

# BISHOPSTEIGNTON PARISH COUNCIL

## APPLICATION & TERMS OF USE AGREEMENT for one-off events held on BPC Land

Thank you for your interest in holding an event on Bishopsteignton Parish Council land.

**Part 1:** Must be submitted **at least three months in advance of the proposed event** to check if the venue is available, and the event is suitable for our land. Please complete & submit to the council as detailed below.

**Part 2:** Before completing, please await confirmation/acknowledgement that your event may proceed. If you receive confirmation that the site is available and the event you are planning is feasible, you can proceed with a full application (Part 2). This must be submitted at least **six weeks before the date of the event** If the site is not available, alternatives dates for your consideration will be offered.

For further details please contact the clerk. [clerk@bishopsteignton-pc.gov.uk](mailto:clerk@bishopsteignton-pc.gov.uk) / 07483 149812

Application may be submitted by email or post;

FAO The Clerk, Bishopsteignton Parish Council, Community Centre, Shute Hill, Bishopsteignton, TQ14 9QL.

### TERMS OF USE AGREEMENT

1. Other than supervised for the transportation of equipment or essential for display purposes, no vehicles of any kind will be allowed onto the land.
2. Litter picking after the event; making every effort to reduce the amount of waste produced by using sustainable options such as reusable/refillable cups. The use of glass will not be permitted on any of our sites. To compost/recycle waste responsibly where possible.
3. To make arrangements with the council to jointly inspect the site immediately before and after the event.
4. The event organiser must supervise the movement of vehicles. Any damage shall be remedied by the event organiser to the reasonable satisfaction of the council. This shall include any damage to the ground caused by adverse weather conditions.
5. No amplified music/equipment is permitted to be used before 10am or after 10pm, other than by special arrangement with the landowner ie. extension may be granted subject to location).
6. For the sale of food & drink, to ensure the event, mobile traders and stalls are compliant with relevant food, drink, and entertainment regulations
7. It is the responsibility of all traders to comply with any legislation regarding the sale of goods, with particular regard to the selling of goods to anybody under the age of 18, or appearing to be under the age of 18, unless acceptable proof of age is provided.
8. Satisfactory Public Liability insurance being arranged. Copies, including Risk Assessments, to be provided to the Council at least 6 weeks prior to the event. All third parties involved in your event will also require their own Risk Assessments, Public Liability Insurance and supporting documents if necessary. **Permission will be revoked if insurance is not provided in line with this timescale.**
9. Appropriate parking to be arranged to prevent any inconvenience to direct residents including the introduction of residents parking scheme and no access permitted to non-residents.
10. Due care and attention is always given to residents in neighbouring properties. Including prior notice of the event and where possible, consultation in the planning stages including a site map.
11. To adhere to a 1m clearance between neighbouring boundaries and the event equipment/set-up.
12. To only use the site for the purpose for which permission has been granted by the council.
13. To inform the council if the event is postponed. The council will endeavour to provide an alternative date (this cannot be guaranteed). A maximum of one reschedule per site will be permitted.
14. To prohibits balloon and sky lantern releases due to the environmental damage they cause, and the danger posed to livestock and wildlife.
15. To consider the direct environmental impacts of this event, such as pollution from generators, chemicals used, noise produced etc making every effort to put measures in place to avoid or minimise them.
16. That all operatives are aware of and conduct all working practices and communications in accordance with The Equality Act 2010. <https://www.gov.uk/guidance/equality-act-2010-guidance>
17. The event will manage a complaints log to be made available to residents and attendees. A contact number for any complaints/concerns to be provided publicly.

## TO: BISHOPSTEIGNTON PARISH COUNCIL

### APPLICATION: PART 1

Please complete & submit to the council at least 3 months before your proposed event.

**Re:** \_\_\_\_\_ **on** \_\_\_\_\_  
*Name of BPC Land requested* *Date of event*

Name & role in organisation		Of main contact
Preferred pronouns		Example: She/her/hers, He/him/his, They, them, their.
Organisation/Event Organiser		Name
Contact Address		Full address of applicant/organisation, including postcode
Contact Telephone		Please provide a mobile number and a landline if available
Contact Email		A current, valid email address for the main contact named above

*Please Note: A name and contact number is required for a person responsible on the day of the event if different from above. Please include in PART 2.*

<p><b>Event Type</b>                  A community event might cover fundraising/charity events, country fairs, carnivals and regattas. Commercial events would include things like beer festivals, food markets, music festivals and business promotional events.</p>	Community <input type="checkbox"/>  Commercial <input type="checkbox"/>
<p><b>Event Name</b></p>	
<p><b>Event Features</b>                  Such as stalls, show, dog/animal show, donkey rides, amusement rides, fireworks, catering, alcohol, etc</p>	
<p><b>Event Date/s &amp; Times</b>                  For public attendance</p>	
<p><b>Additional time for Event Organisers</b>                  Please detail any time required for organisers before &amp; after the event ie. set up, dismantle &amp; clear site</p>	
<p><b>Purpose of event &amp; target audience</b>                  Why are you holding this event?                  Who is this event aimed at?                  Where are they based?</p>	
<p><b>Anticipated number of attendees</b></p>	
<p><b>How will attendees likely arrive at the site</b>                  On foot, bicycle, public transport, car, etc.</p>	

Continued over...

