



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

Address

Invoice address

(if different from address)

House name/number

Street

Village/town

County

Postcode

5. Contact

Mobile number

Email

ABOUT YOUR EVENT

6. Event title

7. Name of site to be hired

(Monkton Park/Island Park/John Coles Park)

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

Is this a one-off event or will
it be re-occurring? Add details

9. Please provide details of your event including type of activities, venue design, structures, audience profile and duration. Please note that structures are only permitted for organised events where relevant risk assessments and insurance have been provided, this includes temporary gazebos

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

Charity Fundraising Profit making Not for profit Commercial Private

Other, please give details:

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

12. Are you inviting the public to attend? Yes No (please tick)

13. How many people do you anticipate will attend (approximately)?

14. How do you intend to publicise the event?

15. Will you be charging an entrance fee? Yes No (please tick)

If yes, how much?

16. Will you be selling food/drink? Yes No (please tick)

17. Do you require vehicle access for the site? Yes No (please tick)

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

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

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

HEALTH AND SAFETY

18. 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. Please note that structures are only permitted for organised events where the relevant risk assessments and insurance have been provided, this includes temporary gazebos.

19. 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.

20. MUGA (Multi Use Games Area), play areas.

Please note, the MUGAs and play areas in our open spaces are not available for private hire or to be used as part of hire.

21. Do you need a power supply?

Yes No (please tick)

If yes, what is it for as our sites have limited supply and it is likely you will need to provide a generator, our preference is silent generators. Please note, that there is no power in Monkton Park or Island Park.

22. Do you need a water supply?

Yes No (please tick)

If yes, what for and estimate how much. Please note a fee will be charged for this.

23. 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)

If yes, please supply relevant risk assessments and insurance details.

24. Are there any activities planned that could cause a noise disturbance to residents or 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.

25. Will your event have any form of funfair ride? Yes No (please tick)
(This includes rides such as waltzers, dodgems and merry-go-rounds)

26. 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 identified.

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.

LICENSING

27. 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 are unsure if you require a licence for your event, please contact: publicprotectionnorth@wiltshire.gov.uk
A copy of all licences that you require must be submitted with your application form.

PARKING

28. 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

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

30. 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, toilet facilities.

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

32. Is the event an organised rally? Yes No (please tick)

If yes, please give details of affiliation to recognised bodies

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

CLEANING AND GROUNDS REINSTATEMENT

34. 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.

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

36. 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)

37. 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?

INSURANCE

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

Yes No (please tick)

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

Yes No (please tick)

40. 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.

PROMOTING YOUR EVENT

It is your responsibility to promote your event, but we may be able to help. Please contact us for more information.

DECLARATION

I, _____ on behalf of _____
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

Date

Chippenham Town Council

The Town Hall, High Street
Chippenham, Wiltshire
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