



# 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.

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## **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**

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.

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.

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### **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.

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# Parks and Open Spaces Booking Request Form for Events

## SECTION 1: HIRER INFORMATION

<b>Company / Organisation / Individual Name</b>	
<b>Contact Name</b>	
<b>Address</b>	
<b>Telephone and Mobile Number</b>	
<b>Email address</b>	

## SECTION 2: LOCATION / DATE REQUIRED / EVENT INFORMATION

<b>Hire Date(s)</b> Please indicate set up and take down				
<b>Hire Time(s)</b> Please indicate set up and take down				
<b>Location Required</b> Please tick relevant option	Bartley Park		Testwood Recreation Ground	
	Eling Recreation Ground		Town Park - Performance Area	
	Goatee Beach (NO BBQ's)		War Memorial	
	Other – please state:			
<b>Location Map/Plan</b> Please supply a map/plan outlining in RED the area required for the event.				
<b>Event Description / Reason for hire</b> Please be as detailed as possible				
<b>Type of Organisation</b>	Charity		Community Group	
	Business		Other – please state	

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### SECTION 3: EVENT ACTIVITIES INFORMATION

<b>How many participants /attendees are you expecting?</b>				
<b>How many non-participants /attendees are you expecting?</b>	Staff		Volunteers	
<b>Are you undertaking any of the following during the event?</b> Please tick all that are applicable NB There may be further licences you are responsible for i.e. Premises Licence / Temporary Event Notice (TENS) / PRS / PPL. We will advise what you will need as part of your booking confirmation.	Selling of alcohol		Playing of pre-recorded music	
	Serving hot food & drinks		The making of music / live music	
	Theatrical performance		Dance	
	Showing of any film(s)		Providing dance facilities	
	Live Music			
<b>Will you be bringing any traders / stall holders?</b>	<b>YES / NO</b>  Please delete as appropriate.			
<b>Will you as the organiser be charging the traders / stall holders to attend?</b> *profit making traders will incur additional costing. Traders list will be required at booking confirmation	<b>YES / NO</b>  Please delete as appropriate.			

### SECTION 4: EVENT SECURITY & WASTE MANAGEMENT

<b>Will you have security for your event?</b>	<b>YES / NO</b>  Please delete as appropriate.
<b>How will you ensure the site is kept clear of rubbish throughout the event?</b> NB If you are using a company to provide you with bins please advise us of their full details	
<b>How will you remove any rubbish that has been created by the event?</b> NB If you are using a company please advise us of their full details and we will require a copy of their waste carrier licence as part of your booking confirmation	

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## SECTION 5: PARKING & LOOKING AFTER THE LAND

**Only essential vehicles will be permitted on any grassed area, how many do you anticipate being on the site?**

**How do you intend to protect the ground from damage?**

**How do you intend to reinstate the ground if any damage is caused?**

**NB** The site must be returned to a standard of condition for public use of the space. Failure to do so will result in charges being raised to cover the cost to rectify plus an admin fee.

## SECTION 6: PUBLIC LIABILITY / RISK ASSESSMENT

**Does your company / organisation have Public Liability?**

NB We will require a copy of this at time of booking confirmation

**YES / NO**

Please delete as appropriate

**Please confirm the amount of cover you have**

NB Totton & Eling Town Council require a minimum of £5 million

**Do you have a Risk Assessment for the event?**

NB We will require a copy of this at time of booking confirmation

**YES / NO**

Please delete as appropriate

**Do you have the appropriate licences in place?**

NB As the hirer of the area(s) Totton & Eling Town Council will hold you accountable for all the contractors/traders/performers/stall holders etc. that attend as part of your event. This means you are responsible to obtain all their risk assessment / public liability / indemnity / food hygiene qualifications and ratings. They must be available for Totton & Eling Town Council to see when requested at any time.

## SECTION 7: BILLING INFORMATION

**Company / Organisation Name for the invoice**

**Invoice Address**

**Accounts Contact Name**

**Accounts Contact Telephone Number**

**Accounts Email Address**

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## SECTION 8: DATA PROTECTION / SIGNATURE

### Data Protection

Totton & Eling Town Council will not sell or rent your personally identifiable information to anyone or use the data for any other purpose incompatible with the purpose for which it was originally collected. We will only hold your information until the hire period has ended and full payment has been received whichever is the longest date.

### Person completing the form

**Full Name**

**Position**

**Signature**

**Date**

### SUBMITTING YOUR APPLICATION:

Please return your completed and signed application form to:

[info@tottoneling-tc.gov.uk](mailto:info@tottoneling-tc.gov.uk) or by post: Totton & Eling Town Council, Civic Centre, Totton, Hampshire SO40 3AP

### NEXT STEPS:

We will confirm your booking, if successful within 14 days. As part of the booking confirmation process, we will let you know details of all other documents that will be required prior to your event. Failure to produce could result in any booking confirmation being cancelled and loss of any monies paid.

Please call 02380 863138 if you require any further information.

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## Hiring Costs

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## Timelines

A **large public event** application must be submitted at the **latest 16 weeks before** the event date – i.e. if a premises licence or main road closure may be required.

A **smaller event** the deadline is **6 weeks before** the event date – i.e. if no premises licence application is required.

These deadlines are in place so relevant agencies can conduct their checks. If your application sits outside of these timeframes then please contact the Council to discuss.

## Internal Use Only

Head of Projects & Community Services	
Responsible Finance Officer	
Community Warden	
Representative of Garage Youth	