



# Community Greenspace Events Application

Complete fully in **BLOCK CAPITALS**

## 1 Organiser Details

Your Name:			
Organisation/Group:			
Day Tel:		Evening Tel:	
Your Address:			
Postcode:		Email:	

## 2 Event Details

Event Title:			
Park Required:			
Date(s) of Event:		Date(s) to set up:	
Date Leaving Site:		Event time from:	To:

## 3 Nature of the Event

Please provide a brief description of your event, including details of target audience:

Please tick relevant boxes:

- |               |                          |                    |                          |               |                          |
|---------------|--------------------------|--------------------|--------------------------|---------------|--------------------------|
| Car Boot Sale | <input type="checkbox"/> | Fundraiser         | <input type="checkbox"/> | Vehicle Rally | <input type="checkbox"/> |
| Car Parking   | <input type="checkbox"/> | Funfair            | <input type="checkbox"/> | Wedding       | <input type="checkbox"/> |
| Circus        | <input type="checkbox"/> | Gala Day           | <input type="checkbox"/> | Youth Event   | <input type="checkbox"/> |
| Community     | <input type="checkbox"/> | Highland Games     | <input type="checkbox"/> | Other:        |                          |
| Drone Filming | <input type="checkbox"/> | Orienteering       | <input type="checkbox"/> |               |                          |
| Fireworks     | <input type="checkbox"/> | Sponsored Walk/Run | <input type="checkbox"/> |               |                          |
| Fitness       | <input type="checkbox"/> | Sport Event        | <input type="checkbox"/> |               |                          |

## 4 Expected Attendance

Anticipated maximum daily attendance (please tick appropriate box):

0 -100       101 – 500       501 – 1000       1001 +

## 5 Charity Fundraising

Are you collecting for a charity and donating all funds?      Yes       No

Details:

Charity Number:

## 6 Admission Fees

If you are charging an admission fee, please state amount:

Adults £	Juniors £	Seniors £
Car Parking £	Programme £	Other £

## 7 Event Particulars

### a. Fireworks and Pyrotechnics

Will you be using lasers or pyrotechnics/fireworks at the event?      Yes       No

If yes, please provide details:

### b. Temporary Signage

Will you be locating any signage to the event?      Yes       No

If yes, please provide details including who will be responsible for their **placing** and **removal**:

Name:

Tel:

### c. Stalls

Will there be any stalls and/or sellers at your event?      Yes       No

If yes, please provide details:

### d. Waste Collection

Please give details of how generated waste will be managed, i.e. collected, transported, recycled and disposed of:

*Perth & Kinross Council offers a comprehensive range of waste management and recycling services for your event. For full details of the range of services available phone The Environment Service on **01738 475000** or email [recycle@pkc.gov.uk](mailto:recycle@pkc.gov.uk)*

## 8 Licences

### Civic Licensing Team Details

Email [civlicensing@pkc.gov.uk](mailto:civlicensing@pkc.gov.uk) or Telephone **01738 475185**

#### Licences to consider:

**Market Operator Licence:** Required if there are a number of stalls who are selling to members of the public.

**Public Entertainment Licence:** Required when members of the public pay admission to or pay to use any facilities for the purposes of entertainment or recreation.

**Public Charitable Collection:** A "bucket collection" on the day.

**Occasional licence (alcohol):** Required if alcohol was for sale at the event.

**Public Procession Order:** Any moving event held in a public place anywhere in Scotland can be considered either as a parade or a procession.

Do you Require a Licence?                      Yes                       No

Have you contacted the Licence Section?    Yes                       No

**Please Note:** Application for a Licence should be made at least **six weeks in advance** of the desired date on which the licence is to commence.

## 9 Publicity

Courtesy of Perth & Kinross Council, we can advertise your events here [www.pkc.gov.uk](http://www.pkc.gov.uk)

Would you like us to advertise your event?    Yes                       No

Please provide your website address and attach any posters/images you would like to use:

## 10 Fly Posting

Do you agree that there will be no fly-posting regarding this event?                      Yes

(Note: If events are found to be advertised by fly-posting at all it will result in immediate withdrawal of permission to use the venue. See Conditions of Hire.

## 11 Emergency Services

Will you be notifying emergency services?                      Yes                       No

Police Scotland                          Tayside Fire & Rescue                          Ambulance Service   

Other:

## 12 First Aid

What facilities will be provided for first aid?

