



COUNCIL OF THE ISLES OF SCILLY

Hiring an Open Space Application 2019/20

This form should be completed by anyone who would like to apply for permission to hire Holgate's Green and/or The Park (Parade Street). Please return the completed form to Infrastructure & Planning at the Town Hall either in hard copy or by email to infrastructure@scilly.gov.uk. You will receive confirmation within **5 working days** of your application. Please retain a copy for your records. Please note if this application requires a Highway Closure it may take up to **2 months**.

DETAILS OF APPLICANT	COMPANY/ORGANISATION DETAILS
Name	Contact Name
Address	Address
Postcode:	Postcode:
Telephone No. (daytime)	Telephone No. (daytime)
Email Address:	Email Address:

Location Details	Hire Time Details
Holgate's Green: <input type="checkbox"/>	Start Date :
The Park : <input type="checkbox"/>	Start Time:
The Garrison Field: <input type="checkbox"/>	Finish Date:
Other (please detail):	Finish Time:

Hire Details	
Please give a brief description of the intended use of the Open Space:	
A. Event Name:	
B. Event Type:	Commercial <input type="checkbox"/> Not for Profit <input type="checkbox"/>
	Registered Charity <input type="checkbox"/> Unregistered Charity <input type="checkbox"/>
C. Will all income raised go to charity concerned?	YES NO
D. Will there be media interest?	YES NO
If YES on what scale?	
Please give a brief description on the event/activities taking place?	

WHAT ACTIVITIES ARE WITHIN YOUR EVENT?

If you answer yes to any of the below please tick the box, please ensure that it is detailed in your risk assessment

Details		Please Tick	Office Use
Event Hire	Indoor		
	Outdoor, with defined boundaries		
	Outdoor, widespread or street		
Expected Numbers on the Day	Less than 500		
	501-1000		
	1001-3000		
	3001-5000		
	More than 5000+		
Audience Accommodation	All seated		
	Mixed (at least 50% seated)		
	Standing or Active		
Audience Profile	Families		
	All ages, not in family groups		
	Mainly young people/adults (16-30)		
	Mainly adults		
	Mainly Elderly		
Other Details	State Occasion or VIP visit		
	Temporary structures (Inc. Marquees)		
	Temporary Lighting		
	Fireworks and/or bonfire		
	Onsite catering (mobile/BBQ)		
	Dangerous goods storage certificates required		
	Inflatables/Bouncy castle/Sideshow		
	Funfair rides		
	Aviation sport & display		
	Helicopter or Drone Operations <small>If so, please include a plan for the use of, to include locations, height(s) of use, times of use etc.</small>		
	Motor Sport/Stunt Shows/Extreme Sports		
	Motor Display (Static)		
	Traffic movement in a crowd area		
	Parking on site (non-permanent)		
	Parade/Carnivals (Vehicular)		
	Overnight Camping		
	Pop, Rock, or Dance Event		
	Marine Event		
	Livestock (Display with no public contact)		
	Livestock (Public contact with animal)		



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WASTE MANAGEMENT

	YES	NO
Will you provide extra waste & recycling bins?		
How will the Waste produced at the event be managed?		
Who is the waste disposal service provider for this event?		
Does the waste disposal service have a licence?		
If YES please provide licence reference..		

Please note: organisers have a statutory duty to ensure adequate arrangements are provided to collect and dispose of any waste & recycling.

FIRE PRECAUTIONS & EQUIPMENT

	YES	NO
Have you contacted the local fire & rescue service?		
Have you got fire marshals?		
Have you got firefighting equipment?		
Is there access for fire services?		
Does the maximum occupancy comply with the occupancy levels for the premises/land?		

Please note: if you have 5 or more employees/volunteers for your event or have a Premises License in force a written fire risk assessment is required.

CROWD MANAGEMENT, STEWARDING AND SECURITY

How are you going to manage crowd numbers and movement around the site, congested areas, pinch points on site, the entrances and exits, out of bounds areas etc.?

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Please describe the stewards and security will you be providing, where they will be positioned, what times are they working and what are they doing?

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Please outline any areas which may need particular attention? Gates, bar areas, children's

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MEDICAL PROVISIONS

Are you providing medical provision?

If Yes please provide a copy of the medical plan.

If No please explain why

CATERING

Are you having any catering at your event?

