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

Applications must be submitted at least **five 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**

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| --- | --- | --- | --- |
| Organisation name: |  | | |
| Main event organiser name: |  | | |
| Contact Address  & Postcode for invoicing: |  | | |  |
| Contact number for the day of event: |  | Email: |  |
| Event Deputy: |  | Contact number for the day of event: |  |

**Event Details**

|  |  |
| --- | --- |
| Name of event: |  |
| Requested Location: |  |
| **NB:** **The Strand, Exmouth** accommodates multiple events on the same day, if you require **exclusive use –** please state this in your application.  **No Bouncy Castles are permitted on The Strand.** | |

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| --- | --- | --- | --- |
| Event Type (please tick) | | | |
| Commercial (for profit) |  | Sporting Event |  |
| Community Event |  | Promotional |  |
| Funfair/Circus |  | Market |  |
| Charity event (include reg number) |  | Other (please state) |  |

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| --- | --- | --- | --- | --- |
| Dates: | Arrival time to set up: | Event start: | Event finish: | Take down by: |
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|  |  |  |  |  |
| Expected number of visitors per day: |  | Will you be charging an admission fee? |  | If yes how much? |

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| **Description of Event**:  Use this box to explain in detail all activities and parts of your event, this description will be used in the consultation process.  What happens, how visitors can take part, list all concessions invited to your event such as stalls, rides.  **If activities change after submitting this form it is your responsibility to inform the StreetScene team and seek consent for these activities**. |
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**Licensable Activities**

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

For activities marked with an asterisk please give further details of them in the event description box.

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| **Sale of alcohol** |  | Market/fete stalls |  |
| **Performance of a play** |  | Food and non-alcohol stalls (Food stalls must hold a rating of 3\* or above) |  |
| **Showing a film** |  | Face painting |  |
| **Indoor sporting event\*** |  | Sports event\* |  |
| **Live music\*** |  | Sponsored activity\* |  |
| **Playing recorded music\*** |  | Fairground rides\*  Please provide ADIPs details in description of event |  |
| **Dance performance** |  | Bouncy castle/inflatable\*  Please provide PIPA details in description of event |  |
| **Facilities for making music\*** |  | Motor vehicle display\* |  |
| **Facilities for dancing\*** |  | Re-enactment group\* |  |
| **Late night refreshments** (sale of hot food and/or beverages from 11pm  to 5am) |  | Fireworks, laser and pyrotechnics display\* |  |
| **Charity street collection** |  | Bonfire |  |
| Information display |  | Barbeque/hog roast |  |
| Arena displays\* |  |

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| Events shown in **bold** above require a Temporary Event Notice (TENs). [Apply for a temporary event notice - East Devon](https://eastdevon.gov.uk/licensing/alcohol-and-entertainment/temporary-event-notices/apply-for-a-temporary-event-notice/) | License Number |
|  |
| You will need to apply directly to PPL PRS if you are planning to have either recorded or live music at your event. [PPL PRS | TheMusicLicence | The UK's public music licensing company](https://pplprs.co.uk/) | **License Number** |
|  |
| You may need to apply for a street trading licence. Street trading is the selling of or offering to sell things in the street. A street includes:   * Any road, footway, beach or other area to which the public have access without payment. * A service area as defined in section 329 of the Highways Act 1980   [Information on how to apply for a street trading consent - East Devon](https://eastdevon.gov.uk/licensing/street-trading/information-on-how-to-apply-for-a-street-trading-consent/) | **License Number** |
|  |
| Do you plan to raise money for charity at your event? If so, you may need to apply for a street collection permit. [Apply for a charitable street collection - East Devon](https://eastdevon.gov.uk/licensing/charitable-collections/apply-for-a-charitable-street-collection/). | **License Number** |
|  |

**Catering & refreshments:**

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| If you intend to provide catering & refreshments at your event please specify details, including confirmation of which Local Authority they are registered with. The use of local suppliers is suggested.  It is the event organiser’s responsibility to liaise with our café concessions if your event takes place in the concessions area.  Connaught Gardens, Sidmouth – Clock Tower Café  Manor Gardens & Phear Park, Exmouth – Bumble & Bee/Tee |
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**Toilets**

