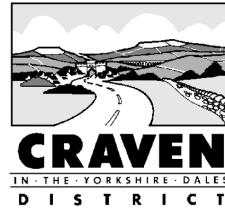


# Event Application Form



Name of event .....

Event location .....

Event date .....

## Section One - Organiser Details

Name of organisation .....

Event organiser/s .....

Contact address .....

.....

Person responsible on site (if different to event organiser) .....

Postcode .....

Tel No. - Home .....

Tel No. - Work .....

Mobile No .....

Fax No .....

e-mail address .....

## Section Two - Event Details

Description of event proposed .....

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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 there be a public collection for the charity? (please tick) Yes  No

Will all income raised go to the Charity concerned? (please tick) Yes  No

If no, please give details:

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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 contact officer as compulsory admission charges may not be possible for legal reasons. This includes the sale of programmes.**

Approximate number of people expected to attend .....

Possible alternative site .....

Possible alternative date .....

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/fire eaters	<input type="checkbox"/>	Live music **	<input type="checkbox"/>
Carnival/procession	<input type="checkbox"/>	Live entertainment **	<input type="checkbox"/>
Fairground equipment	<input type="checkbox"/>	Lost children point	<input type="checkbox"/>
Aircraft	<input type="checkbox"/>	Barrier/fencing	<input type="checkbox"/>
Parachutists	<input type="checkbox"/>	Marquees	<input type="checkbox"/>
Balloon launch	<input type="checkbox"/>	Portable generator *	<input type="checkbox"/>
Hot Air Balloons	<input type="checkbox"/>	Power supply	<input type="checkbox"/>
Horses/donkeys other animals	<input type="checkbox"/>	Toilets	<input type="checkbox"/>
Motorcycles	<input type="checkbox"/>	Alcohol	<input type="checkbox"/>
Other motor vehicles	<input type="checkbox"/>	Food/drink concessions	<input type="checkbox"/>
Coconut shy	<input type="checkbox"/>	Berthing facilities	<input type="checkbox"/>
Inflatables (e.g. bouncy castle)	<input type="checkbox"/>	Train hire	<input type="checkbox"/>
Portable staging	<input type="checkbox"/>	Bonfire/barbecue permit	<input type="checkbox"/>
P.A. System	<input type="checkbox"/>	Foreshore boat	<input type="checkbox"/>
Stewarding/security	<input type="checkbox"/>	Living history or other	<input type="checkbox"/>
On site communications	<input type="checkbox"/>	Market stalls	<input type="checkbox"/>
Water (limited supply at some sites)	<input type="checkbox"/>	Re-enactment groups	<input type="checkbox"/>
Any signs on the highway	<input type="checkbox"/>	Park & ride facilities	<input type="checkbox"/>
Compressed gas helium/LPG	<input type="checkbox"/>	Fuel storage	<input type="checkbox"/>

Other: (please specify)

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**Note:**

- (1) Please supply as much information as possible on all of the items above.
  - (2) After this application has been submitted, no additional items may be included without the express consent of the appropriate department.
- \* Generators are generally not permitted on the highway
- \*\* A Public Entertainment Licence may be required if your event is public and consists of music, dancing, singing or similar.

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 also contact North Yorkshire County Council Highways 01609 780780.

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 and personal washing 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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You will be required to leave the site in a clean and tidy condition. This includes litter from the event that may be blown beyond the site boundary. Please identify the method (and contractor) to be used in order to maintain the area free of litter and refuse and how waste will be disposed of during and after the event:

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**Note:**

**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.**

Please indicate the approximate number of vehicles attending the event, also 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

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.

**Note: 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 the Police and other appropriate Emergency Services where applicable.

Please indicate contact made:

- Police  .....
- Ambulance Service  .....
- First aid  .....
- Fire  .....
- British Waterways  .....
- Other:  .....

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 parades etc. a detailed route plan which must also show location of route marshalls, must be provided.

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. I accept that by granting permission for the event the Council does not accept any responsibility for the organisation or management of the event. I agree to the Council publishing details of this event on it's website and in any other publication unless I indicate otherwise by ticking this box:

Signed .....

Position .....

Date .....

I have enclosed the following:

**Documentation**

**Evidence of insurance**

Signed Terms and Conditions

Insurance for event organiser

Site Plan/Route Plan

Insurance for other participants

Risk assessments

Participation list

Fee if applicable

Deleted: Fee if applicable

**Please return this form to the appropriate Council Officer:**

**Craven District Council  
Granville Street  
Skipton  
North Yorkshire  
BD23 1PS**