



# MINEHEAD TOWN COUNCIL

## Event Application Form

To be used in applying to hold events on land owned or controlled by Minehead Town Council

Dear Event Organiser

Thank you for deciding to hold your event in Minehead!

All event organisers who wish to hold their event on council owned or controlled land are asked to complete this event application form and return to:

**Minehead Town Council, Council Offices, 3 Summerland Road, Minehead TA24 5BP**

Please ensure that all sections of the form are completed and provide as much detail as possible. Your application may be delayed if all of the information is not provided. It is, therefore, advisable to include details on all the activities you are planning, even if they are just plans at this stage, so that you have plenty of time in which to apply for any licences which may be required. Don't forget to include all the extra documents required as well when you send this back.

**Do not be put off by this form: it is designed to help you think about all the aspects of running an event so you can plan wisely and make your event a real success**

If you have any problems in completing for form please contact Minehead Town Council on 01643 707213 or email [info@mineheadtowncouncil.co.uk](mailto:info@mineheadtowncouncil.co.uk)

## Special Events – Conditions

- (1) In these conditions:

Words in the singular include the plural and the feminine gender includes the masculine

*“the council”* means Minehead Town Council, Council Offices, 3 Summerland Road, Minehead TA24 5BP

*“the applicant”* means the individual(s) who has completed and signed the application

*“the licensee”* means the individual(s) or organisation on whose behalf the application has been made

*“the event”* means the event described in the application, which the licensee has applied to hold on the council’s land

*“the site”* means the area which the council authorises the licensee to use

*“the Town Clerk”* means and includes any officer of the council acting in her name and with her authority

- (2) The licence, which will come into force if the council accepts the application, solely authorizes the licensee to hold the event on the council’s land and gives no other authority or licence. The licence will be personal to the licensee only and cannot be assigned
- (3) Both the applicant and the licensee will be responsible for the payments to be made and for the cost of meeting all the obligations which are to be carried out by the licensee. In the case of the applicant, this will remain a personal liability
- (4) The council does not warrant that the site is suitable for the event
- (5) The event must not create an annoyance or nuisance to any person living in neighbouring properties
- (6) The licensee must comply with all byelaws, regulations and statutory controls which regulate either the use of the site or any of the activities which take place as part of the event
- (7) The licensee must obtain all licenses, consents, permits, approvals and permission which are required for the event or any activities which take place as part of the event
- (8) The licensee is responsible for the health and safety of all persons attending, participating or assisting at the event
- (9) The Town Clerk may, at her discretion, require the licensee to remove any item offered for sale or any display or entertainment from the event if she considers it to be objectionable or inappropriate. The licensee must immediately comply with a written direction from the Town Clerk to take such action
- (10) All charges made to members of the public attending the event or for any ride or entertainment offered as part of the event must be clearly displayed
- (11) The licensee must remove all equipment and restore the surface of the site to the Town Clerk’s satisfaction at the end of the event or any longer period during which he is permitted to occupy the site
- (12) The licensee must keep the site free from litter and refuse during the event and clear the site and the council’s adjoining land of all litter and refuse at the end of the event. Failure to comply may result in charges to the licensee
- (13) No vehicles may be parked or stood on the site unless specifically authorised
- (14) the licensee must arrange public liability insurance to cover the period of the event for at least £10,000,000 in respect of any one claim, the number of claims being unlimited. The cover must be arranged with a reputable insurance company or at Lloyds and details of the insurance cover, with confirmation that it has been agreed and all premiums paid, must be supplied to the Town Clerk at least one calendar month before the event commences. The Town Clerk may, at her discretion, require a higher level of cover to be obtained, in which case the licensee will be notified of the amount of cover required when the application is accepted

**About the applicant**

(1) Name of organisation requesting hire of land

(2) Name of contact person

Position within organisation

Address

Daytime telephone no.

Mobile/Evening telephone no.

Email

**About the event**

(3) Title of event

(4) Brief description

(5) Is the event a charity event?

YES/ NO

If YES please specify which charity and state the charity's registration number

(6) Name of site to be hired

(7) Proposed date of event

Start date:  
Start time:

Finish date:  
Finish time:

(8) Date(s) site required for setting up/clearing away

Start date:  
Start time:

Finish date:  
Finish time:

## What's happening at your Event?

This is a very important part of your application form. You must supply as much information as possible in order that we can help you to have a successful and well organised event. And please remember that if any of these details change before the event takes place is it your responsibility to inform us. A map of the site is available from the Town Hall or a very good sketch may suffice

(9) Please supply a site plan of the intended event. Clearly identify any structures such as staging, tents, marquees, car parking areas, etc. In addition please provide a programme of activity for your event

(10) Estimated number attending (public)

(11) Will you be using a marquee or tent at your event?  
If YES you must submit a copy of your Fire Retardancy Certificate

(12) Will you be having a bouncy castle?

(13) Are you intending to use a public address system?  
If YES please provide a current PIPA Certificate

(14) Will you be having any of the following?

If YES please provide your PRS for Music Licence

Music

Singing

Dancing

Sporting Event

(15) Will you be charging an admission fee to the event?

(16) Are you planning to have fireworks?