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| 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 or additional cleansing please specify.  Please note, there may be an additional charge for this. |
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| Will you be providing portable self-contained toilets?  If yes, please provide a site map giving details of numbers, type and location. |
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**Waste and plastic consumption management**

Assess the type of waste that will be generated as part of your event, both from catering and food production, as well as from the participants. Please set out how this will be managed in order to ensure participants can follow the ethos of Reduce, Reuse and Recycle and help reduce the unsustainable use of precious resources. It is not acceptable to leave waste adjacent to litter bins. EDDC has committed to get to zero by 2040 and this extends to the companies that work with us, the companies that use of our land and hire our premises. We are asking our businesses to get involved and support us in this target.

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| How will you manage your waste generally? |  |
| What recycling measures do you have in place for disposing of waste – cardboard, food etc.? |  |
| Please note, all event waste must be removed by an authorised company who is licenced to do so.  Please detail who will be carrying out this for you. |  |
| 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 |  |
| Do you have an environmental policy or commitment to a standard already in place?  If so, please share this with us. |  |
| What plastic items will be used at your event? |  |
| How are you looking to reduce, minimise or avoid single use plastic? What alternatives will you be using? |  |
| What procedure do you have in place to dispose of single use plastic? |  |
| How will you manage the disposal of all plastic items used? |  |

**Car Parking & Transport**

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.

Please contact Devon County Council Highways [Special Events on the Highway (Charity events, celebrations or processions) - Roads and transport (devon.gov.uk)](https://www.devon.gov.uk/roadsandtransport/make-a-request/temporary-traffic-restrictions/special-events/special-events-on-the-highway/) to obtain a road closure or parking restrictions on street.

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| --- | --- |
| How to you propose to accommodate visitors’ / event organiser’s vehicles?  (e.g. Pay & Display via existing council car park, park and ride, on-site parking) |  |
| What action have you taken to encourage the use of public transport? |  |
| Have you taken the impact of additional parking into account, and what provisions have been made for this? |  |

**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 tick and provide details of how many you require.

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

|  |  |
| --- | --- |
| Water supply |  |
| Electric |  |
| Crowd control barriers |  |
| Double Litter Stations |  |
| Sandbags (pallets of 50) |  |
| Deckchairs (maximum of 75 depending on site) |  |
| Plastic chairs (maximum of 50 depending on site) |  |
| Assortment of garden games |  |

**Temporary structures and event equipment**

If you are having any of the below at your event, please include approximate size, and ensure they are located on your site plan.

|  |  |
| --- | --- |
| Portable generator | Please indicate which fuel you will be using. |
| Gas Cylinders |  |
| PA System |  |
| Staging |  |
| Stage barriers |  |
| Lighting rig |  |
| Crowd control barriers |  |
| Temporary fencing |  |
| Event seating |  |
| Marquees/tents |  |
| Gazebos |  |

**Event organiser’s check list**

**Applications will not be processed unless the following documents are submitted:**

☐ Public Liability Insurance certificate, stating you are covered for the event for a minimum of £5 million, certain events such as any water based activities require £10 million worth of cover.

☐ Risk assessments and safety paperwork, such as ADIPs for funfair rides

☐ £40 non-returnable admin fee to secure your date (if not already received)

☐ Site plan

**Hire Fees 2022**

Our current land hire fees are available [here](https://eastdevon.gov.uk/parks-gardens-and-recreation/events-filming-and-photography/organise-an-event-on-council-land/event-fees-20222023/#article-content).

**You will 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.

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

Please return the application form and required documents to: [events@eastdevon.gov.uk](mailto:events@eastdevon.gov.uk)

Events team

East Devon District Council

Camperdown Depot

Camperdown Terrace

Exmouth

EX8 1EJ

**Conditions of Hire**

A completed booking form should be sent together with a risk assessment, public liability cover for at least £5 million and a site plan.

All event bookings are subject to availability and the Council’s policy, operating guidelines and attached conditions of hire. Once an application has been submitted, checks are made to ensure that the relevant paperwork and licenses are in place and permission for the event can be granted.

**Resources:**

<https://www.eventsindustryforum.co.uk/>

<https://www.hse.gov.uk/simple-health-safety/risk/>