



Colne Town Council

Event Application Form

Please read the Event Guidance Note and our Terms & Conditions carefully before completing the Event Application Form.

The completed form should be signed and returned to the Council with the required documentation. All documentation and a detailed site plan must be received by the Council at least 28 days before the Event. Failure to comply may result in the Council refusing to grant permission for the holding of the event.

Section One - Organiser Details

Name of organisation

Phone Numbers

Event organiser/s

Home

Contact address

Work

Postcode

Mobile

e-mail address

Fax No

Partner Organisations *(if applicable)*

Contacts

1

Name:

Phone:

2

Name:

Phone:

Public Information

These details will be given to the public and/or published on the Councils Website

Enquiries No

Web Site

Facebook

Main Event Timings	Build In/ Preparation	The Event Open to the Public		Build Out/ Packing Up
	On Site From	Opening Time	Closing Time	Off Site by
1.				
2.				
3.				
4.				

Additional timings sheet available if required.

Is the event free? Yes No

- If no, what is the admission price?

Will you be selling programmes Yes No

- If yes, what is the proposed price

Note:

Any proposed entrance fees must be discussed with the Council as compulsory admission charges is not possible due to legal reasons and this may also include the sale of programmes.

How many people are expected to attend?

Will most of the people attending be:

- Residents travelling on foot
- Colne residents travelling by car
- People from across the Borough of Pendle
- People from across Lancashire
- From outside Lancashire

Possible alternative site

Possible alternative date

Do you intend to use the following:

- Highway Directional Signs Yes No
- Banners/Posters Yes No
(written approval must be obtained from Colne Town Council)

Please provide full details:

Note:

- (a) Banners across highways are not normally permitted.
- (b) The Council reserves the right to remove any unauthorised advertising and to recover the cost incurred from the event organisers.
- (c) Any proposed access restriction or part closure of the a highway may need permission From Lancashire County Council

Do you intend to utilise or permit any of the following at the event? (please tick as appropriate).

- Entertainment & Attractions**
- Animals (rides, displays, training)
 - Bonfire or Barbecue
 - Carnival/procession
 - Fairground rides and/or equipment
 - General Stalls (e.g. coconut shy, raffle/tombola stalls, craft stalls, face painting etc)
 - The Pavilion Cafe to provide food or refreshments
 - Food/drinks concessions
 - Inflatables (e.g. bouncy castle)
 - Live music
 - Live entertainment
 - Living history or re-enactment groups etc
 - Market stalls
 - Fireworks/pyrotechnics

- Temporary Structures**
- Marquees/gazebos
 - Portable toilets
 - Staging
 - Barrier/fencing
 - Trailers
 - Stalls, or displays

- Vehicles**
- Motor vehicles
 - Horse drawn vehicles
 - Aerial displays or aircraft (e.g. Planes, parachutists, drones, hot air or other balloons)
 - Pedal cycles
 - Carts or trucks

- Service & Equipment**
- Public address (PA) system
 - Compressed gas/helium
 - Temporary Washing Facilities
 - Water bowser
 - Portable generators
 - Fuel Storage
 - Portable toilets

- Site Services**
- Mains power
 - Pavilion community room
 - Mains water supply
 - Pavilion toilets

- Event Support**
- Stewards
 - First Aiders
 - Security

- On site communications**
- Radios
 - Tanoy or PA
 - Mobile phones

- Drinks**
- Non-Alcoholic drinks served
 - Non-Alcoholic drinks sold
 - Alcoholic drinks served
 - Alcoholic drinks sold

Other (please specify):

Note:

- (a) Please supply as much information as possible on all the items above
- (b) After this application has been submitted, no additional items may be included without the consent of the Council.
- (c) Generators are generally not permitted on the highway
- (d) A Premises Licence or a Temporary Event Notice (TEN) may be required to provide "regulated" entertainment. This includes playing a film, music (live or recorded), dancing, singing or similar. It also includes the sale of alcohol or other refreshments whether consumed on the premises or not. (Further information can be obtained from the licensing authority web site at **pendle.gov.uk**)
- (e) A license is required for live and recorded public musical performances from PPL PRS Ltd to cover the performing rights fees payable (please see the **ppiprs.co.uk** website for more information)

The park is maintained as a public open space and as such events will require specific permission should you wish to cordon off an area or restrict entry to the park or an area within it.

In some locations there are also recognised rights of access through the park for vehicles, horses and members of the public which must be maintained unless you apply to Lancashire County Council for them to be closed temporarily for your event.