An important part of any event is the adequate provision of first aid.

## 13 Sanitary Facilities

Do you need portable toilets? Yes  No

Please give details of all sanitary facility arrangements for the event, including disabled facilities, washing facilities, sewage disposal etc.

Perth & Kinross Council has entered into partnership with a local provider to supply short term hire of mobile toilets. If your organisation is holding a free community event at a venue that does not have access to public toilets you may be eligible for free portable toilets under this scheme. To apply, you can either download an application form from [www.pkc.gov.uk](http://www.pkc.gov.uk) or contact The Environment Service on 01738 475000 who can also offer advice.

**Please note:** application for free portable toilets must be made no less than **one calendar month** before the event.

## 14 Noise

Will there be any items/equipment at your event that will generate noise? Yes  No

If yes, please provide details:

Will you be using a Public Address system? Yes  No

Please give contact details of a responsible person who will attend the event, and can be called if there are any noise issues:

**An Environmental Health Officer will be able to advise you of a suitable sound level for your event and location.**

## 15 Raised Structures

Will there be any elevated platforms, staging, scaffolding or other structures/apparatus at the event?

Yes  No

**If yes:** Please contact Building Standards on **01738 475 300**.

It is advisable that any structures used for your event are inspected prior to the Event.

**As you may be required to obtain a permit under Section 89 of the Civic Government (Scotland) Act 1982.**

## 16 Site Vehicles

Will you require vehicles on site? Yes  No

Please give details of on site management of vehicles:

Number of vehicles: \_\_\_\_\_ Type of vehicles (.e.g. HGV): \_\_\_\_\_

Reason for vehicles: \_\_\_\_\_

**Vehicle access points/routes should be marked on your site plan. We may require a traffic management plan and set a limit on numbers.**

## 17 Car Parking & Road Closures

Please give details of any car parking arrangements and suspension/closures if required:

Proposed Road/Car Park

Duration of Closure/Suspension

Date From: \_\_\_\_\_ Date To: \_\_\_\_\_

Time From: \_\_\_\_\_ Time To: \_\_\_\_\_

Please note a **minimum of six to eight weeks' notice** is necessary in all cases and at least 3 months' notice is required where there are major implications for road closures and diversions.

## 18 Electrical & Water Supply

Will your event require electricity supply? Yes  No

If yes, please give details:

*Where the Council provide outdoor electrical connection points the Hirer must follow the Guidance provided and should engage a Competent Person to plug in any electrical equipment used in connection with the Event. **See Conditions of Hire***

Will your event require a water supply? Yes  No

If yes, please give details:

**Please Note:** give at least 6 weeks' notice if you require an electrical or water supply.

## 19 Food and Beverages

If hot/cold food or drink is to be supplied, please state the company names of all caterers attending, and which local authority they are registered with:

Name: \_\_\_\_\_ Local Authority: \_\_\_\_\_ Street Trader No: \_\_\_\_\_

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If a licensed bar is to be operated, please supply name and address of License:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Tel No: \_\_\_\_\_

## 20 Public Liability Insurance

The Event Organiser must provide £5 million third party liability cover.

**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

## 21 Risk Assessment

In order to abide by the Conditions of Hire for the Use of Council Parks and Green Spaces, 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:

## 22 Declaration

I have read, understood and agree to the Conditions of Hire relating to the use of land under the control of Perth & Kinross Council's Environment Service. I confirm the information given on this form is to the best of my knowledge true and accurate. Hereby apply for the use of the site on the date(s) indicated, and agree to comply with the directions of the Environment Service 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 that you also sign and date the 'Community greenspaces Conditions of Hire', returning a copy with this application form to.*

**Parks Events Team, Community Greenspace, The Environment Service, Pullar House 35 Kinnoull Street, Perth, PH1 5GD [parkevents@pkc.gov.uk](mailto:parkevents@pkc.gov.uk)**

### How We Use Your Personal Information

*The information provided by you will be used by Perth & Kinross Council in the administration of your booking. The information may be shared with other event organisers, all departments of PKC and sports teams to facilitate the appropriate shared use of our parks and open spaces.*

*The Council may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get 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](http://www.pkc.gov.uk/dataprotection) or email [DataProtection@pkc.gov.uk](mailto:DataProtection@pkc.gov.uk) or telephone 01738 477933.