



Car Parks Event Application Form.

Application for an event in a Worcester City Council car park. [Worcester City Council [Off-Street] Parking Places Order 2009.]

Please read the below carefully and ensure you have answered every question and supplied the information requested; failure to do so may render your application invalid.

- 1: Please use this form if you wish to apply for an event in a Worcester City Council car park.
- 2: This may not be the only application you will need to make in order to hold your event. You may be contacted if you do need any further permission[s].
- 3: Worcester City Council must receive your application in good time for it to be considered and processed. Worcester City Council will consider applications, provided a minimum of **one month's notice is given.**
- 4: Applications may be posted to **Worcester City Council, Worcester Museum & Art Gallery, Foregate Street, Worcester, WR1 1DT.** for the attention of the Parking & Enforcement Services Manager.[or] e-mail parkingoffice@worcester.gov.uk
- 5: Please make sure you supply all the information requested on the form. To prevent delay please enclose the following with your application.
 - [a] A plan of your event showing the car park concerned.
 - [b] A copy of your certificate of public liability insurance.*
 - [c] A copy of your risk assessment.
- 6: Worcester City Council cannot guarantee either that permission will be granted or more than one event per car park, per calendar year will be permitted at the same location. A event permission will only be granted subject to the following:-
 - [i] You [the organiser[s]] must pay to the Worcester City Council the full costs of any damage[s] to the car parks surface[s] or furniture or other loss or damage[s] suffered by it and of any claims made against it as a result of granting the event permission and which arise from your negligence or [if you represent an organisation] the negligence of your organisation's members or officers or persons associated with it.
 - [ii] Any Traffic Regulation Order or other statutory provision which is currently in force in the road[s] leading to and from the car park will remain in force during the event specified.
 - [iii] You agree to clean the car park or bear the costs of cleaning the car park, [if appropriate], in order to return it to its condition prior to the event taking place.
 - [iv] You abide by the guidance notes issued by Worcester City Council at the end of this application.
- 7: I confirm that all the information contained in the below application is true to the best of my knowledge and belief and that I am at least 18 years of age. I agree that Worcester City Council may distribute to third parties and use publicly any of the information provided within this application. I have read the conditions above and agree to accept and observe them if the application is approved.

Signed:

Print Name

Date:

* Worcester City Council advises events organiser[s] to obtain Third Party Public Liability Insurance. Details may be obtained from most insurance providers or at www.streetparty.org.uk or www.thebiglunch.com

Note: You need to tell the Council about your planned event to minimise impact on traffic flow and to ensure that any disruption to normal life is kept to an absolute minimum and to ensure there are alternative routes for both traffic and pedestrians as well as making sure it does not create traffic problems elsewhere as a result.

1. Applicant or Organiser Details

Contact Name:.....

Name of organisation.....

Contact Address [incl. Post Code].....

.....

Telephone Number.....

Mobile.....

E-mail.....

2: Event Details

Please provide a full description of the event and estimated number of vehicles and people attending.

Do you intend to place any stall / marquee / tent / stage / other structure in the car park[s] to be used? If yes, please provide brief details.

Please note that the sale of alcohol is strictly prohibited at all times..

Will you be advertising or promoting your event beyond the car parks[s] to be closed? Such as on social media or periodicals/ press local media If yes, please provide brief details.

Has this event run previously either in Worcester or elsewhere? Yes / No?

Worcester / Elsewhere [if not Worcester where was it held?]

Is this a Charity event? Yes / No. Charity Registration Number:.....

Note:

Worcester City Council makes no guarantee as to the suitability of the car park for your event and does not undertake to clear it of parked vehicles or obstructions prior to the event taking place. In order to guarantee a car park clear of other cars the appropriate daily fee and / or approval would be required in advance. [Details available on request.]

3. Name / Location Of Car Park.

4. If you plan to only use part of the car park where will the event begin and end?

Begin at: End at:

5. Date of event: Starts at a.m./p.m. Ends at a.m./p.m.

6. Will you need to enter prior to the event to set up? Yes / No: At a.m. / p.m.

7. Will any income for a club / organisation be raised from your event? Yes / No.

8. Is it free to enter? Yes / No Admission Price =

9. Please provide a brief plan below showing the extent of the event.

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10.

