

# Parks and Countryside Event Application



## **Parks and Countryside - Event Application Form**

An application for an event needs to be made where any activity undertaken within a public park or green space, that requires intervention because it disrupts normal use of the site. For example a small family picnic is considered normal use unless you intend to take along any equipment or structures, such as tables, music, gazebos etc.

It is advisable to contact the Parks and Countryside Head Office in the first instance to discuss your event on [eventsinparks@leeds.gov.uk](mailto:eventsinparks@leeds.gov.uk) or Tel. 0113 3957400.

Please complete this application as fully as possible and submit at the earliest opportunity. You should note that if your event contains licensable activities (see section 13) you should submit your application 130 days before the event is due to take place to comply with legislation. This is to ensure health and safety requirements are met and appropriate licences are in place. Applications received without the required notice may not receive authorisation to go ahead.

Leeds City Council reserves the right to refuse any application, and where applicable a written explanation will be given. It is advisable not to advertise your event until you have received written permission from Parks & Countryside that the event can go ahead.

### **Please return signed and completed applications to:**

Leeds City Council, Parks and Countryside, Farnley Hall, Hall Lane, Leeds, LS12 5HA. Or [eventsinparks@leeds.gov.uk](mailto:eventsinparks@leeds.gov.uk)

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## Data Protection Statement – Data Protection Act 1998

1

The information you provide on this form will only be processed for the purpose for which it has been given and will not be used for additional purposes without consent. All personal data is collected and processed in compliance with the eight data protection principles of the Data Protection Act 1998 and you have certain rights in respect of this information.

<b>Name of Organisation/Community Group promoting event</b>			
<b>Named Event Organiser</b>			
<b>Main Contact or Organisers Address for Correspondence</b>			
<b>Work/Home Telephone No</b>		<b>Mobile Telephone No</b>	<b>Email Address</b>
<b>Name</b>	<b>Role</b>	<b>Responsibility</b>	<b>Contact Number</b>

What does your organisation or community group do? Please attach details if necessary.

.....  
 .....

Extra information attached  Registered Charity No .....

## Event Details

2

Please tick box if this is the first time an application has been submitted for this event in Leeds

<b>Name of site required</b>	
<b>Identify which part of the site you wish to use to stage the event</b>	

Please tell us the dates you are requesting for the event.

<b>Start Date</b>		<b>Start Time</b>	
<b>End Date</b>		<b>End Time</b>	

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Please indicate if extra time is needed before or after your event (e.g. setting up, or removal of equipment from site). Please provide the dates of required access.

<b>Start Date</b>		<b>End Date</b>	
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## Type of Event 3

<b>Car Boot Sale</b>	<input type="checkbox"/>	<b>Car Parking only</b>	<input type="checkbox"/>
<b>Cultural Event</b>	<input type="checkbox"/>	<b>Carnival/Funfair</b>	<input type="checkbox"/>
<b>Bouncy Castle</b>	<input type="checkbox"/>	<b>Circus</b>	<input type="checkbox"/>
<b>Playscheme</b>	<input type="checkbox"/>	<b>Dog Show</b>	<input type="checkbox"/>
<b>Vehicle Rally/Show</b>	<input type="checkbox"/>	<b>Fun Day</b>	<input type="checkbox"/>
<b>Religious Meeting</b>	<input type="checkbox"/>	<b>Sponsored Walk/Run</b>	<input type="checkbox"/>
<b>Sports Event</b>	<input type="checkbox"/>	<b>Other</b>	<input type="checkbox"/>

## Please give a description of your event below (attach plans if necessary)

# Parks and Countryside Event Application



## Attendance

4

Please tick appropriate box to indicate your anticipated attendance figure (maximum number of people at any one time/per performance)

- 0-250                       250-500                       500-1000  
 1000-2000                       2000-5000                       5000 upwards

More than 5000.....

## Classification

5

What is the target audience for this event? (Please select one or more)

- Adult                       Children                       General Public  
 Teachers                       Young People                       Family  
 Club members                       Disabled

## Public Liability Insurance

6

This is an essential requirement for all events. Adequate cover provided by such policies is normally in the region of £5 million and arranged through an Insurance Broker by the Event Organiser. Approval to hold the event will be refused if you fail to provide this information.

**Copy of certificate enclosed**

Yes

No

A copy of the insurance certificate must be provided before the event takes place, however it is not imperative it is included with the application at this stage.

## Risk Assessments

7

A copy of your event risk assessments will be required. Risk assessments are an important step to protecting event organisers, as you are required to protect people as far as reasonably practical.

**Copy of risk assessments enclosed**

Yes

No

A copy of the risk assessments must be provided before the event takes place, however it is not imperative it is included with the application at this stage.

## Safeguarding Children & Vulnerable Persons

8

A statement of how you will safeguard children and vulnerable persons at your event including copy of your child protection policy if you have one. This can be included within your risk assessment.

**Copy of statement/policy enclosed**

Yes

No

A copy of the statement/policy must be provided before the event takes place, however it is not imperative it is included with the application at this stage.

# Parks and Countryside Event Application



## Medical Provision/First Aid Cover

9

This is an essential requirement for all events. And we require a copy of the medical provision plan/schedule you will be providing for your event.

**Copy of plan/schedule enclosed**

Yes

No

A copy of the plan must be provided before the event takes place, however it is not imperative it is included with the application at this stage.

## Concessions

10

Please list below all concessionaires which are part of the event. All concessionaires must comply with current legislation.

Company/Concession	Service

If alcohol is to be sold, supplied or gifted please supply the name and address of the designated premises supervisor.

<b>Name</b>		
<b>Address</b>		<b>Personal Licence Number</b>

## Car Parking

11

Please give details of any proposed vehicle parking arrangements

# Parks and Countryside Event Application



## Funfairs

12

Funfair operation dates From ..... To.....

Please state the number of each of the following

Adult Funfair rides..... Children's Funfair rides.....

Children's amusement rides..... Stalls.....  
(donkey rides, bouncy castle etc.)

Relevant up to date current certification of funfair rides may be requested at anytime during the event.  
Please enclose copies of certificates within your application.  
Please note we do not allow live animals to be given as prizes.

## Licensable Activities

13

A Premise Licence or Temporary Event Notice (TEN) maybe required for the items below please tick all the appropriate boxes if included in your event

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Performance of a Play   | <input type="checkbox"/> Showing a Film            | <input type="checkbox"/> Indoor Sports  |
| <input type="checkbox"/> Boxing/Wrestling        | <input type="checkbox"/> Performance of Live Music | <input type="checkbox"/> Playing of Recorded Music <small>(as a feature of event)</small> |
| <input type="checkbox"/> Dance Performance       | <input type="checkbox"/> Making Music              | <input type="checkbox"/> Dancing  |
| <input type="checkbox"/> Late Night Refreshments | <input type="checkbox"/> Supply of Alcohol         | <input type="checkbox"/> Other similar (Please specify)                                   |

## Emergency Requirements

14

Please provide details of where emergency services will be allowed to access the site.

.....

Please provide details of where visitors will be accessing the site and emergency exits if applicable.

.....

Will the event be providing toilet provision, if so where will these be located on site.

.....

Are stewards and security required, if so please specify number of stewards.

.....

Will the event have restricted access areas, if so please give details.

.....