

## Application form for events on East Devon District Council land

Applications must be submitted at least **four weeks before** an event. Applications submitted later than this may incur an additional charge and cannot guarantee approval. All applications will be assessed within two weeks of submission and any incomplete applications will be returned.



### Contact details

<b>Organiser's Name:</b>			
<b>Contact Address &amp; Postcode:</b>			
<b>Contact number:</b>		<b>Email:</b>	
<b>Event Deputy:</b>		<b>Contact number:</b>	

### Event Details

<b>Name of event:</b>					
<b>Requested Location:</b>					
<b>NB: The Strand, Exmouth</b> accommodates multiple events on the same day, if you require <b>exclusive use</b> – please state this in your application. <b>No Bouncy Castles are permitted on The Strand.</b>					
<b>Event Type: (please tick)</b>		<b>Expected Number of visitors:</b>			
<b>Commercial (for profit)</b>	<b>Yes</b>	<input type="checkbox"/>	<b>Sporting Event</b>	<b>Yes</b>	<input type="checkbox"/>
	<b>No</b>	<input type="checkbox"/>		<b>No</b>	<input type="checkbox"/>
<b>Community Event</b>	<b>Yes</b>	<input type="checkbox"/>	<b>Promotional</b>	<b>Yes</b>	<input type="checkbox"/>
	<b>No</b>	<input type="checkbox"/>		<b>No</b>	<input type="checkbox"/>
<b>Funfair / Circus</b>	<b>Yes</b>	<input type="checkbox"/>	<b>Market</b>	<b>Yes</b>	<input type="checkbox"/>
	<b>No</b>	<input type="checkbox"/>		<b>No</b>	<input type="checkbox"/>
<b>Charity event (inc. reg number)</b>	<b>Yes</b>	<input type="checkbox"/>	<b>Other (please state)</b>	<b>Yes</b>	<input type="checkbox"/>
	<b>No</b>	<input type="checkbox"/>		<b>No</b>	<input type="checkbox"/>
<b>Dates:</b>	<b>Arrive to set up:</b>	<b>Event start:</b>	<b>Event Finish:</b>	<b>Take Down by:</b>	
<b>Will you be charging an admission fee?</b>	<b>Yes</b>	<input type="checkbox"/>	<b>If yes, how much?</b>		
	<b>No</b>	<input type="checkbox"/>			

**Description of Event:** If activities change after submitting this form it is your responsibility to inform the StreetScene team and seek consent for these activities.

## Licensable Activities

Do you intend to have any of the following at your event?

Sale of alcohol	Yes No	<input type="checkbox"/> <input type="checkbox"/>	Market/fete stalls	Yes No	<input type="checkbox"/> <input type="checkbox"/>
Performance of a play	Yes No	<input type="checkbox"/> <input type="checkbox"/>	Food and non-alcohol stalls (Food stalls must hold a rating of 3* or above)	Yes No	<input type="checkbox"/> <input type="checkbox"/>
Showing a film	Yes No	<input type="checkbox"/> <input type="checkbox"/>	Face painting	Yes No	<input type="checkbox"/> <input type="checkbox"/>
Indoor sporting event*	Yes No	<input type="checkbox"/> <input type="checkbox"/>	Sports event*	Yes No	<input type="checkbox"/> <input type="checkbox"/>
Live music*	Yes No	<input type="checkbox"/> <input type="checkbox"/>	Sponsored activity*	Yes No	<input type="checkbox"/> <input type="checkbox"/>
Playing recorded music*	Yes No	<input type="checkbox"/> <input type="checkbox"/>	Fairground rides*	Yes No	<input type="checkbox"/> <input type="checkbox"/>
Dance performance	Yes No	<input type="checkbox"/> <input type="checkbox"/>	Bouncy castle/inflatable*	Yes No	<input type="checkbox"/> <input type="checkbox"/>
Facilities for making music*	Yes No	<input type="checkbox"/> <input type="checkbox"/>	Motor vehicle display*	Yes No	<input type="checkbox"/> <input type="checkbox"/>
Facilities for dancing*	Yes No	<input type="checkbox"/> <input type="checkbox"/>	Re-enactment group*	Yes No	<input type="checkbox"/> <input type="checkbox"/>
Late night refreshments (sale of hot food and/or beverages from 11pm to 5am)	Yes No	<input type="checkbox"/> <input type="checkbox"/>	Fireworks, laser and pyrotechnics display*	Yes No	<input type="checkbox"/> <input type="checkbox"/>
Charity street collection	Yes	<input type="checkbox"/>	Bonfire	Yes	<input type="checkbox"/>

	No	<input type="checkbox"/>		No	<input type="checkbox"/>
Information display	Yes	<input type="checkbox"/>	Barbeque/hog roast	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>		No	<input type="checkbox"/>
Arena displays*	Yes	<input type="checkbox"/>			
	No	<input type="checkbox"/>			

## Important Information

<b>Bold activities will require a Temporary Event Notice. To apply for a TEN please call 01395 517410.</b>	Yes	<input type="checkbox"/>	License Number
	N/A	<input type="checkbox"/>	
<b>You will need to apply directly to PRS if you are planning to have either recorded or live music at your event. Please call 02075 805544.</b>	Yes	<input type="checkbox"/>	License Number
	N/A	<input type="checkbox"/>	
<b>Do you plan to raise money for charity at your event? If so, you may need to apply for a street collection permit. Please visit or call 01395 517410.</b>	Yes	<input type="checkbox"/>	License Number
	N/A	<input type="checkbox"/>	

Please provide further details for activities marked with an asterisk:

If any of your activities are not covered in the list above, please provide details:

**Catering:** Events in the gardens must consult our cafe concessions.

Manor Gardens: Bumble & Bee ([info@bumbleandbee.co.uk](mailto:info@bumbleandbee.co.uk))

Connaught Gardens: Clock Tower Cafe ([susanskyes653@gmail.com](mailto:susanskyes653@gmail.com))

Will there be catering at your event? Yes  No

Please tick to confirm all caterers are registered with the relevant Local Authority

If you intend to provide catering yourself please specify details...

