



**Please note**

The application form must be returned at least 12 weeks before the event. Failure to do so may result in your application being unsuccessful.

## SPECIAL EVENT APPLICATION FORM

### ABOUT YOU

1. Name of organisation/person applying:

2. Contact name

3. Position held within the organisation

4. Address

House name/number  
Street  
Village/town  
County  
Postcode

5. Contact

Day time contact  
Evening contact  
Mobile number  
Email

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### ABOUT YOUR EVENT

6. Event title

7. Name of site to be hired

If the land to be hired is a council owned car park please specify, on a map, the number and location of the car park spaces you wish to hire.

8. Date & Time

Date of entry on site  
Time of arrival on site

First date of event  
Event start time

Last date of event  
Event end time

Date leaving site  
Time leaving site

9. Please provide details of your event including type of activities, venue design, structures, audience profile and duration.

10. Please indicate which of the following categories your event falls into. (please tick)

Charity  Fund raising  Profit making  Non profit making  Commercial

Other, please give details:

11. If your event is supporting a charity, please specify the charity name and number

12. Will you be charging an entrance fee?

Yes  No  (please tick)

If yes, how much?

13. Will you be providing or selling food/drink?

Yes  No  (please tick)

14. Do you require vehicle access for the site?

Yes  No  (please tick)

If yes, how many vehicles do you anticipate being on site at any one time?

Please note the only vehicles permitted onto site will be those:

- delivering and off-loading equipment/provisions/heavy items
- required for the set up and breakdown of the show e.g. forklift trucks, tele-handlers, hi-abs, cranes etc
- emergency services
- communication equipment
- food vendors

All other vehicles must park in designated parking areas or public car parks.

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## HEALTH AND SAFETY

15. Please give an estimate of the number of people expected:

16. Will you be using any temporary structures such as a tent, stage, fences or marquee?

Yes  No  (please tick)

If a marquee or similar structure is to be used please provide the following information:- size, number and size of fire exits, confirmation that the marquee fabric is flame-retarded, details of any proposed emergency lighting, seating plan; if appropriate, details of any cooking which may take place in or near the marquee.

17. Will you be using inflatable play equipment such as a bouncy castle or inflatable slide?

Yes  No  (please tick)

If yes, please enclose a copy of the fire retardant certificate and written evidence that the equipment is being properly maintained. Please note that PIPA is one of only two safety inspection/maintenance schemes recognised by the HSE the other is ADIPS.

18. Are you planning to have fireworks?

Yes  No  (please tick)

If yes, please provide the name of the pyrotechnic contractor and a copy of their risk assessment and Public Liability Insurance?

19. Do you need a power supply?

Yes  No  (please tick)

If yes, is the power being supplied by a portable generator or, where applicable, on site power points? Please provide details.

20. Will you be using liquid propane gas (LPG) to fuel gas appliances such as portable stoves, BBQs or hog roast spits?

Yes  No  (please tick)

21. Are there any activities planned that could cause a noise disturbance to residents of businesses in the near vicinity?

Yes  No  (please tick)

If yes, please outline what steps are to be taken to minimise noise and ensure it is not excessive?

**22. Will your event have any form of funfair ride?**

(This includes rides such as walzters, dodgems and merry-go-rounds)      Yes     No     (please tick)

If yes, please ask for a funfair additional information form to be sent to you.

**23. Please provide risk assessments for all activities and the name and contact number of the designated person responsible for managing health and safety at the event.**

This person will be responsible for ensuring that the event is run safely and may be contacted on the day of the event by the council if any concerns are indentified.

Name:

Contact number:

Alternative contact number:

When returning the completed form please enclose a timetable of event activities.  
A full Event Management Plan will be required for large events.

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**LICENSING**

**24. Do you require any of the following licences?**

Alcohol and/or entertainments      Yes     No     (please tick)

Street trading      Yes     No     (please tick)

Road closure order      Yes     No     (please tick)

Street collection permit      Yes     No     (please tick)

Lottery registration      Yes     No     (please tick)

If you have these licences, please enclose a copy with your application.

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**PARKING**

**25. Will your event result in a substantial increase in the number of people using local car parking facilities?**

Yes     No     (please tick)

Please be aware there is very limited parking at John Coles Park. We encourage all visitors to the park to use public transport or walk to the park where possible. Please do not park in the residential areas surrounding the park as this causes difficulties for the local residents.

## CARAVANS AND CAMPING

26. Please give details of the number of caravans/tents at the event

27. Please provide a detailed plan of the proposed site showing:

Access and exits, fresh water supply points, waste water disposal, drinking water supply points, location of fire fighting equipment, routes within camping area, spacing distances between units, emergency access, dog walking areas.

28. Please also enclose a copy of the proposed site rules and site manager(s) name(s)

29. Is the event an organised rally?

Yes  No  (please tick)

If yes, please give details of affiliation to recognised bodies

30. Please give details of relevant insurance cover which specifically relates to caravans and or camping activities

31. Does your event require planning permission?

Yes  No  (please tick)

If yes please give details of the current position with your application



## CLEANING AND GROUNDS REINSTATEMENT

32. How are you planning to ensure that all litter/ waste is collected after the event?

If required, Chippenham Town Council can provide litter picking equipment which can be collected after the event has finished. If this is a service you require please contact our customer services well ahead of your event.

33. What facilities will you provide to encourage traders/members of the public to recycle waste materials?

34. Are there any activities or equipment that could cause damage to the site? (This includes grassed areas, hard surfaces, hedges, pavements, trees, foliage.)

Yes  No  (please tick)

35. If yes, what measures will you take to reduce the risk of damage and how do you intend to return the site to its pre-hire condition?

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## INSURANCE

36. Do you have Public Liability insurance to cover the duration of your event?

Yes  No  (please tick)

37. Is this insurance to the value of at least £5,000,000?

Yes  No  (please tick)

38. Does this insurance cover an unlimited number of claims?

Yes  No  (please tick)

Please ensure the certificate of insurance will be valid for the duration of your event and enclose a copy with your application. If your insurance certificate expires before your event ensure a valid copy is submitted to the council at least 14 days before your event.

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## PROMOTING YOUR EVENT

It is your responsibility to promote your event, but we can help. If you would like to supply A4 posters, we can display them on our notice boards around Chippenham. If you use social media to promote your event, we can share it on our Facebook and Twitter pages. Please contact our Customer Services team on 01249 446699 who can help you.

## COSTS

There is **no charge** for the use of land for registered charities.  
For other commercial and profit making events there is a charge.

**Please note** – For all special event applications there will be a £30 administration fee.  
Signing this application means that you agree to pay any charges.

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## DECLARATION

I, [REDACTED] on behalf of [REDACTED]  
confirm that the information given in this application is true.

I understand that I should provide any documentation requested or my event may not proceed.

I have read, understood and agree to the terms and conditions enclosed. Where a charge has been applied, I agree to pay said charge promptly without delay prior to the event.

I understand that should I be found to have falsified any information my event may be cancelled.

I agree to send proof of public liability insurance to the value of at least £5,000,000 either with this application or at least 14 days before the date of my event.

**Name** [REDACTED]

**Date** [REDACTED]

### Chippenham Town Council

The Town Hall, High Street  
Chippenham, Wiltshire  
SN15 3ER

01249 446699  
enquiries@chippenham.gov.uk  
chippenham.gov.uk