If yes, please list below details of the organisations providing catering at your event and their food hygiene rating.

WATER SUPPLY

Will you require use of the mains water supply?

If yes, please provide a brief description of the water supply. This should include how the water is intended to be used for the Event (drinking, cleaning, etc). As well as how the water is intended to be distributed.

Please note: There is a fee for usage of the Council water mains, and you will be charged based on the water meter reading.

BALLOONS & CONFETTI

The Council of the Isles of Scilly passed a policy in September 2018 which prohibits the use of non biodegradable balloons and confetti on any council properties. For a full copy of this policy please see our website: scilly.gov.uk or contact the infrastructure team.

If the use of these on council land it will affect the applicant/event with regards to further applications of hiring council properties and spaces.



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TRAFFIC MANAGEMENT

Is any part of this event being held on a road?

If Yes, you will need to provide to submit a road closure application. Please be aware that there is a fee attached to this application.

Have you consulted transport/haulage providers and emergency services?

Please note: you will need to supply evidence of consultation with Transport/Haulage providers and provide a clear & concise plan of the alternative arrangements agreed with them.

SAFETY CHECKS

What services are you bringing on site?	Do you have insurance for them?	What safety checks will you be conducting?
Barriers		
Marquee		
Built Seating		
Caterers		
Electrics		
Inflatables		
Gas		
Generators		
Lighting Towers		
PA		
Portaloos		
Scaffolding Structures		
Security personnel		
Others (Please list below)		

INSURANCE

Event organisers are required to hold a current policy of public liability insurance or third party risks (including products liability where appropriate). Organisers will be required to produce evidence of their insurance cover. (minimum of £5 million)



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Application Checklist:		
The following must be submitted with this application:		
	Please Tick	Officer Use:
Site Plan This is important if your event includes structures such as tents, stages, parking areas etc.		
Public Liability Insurance Certificate:		
Risk Assessment		
Waste Management Plan		
Emergency Plan		
Traffic Management Plan		
Temporary Event Notice (If required)		
Road Closure Application (if required)		
Please note that the fee will only be taken if the works are approved. Do not pay pre application.		

Fees & Charges:			
Please note that fees will only be taken if the works are approved by the Local Authority. Do NOT pay pre application.			
Applications should be submitted 10 working days before works commencement date	Holgate's Green	The Park	The Garrison Field
Hire of Per day:	£135.00	£97.50	£100.00
Hire of Per day (Charity & Community Group):	£67.50	£50	£50.00
Hire of Per half day:	£67.50	£50	£50.00
Hire of Per half day (Charity & Community Group):	£35.00	£25.00	£25.00



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Terms and Conditions

- Copies of the **Location Plan, Insurance Certificate, Risk Assessment, Waste Management Plan, Emergency Plan and Temporary Event Notice Application** (if required) must be supplied to the infrastructure department.
- The applicant must make formal contact with the following agencies to ensure the work does not impede their access, a copy of which must be sent to the infrastructure department. **Police, Fire Brigade, Ambulance Service, H M Coastguard, Road Carrier Services and Waste Management Services.** Where this agreement cannot be reached the Council will assist to find a solution but will be under no obligation to provide alternative arrangements.
- This permission shall be granted for a specified period. During this period the applicant is responsible for the health and wellbeing of all those on the premises.
- This permission shall be granted for a specified period and at the end of that period all items and litter shall be removed from the open space and the site thereof left in a clean and tidy condition. Any damage to the open space during that period shall be repaired to the satisfaction of the Senior Manager for Infrastructure & Planning or their representative.
- The release and use of balloons, sky lanterns and non-biodegradable streamers is prohibited on Council land as per the Council's policy passed in September 2018. A copy of this can be supplied upon request.
- The Health and Safety of the public, including when using equipment hired from the Council of the Isles of Scilly, is the responsibility of the person/persons hiring the space.

Signature:

Date:

Declaration: I confirm that the information provided by me on this form is correct. I have read the Terms & Conditions for the hiring an open space and agree to be bound by them. I give consent for the processing of my data.

Data Protection: The information you provide on any Infrastructure Service form is private and confidential for more information on how your information is protected please visit us on scilly.gov.uk/ or contact us on 01720424450 or infrastructure@scilly.gov.uk