<p>Please note if car, you will need to arrange for a suitable parking provision and give details in PART 2.</p>	
<p><b>What equipment will be used for event</b>  For example, marquee/tent/gazebo, stalls/ tables, staging, seating, cordons, portable toilets, amusement and mechanical rides, electrical power generation, music, gas, catering equipment including bbq, fireworks, etc.</p>	
<p><b>As organiser of the above event,</b></p> <ul style="list-style-type: none"> <li>• I agree to the conditions of the Terms of Use Agreement (set out on page 1)</li> <li>• I confirm the details above are to the best of my knowledge at the time of application</li> </ul> <p>_____/_____/_____  Signed Date</p> <p>_____  Name (please print)</p> <p><i>Your privacy is important to Bishopsteignton Parish Council which is subject to the General Data Protection Regulation 2018. To view a copy of the Council's Privacy Policy and related information please visit <a href="https://www.bishopsteignton-pc.gov.uk/privacy-policy/">https://www.bishopsteignton-pc.gov.uk/privacy-policy/</a></i></p>	

Application may be submitted by email or post;  
FAO The Clerk, Bishopsteignton Parish Council, Community Centre, Shute Hill, Bishopsteignton, TQ14 9QL.

Please await confirmation before proceeding to PART 2

# TO: BISHOPSTEIGNTON PARISH COUNCIL

## APPLICATION: PART 2

Once confirmation is received, please complete & submit to the council at least 6 weeks before the event.

Re: \_\_\_\_\_ on \_\_\_\_\_  
*Name of BPC Land requested* *Date of event*

Please only complete if different from the contact details provided on PART 1:

Name & role in organisation		Of main contact
Preferred pronouns		Example: She/her/hers, He/him/his, They, them, their.
Organisation/Event Organiser		Name
Contact Address		Full address of applicant/organisation, including postcode
Contact Telephone		Please provide a mobile number and a landline if available
Contact Email		A current, valid email address for the main contact named above

*If the on-the-day contact is different please provide their details below:*

Name & role in organisation		Of main contact
Preferred pronouns		Example: She/her/hers, He/him/his, They, them, their.
Contact Telephone (Including mobile)		Please provide a mobile number and a landline if available
Contact Email		A current, valid email address for the main contact named above

### Public Liability Insurance:

Please provide a copy of your valid public liability insurance as detailed below...

A Public Liability Insurance (PLI) Certificate for a minimum sum of **£5 million** to cover the entire event must be submitted. The council will advise you if an alternative limit is required, depending on the nature of the event and the potential risk exposure. Public Liability Insurance for your event should illustrate policy number, policy start date and end date, insured business / activities, limits of indemnity, business name, and any endorsements / exclusions.

**Tick to confirm this is attached**

### Event Risk Assessment:

Please provide a copy of all relevant risk assessments.

**Tick to confirm this is attached**

### Third Party Information and their PLI Certificates:

The event organiser must submit a list of each third party attending and provide a copy of their valid PLI Certificate. This must be for a minimum sum of £5 million.

Third Party Public Liability Insurance for attending your event should illustrate policy number, policy start date and end date, insured business / activities, limits of indemnity, business name, and any endorsements / exclusions.

**Tick to confirm this is attached**

### A Site Plan:

This must include third party attendees e.g. catering, bouncy castle, other charities etc, and must correspond to the Third Party Information form and their PLI Certificates.

**Tick to confirm this is attached**

**Permission will be revoked if insurance details, and risk assessments are not provided**

Continued over...

**Further considerations:**

<b>Have you organised parking provision for attendees &amp; organisers?</b> Please give details.	
<b>Medical Provision</b> Have you made provision for first aid? Guideline - if your event has approximately 1000 people attending then you will need two first aiders. Please give details.	
<b>Please confirm what equipment will be used for event</b> (For example, marquee/tent/gazebo, stalls/tables, staging, seating, cordons, portable toilets, amusement and mechanical rides, electrical power generation, music, gas, catering equipment including bbq, fireworks, etc.)	
<b>How will it be transported onto site</b> Details of how equipment for event will be brought to site	
<b>Will amplification equipment be used?</b> (PA, music, DJ, etc) If so, what will it be used for?	
<b>Litter collection proposals</b> Please provide details of how you propose to clear up when you have finished using the site? Include details of how this plan will ensure responsible recycling wherever possible.	

**As organiser of the above event,**

- I agree to the conditions of the Terms of Use Agreement (set out on page 1)
- I confirm the details above are to the best of my knowledge at the time of application

\_\_\_\_\_  
Signed

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (please print)

*Your privacy is important to Bishopsteignton Parish Council which is subject to the General Data Protection Regulation 2018. To view a copy of the Council's Privacy Policy and related information please visit <https://www.bishopsteignton-pc.gov.uk/privacy-policy/>*

For further details please contact the clerk. [clerk@bishopsteignton-pc.gov.uk](mailto:clerk@bishopsteignton-pc.gov.uk) / 07483149812