



Perth and Kinross City and Town Centres Hire/Use of Urban Spaces

Application Form B (Promotions and Small-Scale Events)

Please complete fully in BLOCK CAPITALS

Organiser Details

Your Name _____

Organisation/Group _____

Day Tel _____ Evening Tel _____

Your Address _____

Postcode _____ Email _____

Event/Promotion Details

Event/Promotion Title _____

Space Required _____

Date(s) of Event _____ Date(s) to Set Up _____

Date Leaving Site _____ Event Time - From _____ to _____

Nature of Event/Promotion

Please tick as appropriate:

Fundraising

Promotion

Cultural

Political

Religious

Information

Other (please specify) _____

Charity Fundraising

Are you collecting for a charity? Yes No

Name of Charity _____

Charity Number _____

Are you donating all funds received? Yes No

Details of Recipient(s) _____

Site Equipment/Vehicles

Will you require site equipment/vehicles on-site (eg gazebo/table/trailer)? Yes No

If 'Yes', then please make Place Development aware as permission from Parking Services may be required.

Equipment/vehicle details:

Public Liability Insurance

The Event Organiser/Promoter must provide **£5 million public liability insurance for each and every claim.**

A copy of the insurance certificate must be provided before the event takes place, otherwise permission for the event will not be given. However, it is not essential it is included with the application at this stage.

Copy of Insurance Certificate enclosed? Yes No

Risk Assessment

In order to abide by the Conditions of Let for the Use of Urban Space and as part of your preparations, a risk assessment for all event activities must be carried out and forwarded along with this application form.

Date of risk assessment _____ Risk assessment attached? Yes No

Other _____

Declaration

I have read, understood and agree to the **Conditions of Hire** relating to the use of space under the control of Perth & Kinross Council's Housing & Environment. I confirm the information given on this form is to the best of my knowledge true and accurate. I hereby apply for the use of the site on the date(s) indicated, and agree to comply with the directions of Housing & Environment or its representatives.

Signed _____ Date _____

Print Name _____ Position _____

The completion of this form *does not* constitute a booking confirmation. You must ensure that Perth & Kinross Council's permission is gained before proceeding with your event.

Please ensure you send the following information along with your application form:

Proof of Public Liability Cover for the event/promotion

Risk assessment for event/promotional activities

Please return your application and accompanying information to:

Place Development
Planning & Development
Housing & Environment
Perth & Kinross Council
Pullar House
35 Kinnoull Street
PERTH
PH1 5GD

Email PlaceDevelopment@pkc.gov.uk

How We Use Your Personal Information

The information provided by you will be used by Perth & Kinross Council solely to process your application. The information may be shared with other bodies responsible for auditing or administering public funds for these purposes.

The Council may check information provided by you, or information about you provided by a third party, with other information from certain third parties or share your information with them in order to verify its accuracy, prevent or detect crime, protect public funds or where required by law.

For further information, please look at our website www.pkc.gov.uk/dataprotection or email DataProtection@pkc.gov.uk or telephone 01738 477933.

If you or someone you know would like a copy of this document in another language or format, (on occasion, only a summary of the document will be provided in translation), this can be arranged by contacting the Customer Service Centre on 01738 475000.

You can also send us a text message on 07824 498145.

All Council Services can offer a telephone translation facility.

www.pkc.gov.uk

(PKC Design Team - 2019163)