Routes to & from Event

Please indicate your suggested routes for vehicles attending the event. Is it likely that large numbers of vehicles attending will cause congestion on the roads network? Consult the Police for Traffic advice.

Yes / No.

Suggested routes are;

It is the responsibility of the organiser[s] to erect any necessary barriers to separate vehicles from pedestrians and any signs to indicate the event including those offering alternative car parks, details of which will be included on the Event Permission. Also, each barrier must be supervised and maintained at all times by a person/steward clearly identifiable under your control.

11. What arrangements [if any] have you made for the placing and supervision of barriers, cones or diversion signs?

12. Please give a brief list of any properties potentially affected should your event fill the car park and it not be available for the general public. This means any property, residential or Commercial, which is located on or accessed only by the roads[s] adjacent to your event – e.g. Any Street numbers 1 – 99 and numbers 2 – 98

13. Are you aware of any existing objections or concerns to your application and event taking place

Yes / No.

You must forward to Worcester City Council without delay details of any objections that you become aware of. Objections may be resolved through discussions between the objector and organiser. Both objector and organiser may consult with Worcester City Council for advice.

Please tick all that apply to your event.

- Barrier / Fencing.
 - Toilets.
 - Power supply.
 - Stalls / Concessions.
 - Portable staging.
 - Marquees.
 - Food or drink provision.
 - Entertainment.

- Additional lighting.
 - Moto-cycles.
 - Animals.
 - Portable generators.
 - Post event cleaning.
 - Large / Heavy vehicles.
 - Litter collections.
 - Stewards.

14. Has a safety advisory group [sometimes called a SAG] been established?

Yes / No

15. If so please provide details.

16. What are your First Aid arrangements.

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 risk and Insurance Section. Under no circumstances shall this be less than £5 million and the Council reserves the right to require a higher limit if deemed necessary.

17. Organisers will be required to produce evidence of insurance cover and will be requested to produce copies of insurance and risk assessments for any exhibitors, performers, subcontractors, caterers etc. whom they have instructed/authorised to appear at the event.

Name and address Of Insurers:

Policy Number:

Expiry date:

18. Have you completed a risk assessment for your event?
If yes please attach it to your application.

Yes / No.

19. Please advise on how the requirements of the Disability Discrimination Act will be met.

Guidance For Completing The Form.

Applicant or organiser details.

Please ensure that you provide all the information asked for, if you represent a group such as a club please state it`s name. Be sure to supply contact details that are current in order that any queries the council has as a result of your application can be checked without undue delay.

If you have a relevant webs-site this will provide the Council with useful back ground information to assist in deciding whether to approve the event or not.

For Office Use Only.

Date Application Received	Approval to Organiser	Approved by;
Date of Event	Date	Date

Organised Events & Noise.

Hopefully, people attending will enjoy your organised event and may be from the immediate area so there will not be anyone to disturb. However, due for a variety of reasons not everybody may want to be involved or to hear other people creating noise for extended periods.!

If there are residential properties nearby, please consider the below to ensure that the event is a complete success.

- Notify any near neighbours or anyone else you feel would benefit from knowing your event is to take place, the time it will finish and a contact name and telephone number [mobile] for them to contact if they are disturbed or worried about the noise levels.
- Carry out regular checks outside your event to ensure that noise is not causing any disturbance to nearby residents or properties, if it is then **TURN DOWN THE VOLUME!!**
- The acceptable level of noise in the middle of the day or early evening might not be as acceptable to people late in the evening or early or late at Therefore make sure noise levels are lowered later in the evenings when children or other residents are trying to sleep.
- Make sure that the event does not spill beyond the designated area or location and when people leave make sure they respect others privacy and leave quietly and safely and in a manner that does not attract adverse attention or publicity.
- Consider any nearby properties that could specially be affected, such as schools, hospitals or elderly persons housing.

We do hope your event goes well and if you have any further queries please contact Worcester City Council on 01905 722233 or visit www.worcester.gov.uk

Notes: