###### Chichester District Council

Hire of Car Parks for Events & Activities Application Form

Are you applying for an:

Event Activity

Name of Event/Activity:

Car Park Required:

Date(s):

Times:

# **Section 1 - Organiser Details**

Name of organisation:

Organiser’s name:

Contact address:

(including Postcode)

Contact Tel No:

Mobile No:

Email address:

Is your organisation an incorporated organisation? Yes No

Is your organisation registered on Companies House? Yes No

# **Section 2 – Event/Activity Details (Please answer all relevant parts of this section)**

Detailed description of event/activity proposed. Please use separate page if required.

* 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/activity:
* Is this a (please mark one box only)

Charity event Fund raising Non-commercial

Commercial Contractual Emergency work

Compounds skip / maintenance Community event/activity

* For Charity Event - Name of Charity:
* Charity Registration Number:
* Maximum number of people likely to be present on site at any one time/session (including public, staff, steward, performers etc.):
  1. 500-999 1000 + If more than 1000 please state:
* Do you intend to use the following:

Highway Directional Signs Banners/Posters

**(Planning consent may be required for advertising so organisers are advised to seek advice from the Planning Department before erecting signage)**

* Please provide full details:

*Note: The council reserves the right to remove any unauthorised advertising and to recover the cost incurred from the event organisers. See section 11 ‘Advertisements’ in the Council’s Terms and Conditions*

* Is there any community impact – positive or negative:
* Do you intend to utilise or permit any of the following activities or equipment at the event/activity? If so, please mark (x) the appropriate boxes

(Some of these may not be permitted at all sites).

Fireworks/pyrotechnics Food/drink concessions\*

Carnival/procession Barbecue

Fairground equipment Gambling/Raffles\*

Aircraft/Drone Re-enactment groups

Parachutists Market stalls

Performances of dance Lost children point

Hot Air Balloons Stewarding/security

Horses/donkeys/other animals P.A. System

Other motor vehicles\*\* On-site communications

Alcohol \* Portable generator

Live entertainment \* Barrier/fencing

Films\* Portable staging

Inflatables (e.g. bouncy castle) Marquees

Skips/Scaffolding Compounds

Other (please specify):

\*A Premises Licence or Temporary Event Notice under the Licensing Act 2003 may be required if your event includes, for example, the sale of any hot food or drinks between the hours of 23:00 and 05:00 or music, dancing, singing, showing of a film, performance of a play or sale of alcohol at any time.

<http://www.chichester.gov.uk/article/25491/Alcohol-licensing-advice-and-guidance>

For Gambling, raffles etc. please see the Council’s Terms and Conditions section12 ‘Permits & Licences’. Information can be found on:-

<http://www.chichester.gov.uk/article/25479/Gaming-betting-and-lottery-licensing>

\*\* This can include, mobile Banking units, NHS Screening units or mobile vaccination units.

**Note: After this application has been submitted, no additional items may be included without the written consent of Chichester District Councils.**

* As well as the car park closure/area, do you anticipate the need for:

Road closure Traffic diversion

On street parking restriction

If you have ticked any of the above, please provide full details of locations, dates, times and which authorities have been contacted.

* **Vehicles** - Do you require vehicles on site? Yes No

Any vehicle entering and remaining on site during the event must be agreed with Chichester District Council. Please state below the reason required, type, colour and registration number of these vehicles. For overnight events, camping/overnight sleeping is prohibited.

**Note:** **You will be asked to remove any vehicles if the Council has not received their details before the event.**

* **Managing parking demand** – you will need to ensure you have plans for managing any parking demands. Please provide details of this
* **Marshalls** - Marshalls will be required for certain events/activities and these are to be provided by the event organiser. The risk assessment provided by the organiser will need to include the use of appropriately trained Marshalls. You are expected to follow current national guidance / best practice.

Will you require Marshalls? Yes No

* **Toilets** - You will be required to ensure that the toilet facilities are adequate for the size of the event. Please submit your proposals and full details of what you intend to provide including any additional requirements for the use of public conveniences near to the place that the event is to take place. Guidance is available in the HSE Purple Guide which is available on <https://www.thepurpleguide.co.uk/>
* **Water requirement** – If your event requires water, please indicate the supply source, its usage and whether you intend to attach temporary supply infrastructure to existing draw-off points if available within the site. (Please refer to the Council’s Terms and Conditions clause 15.3 - 15.6)
* **Waste and Recycling** - Please detail how you will ensure that the area is maintained free of litter and the methods for cleaning up after the event:

(Note: please refer to the Council’s Terms and Conditions clauses 7.1 & 7.2)

It is the event organiser’s responsibility to arrange removal of all rubbish from the site. You will not be permitted to use any existing council skip/litter bins etc. for disposal.