### Toilets

A number of open spaces have public toilets on site which are open from 8am until dusk. If you require extra services including public toilets to be opened longer than normal opening times, please specify:

Will you be providing portable self-contained toilets? Yes  No

If yes, please provide a site map giving details of numbers, type and location.

### Extra Services

Do you require the Council to provide any of the following during your event? There is a fee for each service required. A quotation will be given upon application.

Please note that water and electricity is not available at every site.

<b>Water supply</b>	<b>Yes</b> <b>No</b>	<input type="checkbox"/> <input type="checkbox"/>	<b>Electric</b>	<b>Yes</b> <b>No</b>	<input type="checkbox"/> <input type="checkbox"/>
<b>Herras Fencing</b>	<b>Yes</b> <b>No</b>	<input type="checkbox"/> <input type="checkbox"/>	<b>Sandbags (Pallets of 50)</b>	<b>Yes</b> <b>No</b>	<input type="checkbox"/> <input type="checkbox"/>
Please specify how many			Please specify how many		

<b>Barriers</b>	<b>Yes</b> <b>No</b>	<input type="checkbox"/> <input type="checkbox"/>	<b>Assortment of Garden Games</b>	<b>Yes</b> <b>No</b>	<input type="checkbox"/> <input type="checkbox"/>
Please specify how many					
<b>Double Litter Station</b> *Mandatory for events on the Strand	<b>Yes</b> <b>No</b>	<input type="checkbox"/> <input type="checkbox"/>	<b>Do you require deckchairs?</b>	<b>Yes</b> <b>No</b>	<input type="checkbox"/> <input type="checkbox"/>
Please specify how many			Please specify how many		

## Litter and recycling

It is the event organiser's responsibility to keep our sites free from litter. Please identify how you intend to keep the site free from litter and to clear the site following the event?

**It is not acceptable to leave waste adjacent to litter bins. Litter must be disposed of at a licensed tip or removed by a licensed contractor.**

## Car Parking

**On-site car parking is kept to a minimum to maintain open spaces in optimum condition. Agreement to on-site parking will be at the council's discretion and limited to a specified area. Parking permits may be available. Please call our car parks team on 01395 571624.**

How do you propose to accommodate visitors' / event organiser's vehicles?  
(e.g. Pay & Display via existing council car park, park and ride, on-site parking)

## Traffic management

**Please contact Devon County Council Highways department on 0845 155 1004 to obtain a road closure or parking restrictions on street.**

## Temporary structures and event equipment

<b>Portable generator</b>	Yes No	<input type="checkbox"/> <input type="checkbox"/>	<b>Gas cylinders</b>	Yes No	<input type="checkbox"/> <input type="checkbox"/>
<b>PA System</b>	Yes No	<input type="checkbox"/> <input type="checkbox"/>	<b>Staging</b>	Yes No	<input type="checkbox"/> <input type="checkbox"/>
<b>Stage barriers</b>	Yes No	<input type="checkbox"/> <input type="checkbox"/>	<b>Lighting rig</b>	Yes No	<input type="checkbox"/> <input type="checkbox"/>
<b>Crowd control barriers</b>	Yes No	<input type="checkbox"/> <input type="checkbox"/>	<b>Temporary fencing</b>	Yes No	<input type="checkbox"/> <input type="checkbox"/>
<b>Gazebo</b>	Yes No	<input type="checkbox"/> <input type="checkbox"/>	<b>Event seating</b>	Yes No	<input type="checkbox"/> <input type="checkbox"/>
<b>Marquees/Tents</b>	Yes No	<input type="checkbox"/> <input type="checkbox"/>			
<b>Approximate size of marquees/tents (please also provide a site plan) :</b>					

## Event organiser's check list

Applications will not be processed unless the following documents are submitted

- Site plan (If applicable)
- Public liability insurance certificate
- Risk assessment

## Hire Fees 2018

You will also need to submit the final event payment and deposit before the event, this will be confirmed and calculated with any additional services you may require once your application has been processed.

Below are the 2018 Event Hire Fee Charges

- Educational Awareness / Community Events : £35.20 per day
- Charity Fundraising / Small Sports Events : £35.20 per day
- Promotional / Commercial / Large Sporting Events : £151.80 per day
- Funfair – Active : £227.70 per day
- Stand Down / Set up days : £80.50 per day
- Markets : £34.50 per stall
- Farmers Market : £57.50 per day
- Electric / Water Hook Up : £25.30 per hook up
- Returnable deposit as a cheque payable to EDDC (£750.00 for large commercial events, all other events £50.00 please check amount before submitting)

Please note the council reserves the right to cancel an event at any point (see event licence for full details of terms)

Please return the application form and required documents to:

**Post:** Streetscene, East Devon District Council, Camperdown Terrace, Camperdown  
Depot, Exmouth, EX8 1EJ  
**Email:** events@eastdevon.gov.uk