

For Office use only:

<b>Event No.</b>	
<b>Date received</b>	

## Event application form

Name of event \_\_\_\_\_

Event location \_\_\_\_\_

Event date \_\_\_\_\_

### Section One - Organiser Details

Name of organisation \_\_\_\_\_

Event organiser/s \_\_\_\_\_

Contact address \_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Tel No. - Home \_\_\_\_\_

Tel No. – Work \_\_\_\_\_

Mobile No \_\_\_\_\_

Fax No \_\_\_\_\_

e-mail address \_\_\_\_\_

Event public enquiries  
Number \_\_\_\_\_

### Section Two - Event Details

Description of event proposed \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Is this a (please tick one box only)

Charity event  Fund raising   
Non-commercial  Community service event   
Commercial

- For Charity Event - Name of Charity \_\_\_\_\_

- Charity Registration Number \_\_\_\_\_

- Will all income raised go to the Charity concerned (please tick). Yes  No   
If no, please give details:

\_\_\_\_\_

- Date/time to enter site for preparation \_\_\_\_\_

- Start time each day \_\_\_\_\_

- Finish time each day \_\_\_\_\_

- Date/time the site will be vacated after the event \_\_\_\_\_

- 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 appropriate section as compulsory admission charges may not be possible for legal reasons and this includes the sale of programmes.**

- Approximate number of people expected to attend \_\_\_\_\_

- Possible alternative site \_\_\_\_\_

- Possible alternative date \_\_\_\_\_

- Do you intend to use the following?

Highway Directional Signs  Banners/Posters

**(written approval must be obtained from the relevant section, please detail below your proposals and we will assess who needs to consider them for approval)**

Please provide full details: \_\_\_\_\_

**Note: The council reserves the right to remove any unauthorised advertising and to recover the cost incurred from the event organisers.**

- Please indicate the type of activity you propose to hold on the site.  
(Please tick all that apply)

Plays	<input type="checkbox"/>	Making music	<input type="checkbox"/>
Films	<input type="checkbox"/>	Dancing	<input type="checkbox"/>
Live music	<input type="checkbox"/>	Performances of dance	<input type="checkbox"/>
Other	<input type="checkbox"/>	Recorded music	<input type="checkbox"/>

Other: (please specify) \_\_\_\_\_

- Do you intend to utilise or permit any of the following attractions at the event?  
If so, please tick the appropriate boxes (some of these may not be permitted at all sites).

Fireworks/pyrotechnics/lasers/ dry ice/other special effects.	<input type="checkbox"/>	Portable generator	<input type="checkbox"/>
Marquees	<input type="checkbox"/>	Carnival/procession	<input type="checkbox"/>
Portable staging	<input type="checkbox"/>	Food/drink concessions	<input type="checkbox"/>
Alcohol (this will require a separate licence)	<input type="checkbox"/>	Fairground equipment	<input type="checkbox"/>
		P.A. System	<input type="checkbox"/>

Other: (please specify) \_\_\_\_\_

**Note:**

1. If your event involves alcohol, special effects (e.g lasers, fireworks, strobe lighting etc.) and or trading on a public highway you will be required to apply for separate license/s from the Council's Licensing Authority. They will require at least 35 days notice to administer the application prior to events involving these consents.
2. Event organisers are required to give detailed information in relation to erection of stages, marquees or other structures to the Council's Safety Officer. When marquees are to be erected Staffordshire Fire & Rescue Service shall be notified at least 28 days prior to the event
3. Generators are generally not permitted on the highway.
4. Letters must be sent in advance to adjacent properties/businesses, police, fire, ambulance and local councillors to inform them of the proposals. During events, noise levels shall not cause a nuisance to local residents.
5. After this application has been submitted, no additional items may be included without the express consent of the appropriate section.

- Do you anticipate the need for?

Road closure

Traffic diversion

On street parking restriction

Car park closure

If you have ticked any of the above, please provide full details of locations, dates and times.

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If a formal traffic order is required, then please allow at least 6 weeks notice.

- 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?

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- 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:

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- Please identify the method to be used in order to maintain the area free of litter and refuse:

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The event organiser should ensure that the site is regularly litter-picked during the event and at the end of each day to ensure that the council's obligations under the Environmental Protection Act 1990 - Code of Practice on Litter and Refuse is discharged. If the event organiser fails to do this then the council reserves the right to carry out the works in default and charge the event organiser the cost incurred.

It is the event organiser's responsibility to arrange removal of all rubbish from the site. You will not be permitted to use any council skip/litter bins etc. for disposal.

Where permanent catering facilities are available in the vicinity of the site where the event will take place, the organisers must advise the caterers at least one month before the event takes place of the refreshments they will be providing.

- Will you be requiring car parking space for event staff? Yes  No   
 and/or general public? Yes  No   
 (A fee may be chargeable in certain circumstances).

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.

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### Section Three - Insurance

Event Organisers 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 Risk and Insurance Section. Under normal circumstances this shall not be less than £10 million, however the council reserves the right to alter this limit and may consider a lower or higher sum if this is deemed appropriate.

Organisers will be required to produce evidence of their insurance cover together with that of any exhibitor, band/dance group, sub-contractor, caterer etc. whom they have instructed/authorised to appear at the event.

**All documentation must be produced 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 Four - Emergency Services

You are requested to notify other statutory agencies of your event including Police, Fire and ambulance. All applicants must demonstrate they have adequate First Aid provision prior to occupying the site. **Please supply details of the first aid cover to be provided:**

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### Section Five - Additional Requirements

Where appropriate a detailed site plan showing the positions of stalls, marquees, arena, exhibition units, car parking etc. and list of programme items is required. In respect of races/parades etc. a detailed route plan, showing location of route marshalls, must be provided. This must be forwarded at least **28 days prior** to the event.

#### Checklist

I agree to provide the Licensing Authority and the Police 35 days notice prior to events involving alcohol, special effects (e.g. lasers, fireworks, strobe lighting etc.) and or trading on a public highway if applicable.

I agree to provide detailed information in relation to erection of stages, marquees or other structures to the Council's Safety Officer.

I will notify Staffordshire Fire & Rescue Service at least 28 days prior to the event if a marquee is to be erected

I agree to send letters, in advance, to adjacent properties/businesses, police, fire, ambulance and local councillors to inform them of the proposals.

I agree to maintain the site to a clean and tidy standard.

#### I have enclosed the following items:

Evidence of insurance	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Site Plan/Route Plan	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Risk assessment form	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Signed copy of Terms and Conditions	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

If you have answered no to any of the questions, please give details why:

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If permission is granted for the event, I hereby agree to comply with the conditions set out in this form and any departmental terms and conditions and all reasonable instructions given by all authorised Officers of the Council.

Signed \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

Please send this completed form, together with any supporting documentation to the Address below:-

Operational Services  
Staffordshire Moorlands District Council  
Fowlchurch Depot  
Fowlchurch Road  
Leek  
Staffordshire  
ST13 6BH

Telephone : 0345 6053010

Email: [eventsinparks@staffsmoorlands.gov.uk](mailto:eventsinparks@staffsmoorlands.gov.uk)