Do you anticipate the need for:

- | | | | | | |
|-------------------------------|---------------------------|--------------------------|---------------------|---------------------------|--------------------------|
| A car park closure | <input type="radio"/> Yes | <input type="radio"/> No | A road closure | <input type="radio"/> Yes | <input type="radio"/> No |
| On street parking restriction | <input type="radio"/> Yes | <input type="radio"/> No | A traffic diversion | <input type="radio"/> Yes | <input type="radio"/> No |

If you have ticked any of the above, please provide full details of locations, dates and times. If a formal traffic order is necessary, Lancashire County Council Highways and the Police require at least 12 weeks' notice. You are responsible for making the application for any traffic regulation orders that may be required.

Please provide details of the number, weight and size of delivery vehicles and/or participating vehicles and whether they intend to remain on site overnight?

You will be required to ensure that the toilet facilities are adequate. Please submit details of your proposals to include method of disposal and if toilets are hired, the name and address of the hire company:

Please let us how you will ensure that the park is kept free of litter and refuse:

Note: At the close of the event the site must be left in a clean and tidy condition or you will be charged for any clean up works that need to be carried out.

Will you be requiring car parking space for event staff and/or people attending your event? (A fee may be chargeable in certain circumstances).

- Yes No

If yes, please indicate the approximate number of vehicles attending the event, indicate on your site plan your proposed car parking area and how you intend to manage the parking of those vehicles.

Section Three - Insurance

- You are required to hold a current policy of Insurance in respect of Public Liability or Third Party risks (including products liability where appropriate). The relevant limit of indemnity shall be an amount approved by the Council's Responsible Financial Officer. Under no circumstances shall this be less than £5 million and the Council reserves the right to require a higher limit if deemed necessary.
- You are required to produce evidence of your insurance cover together with that of any exhibitor, band/dance group, sub-contractor, caterer etc. whom you have instructed or authorised to appear at the event.

Section Four - Emergency Services

You are requested to notify the Police and other appropriate Emergency Services.

Please indicate contact made:

- Lancashire Constabulary
 Lancashire Fire & Rescue Service

- North West Ambulance Service
 Other (please specify)

Please supply details of the number of first aids, any onsite facilities, and the cover to be provided:

Section Five - Additional Requirements

For all bookings you will need to provide:

- Copies of your risk assessment for the event.
- Copies of relevant public liability insurance
- An event site plan.

You should attach these with your application or forwarded them to us at the earliest opportunity. Your application will not be assessed until these documents are provided.

For larger, complex or high-risk events you are required to provide a Health and Safety Event Management/Delivery plan which should include:

- a detailed site plan showing the event area, positions of stalls, marquees, exhibition units, car parking etc.
- A traffic management plan showing how you intend to manage traffic associated with the event (In respect of races marches and processions etc effecting any public highways, you will need to provide details of the traffic management company engaged to manage this aspect of the event and any traffic regulation orders applied for and granted.
- Details of programmed items and event timings
- Event participant details and documentation.

Section Six - Confirmation of the Terms of Application

In applying for consent to use Colne Town Council land as set out in this application, I hereby agree:

- a) that Colne Town Council may share this event application with the Borough of Pendle Councils Event Safety Group and other agencies who have a legitimate interest in the event,
- b) not to vary or alter any aspect of this event or its delivery from the details I have outlined above without the written consent of, or unless instructed to do so by Colne Town Council,
- c) to comply in full with the requirements set out in this application form and the terms and conditions for the use of Council Land attached.

Signed

.....

.....
Please Print Name

Position

.....

Date

.....

Check List

Please send this completed form, together with any supporting documentation to the Events and Administration Officer of Colne Town Council.

Please ensure you send us the following documentation:

- A complete Event Application Form***

- The event health and safety management/delivery plan including:
 - A site plan***
 - Your risk assessment***
 - Your event insurance***
 - A detailed site plan and or route plan (*where appropriate*)
 - A traffic management plan (*where appropriate*)
 - Event participants details and documentation (*where appropriate*)

- A signed copy of the terms and conditions of use***

*** Submission of these documents constitute a minimum requirement for small, low risk events. For larger, complex, or medium to high-risk events, you are advised to submit a draft event management plan.**

Please return this form along with the supporting documentation to:

Email: admin@colnetowncouncil.org.uk

Or Post to:

The Events and Administration Officer
Colne Town Council
Colne Town Hall
Albert Road
Colne
Lancashire BB8 0AQ