## Food at your Event

**Food hygiene regulations apply to any activity which involves handling food (including drinks eg beer, coffee, tea, etc)**

(17) Will you be providing or selling food?

If yes you should contact West Somerset Council's Environmental Health Department to find out about any requirements you should be aware of to ensure that you are complying with appropriate legislation. It is in the interests of those providing food and those consuming the food that all health and safety matters are considered.

## Noise at your Event

Some events can create noise and may disturb local residents. Whilst local people may accept some noise, particularly during daytime hours, organisers of events must ensure that a nuisance is not caused.

Minehead Town Council wishes to promote events, but at the same time has a duty under the Environmental Protection Act 1990 to prevent noise nuisance, so a reasonable balance needs to be struck.

If public address systems are going to be issued, or the event includes amplified music or some other noisy activity, event organisers need to take measures to ensure that the level of noise is monitored and controlled to prevent it becoming excessive.

You may wish to contact West Somerset Council's Environmental Health Department for further information on noise control.

(18) What sort of activities might cause a noise at your event?

(19) Please give the name of the person you have nominated to control noise for the duration of your event

(20) What do you propose to do to check that noise levels are not excessive?

## Managing your Event

(21) Is the event to be run solely by volunteers?

Minehead Town Council has a duty to ensure the safety of people using its land under the Health & Safety Act. For this reason we need you to confirm that you have considered carefully all aspects of your event with regard to safety both for people running the event and those attending it

(22) Please provide a list of all activities taking place at your event that you think need consideration with regard to health and safety, eg fair rides, generators, fireworks

(23) How to you intend to control these activities (eg trained personnel, first aiders, fire extinguishers, etc)?

(24) Name of responsible person to be on site at all times

(25) How will the event be controlled and managed?

(26) Will you require vehicular access to set up your event  
If YES please detail (number and type of vehicles to be used)

YES / NO

(27) Will you need to park any vehicles on the site during your event?  
If YES please detail (number and type of vehicles)

YES / NO

(28) Will you need a power supply?  
If YES how do you intend to supply it?

YES / NO

(29) Do you require access to water?

YES / NO

(30) Do you anticipate any groundworks or any post-event reinstatement?  
If YES please give details

YES / NO

## Litter Collection and Disposal at Your Event

In accordance with the Environmental Protection Act 1990 it is the responsibility of all event organisers to collect and dispose of all event litter and refuse in an appropriate manner. It should be noted that litter generated by an event is not household litter and must therefore be disposed of by a licensed organisation eg Somerset Waste Partnership. Therefore **litter generated by an event cannot usually be taken home or to the local amenity tip. Under no circumstances should event litter be placed in the Council's litter bins.** (Please note that all references to litter are also references to litter and refuse)

- (31) Please provide the name and telephone number of the person responsible for the organisation of the litter collection and refuse disposal at your event

Name(s)

Telephone no(s)

- (32) Please specify how and where the litter collected at your event will be disposed of

- (33) Please state approximately (in sacks) how much litter will be generated by your event

## Licences

- (34) Will you be holding a raffle?

*If you are planning to sell tickets in advance you will need to obtain a Lottery Licence from West Somerset Council's Licensing Department*

YES / NO

- (35) Will you be doing a charity collection, eg bucket, tin or box collection?

*You will need to apply to West Somerset Council's Licensing Department for a permit if collecting for charity in the open air in a public place. Please apply well in advance*

YES / NO

- (36) Will you be selling or providing alcohol at your event?

*If you wish to sell or provide alcohol for consumption on or off the premises you must obtain a Temporary Event Notice (TEN from West Somerset Council). These take a minimum of 10 working days to process, so please do this in plenty of time. A copy of this, once obtained must be supplied to the Town Council*

YES / NO

Street Trading Licences are needed for stalls to trade in open spaces and all the Council's sites

If you need any of the following: Road Closure Order, Lottery Licence, Street Collection Permit or a Temporary Event Notice (TEN), please contact West Somerset Council, Killick Way, Williton, Taunton TA4 4QA; Tel 01643 703704; email [customerservices@westsomerset.gov.uk](mailto:customerservices@westsomerset.gov.uk); open 8.30 am – 5.00 pm (Monday to Thursday) and 8.30 am – 4.30 pm (Friday)

**Banners**

If you would like to erect a banner on the public highway (the popular locations being the fence near Ellicombe Roundabout in Alcombe and the railings opposite the Tesco Supermarket in Minehead) you will need to apply for a licence from West Somerset Council

**Event Grants**

You may be eligible to apply for an event grant from Minehead Town Council. Please apply well in advance to Minehead Town Council by downloading the application form on its website (you will find it under "Council Policy and Procedures")

**Check List**

**Before signing this form, please ensure that you have completed the items on the check list below as failure to do so will result in a delay in processing your application**

Complete Application Form  Programme of Activity  Site Plan

Risk Assessment  Proof of Public Liability Insurance for your group and Your contractors eg firework company

**Declaration**

I apply for permission to hold, on the Council's land, the event described in my application. If my application is accepted I agree to pay any fees charged by the Council, to observe the conditions which are set out on the inside front page of this form and any other requirements which are notified to me with the Council's acceptance letter. In addition, I agree to inform the Council of any changes to the application form which was originally submitted

**SIGNED**

**DATE**