We recommend that you have separate facilities for the disposal of recyclable materials and general waste. Chichester District Council is committed to reducing the use of single-use plastics and to achieving waste reduction and recycling targets set by central government. The Council aims to ensure all events conducted on its land are participating in recycling where possible. Information about what can and cannot be recycled locally is available here: [www.chichester.gov.uk/recyclingadvice](http://www.chichester.gov.uk/recyclingadvice).

Chichester District Council offers a paid for Business Waste and Recycling Collection Service and are happy to offer advice or provide a quote for any event. For further information please email: [wasteandrecycling@chichester.gov.uk](mailto:wasteandrecycling@chichester.gov.uk).

* **Sustainability** – Please can you provide details on sustainability efforts:
* **Noise** **& Lighting** – Please identify all sources of noise and lighting at your event and how this will be monitored:

(Note: please refer to the Council’s Terms and Conditions clauses 7.14, 7.15 & 7.23)

There are a number of environmental factors that need to be considered including the visual impact of the lighting equipment during operations, the effect of light spillage on surrounding properties and into the night sky, the effect of the light on animal and plant species and the impact of noise, if required.

There is a legal duty to prevent public nuisance under the Environmental Protection Act 1990 and the Anti-Social Behaviour Act 2003. Applicants should take a proactive approach to prevent possible noise nuisance. Communication with residents, and providing an adequate response to their concerns, can prevent noise complaints.

The sources of noise giving rise to complaints from local residents vary considerably. For further information please email: [EnvironmentalProtect@chichester.gov.uk](mailto:EnvironmentalProtect@chichester.gov.uk)

# **Section 3 – 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’s Insurance Officer. Under no circumstances shall this be less than £5 million and the Council reserves the right to require a higher limit if deemed necessary. Event Organisers will be required to produce evidence of their insurance cover before the due date.

Note: please refer to the Council’s Terms & Conditions section14 ‘Indemnity and

Insurance’.

# **Section 4 – Emergency Services**

Please indicate if you have contacted Emergency Services to be present at your event.

Police Fire Ambulance Service HM Coastguard

Based on the event risk assessment, please supply details of first aid cover to be provided:

# **Section 5 – Essential Requirements**

1. Map detailing the location in car park must be provided.
2. A detailed site/event plan showing the positions of stalls, marquees, arena, exhibition units, vehicle parking etc. must be provided.
3. In respect of races, walks etc., a detailed route plan showing the course and location of marshals, must be provided.

I have enclosed, where necessary, the following:

**Documentation Yes No**  **Yes No**

Signed Application form Insurance for event organiser

Map of location in car park \*\* Risk Assessment\*

Detailed Site/Event Plan Route plan

\* Please note that the receipt of your risk assessment is a requirement of the Council’s regulatory interests and as the land owner only. It remains your sole responsibility to ensure that all health and safety matters are properly addressed and that risks have been properly assessed and any necessary safety measures employed to ensure that the event is compliant with health and safety laws.

\*\* Please ensure it is not over the % permitted as detailed in the Hire of Car Parks for Events & Activities Policy.

If you have answered no to any of the above questions, please give details why:

**Note: All documentation must be produced at least 6 weeks before the event/activity. Failure to comply may result in the council refusing to grant permission for the holding of the event/activity.**

If permission is granted for the event/activity, I hereby agree to comply with the conditions set out in this form, the following Terms and Conditions and Chichester District Council’s Parking Order.

I agree to follow all reasonable instructions given by authorised Officers of the Council.

Signed

Position Date

Please email this completed form, together with any supporting documentation to:

**parkingservices@chichester.gov.uk**

Alternatively post to:

Parking Services

Chichester District Council

1 East Pallant House

Chichester

West Sussex

PO19 1TY

If hand delivering please post in the post box at the entrance of East Pallant House.

# **Data Protection Statement**

Chichester District Council uses the data you provide to process the hire of events/activities on a car park, which are issued in respect of off-street parking places. All processes are carried out using secure systems. The data is required to carry out the efficient provision of parking services within the administrative District. The information you provide will only be used for the related purposes for which it was obtained. Details of Chichester District Council’s compliance with the General Data Protection Regulations can be found at [www.chichester.gov.uk/dataprotectionandfreedomofinformation](http://www.chichester.gov.uk/dataprotectionandfreedomofinformation)