Proof of all required permits and licences must be submitted to the Council prior to the event, and failure to comply may result in event cancellation or non-issuance of licence/permit.

Use of Facilities

Environmental Considerations

- a. Should permission be granted, the applicant will be responsible for ensuring that after the event, the area is left as found, and all rubbish is collected and removed from the site. Any damage or time spent by the Council staff in making good the area used will be recharged to the hirer.
- b. Event organisers are encouraged to adopt environmentally sustainable practices and minimise the event's impact on the environment.
- c. Waste management plans, including provisions for recycling and proper disposal, should be implemented.
- d. Restrictions may be imposed on noise levels, smoke emissions, and the use of environmentally harmful materials.

Community Engagement and Communication

- a. Event organisers are encouraged to engage with local community groups, residents, and businesses to address any concerns and ensure the event's success.
- b. The Council may require event organisers to conduct public consultations, provide information on road closures, parking arrangements, and event schedules, and manage community feedback, where applicable.

Insurance and Indemnification

- a. Event organisers must provide proof of liability insurance coverage. This should cover the dates of your event for a minimum £5 million for each incident.

- b. Event organisers shall indemnify and hold the Council harmless from any claims, damages, or liabilities arising from the event.

Compliance and Enforcement

- a. Event organisers must adhere to all local and national laws, regulations, and byelaws.
- b. Failure to comply with this policy or the conditions specified by the Town Council may result in the cancellation of the event, denial of future licences/permits, or legal action.

Hiring Costs

The Council reserves the right to charge a hiring fee dependent on the nature of the event, if permission is granted to hold the event. An invoice will be raised and full payment will be required in advance of the event taking place. There is a one-off £25.00 administration fee for the issuing of all licences, no charge for the use of the land will be made to non-profit organisations.

APPLICATION FOR HIRE OF TOTTON AND ELING TOWN COUNCIL LAND

(Please read this form and Conditions of Hire before completing)

Name of Applicant: Name of Responsible Person Attending the Event: Contact Details: Organisation/Club: Charitable/Commercial (please indicate) Type of Event:
Address: Telephone/Mobile Number: Email:
Location of Hire with map attached:
Details of the event:
Date of Hire: Times of Hire: Application Fee Charged: £

I agree to comply fully with the conditions of hire and furthermore specifically acknowledge and understand my legal duty in respect of health and safety arrangements.

Current Public Liability Insurance supplied: YES/NO

Risk Assessment supplied: YES/NO

***Appropriate Licences:** YES/NO

***Safety Management Plan:** YES/NO

**Required dependent on type of event*

Totton & Eling Town Council regards your privacy as important and any personal information you give to us will be used in accordance with the law. Please read our privacy notice attached or at <https://www.tottoneling-tc.gov.uk/>

By signing the Form, you are agreeing that Totton & Eling Town Council can hold and process your personal data, as provided on and with this Form.

Signature of Applicant:

Date: