**All applications and full supporting documentation to be submitted a minimum of 12 weeks before the date of the proposed event otherwise approval cannot be guaranteed.**

**About you**

|  |  |
| --- | --- |
| Name of Organisation |  |
| Contact Name |  |
| Contact Address |  |
| Contact Telephone Number |  |
| Contact E-mail Address |  |

**About the Event**

Please provide as much information as possible and attach any relevant documentation or additional pages.

|  |
| --- |
| Where would you like to use? (**please attach map or plan of location site(s)**) |
| Title/Description of Event i.e. Fun Day, 5k Marathon/Run, Filming Request |
| Details of the event/usage: |
| Is this a charity event? Yes/No |
| If yes, please provide the registered charity number. Confirmation is required that this a non-profit making event and all proceeds will be given to charity.  Charity No:  Name of Charity: |
| Is this an annual/repeat event? Yes/No |
| If yes – please quote the reference number of the previous Council approval.  Council Ref No : |

|  |  |
| --- | --- |
| Date of Event |  |
| Start and end times (including set up and take down) |  |
| How many people will be attending? |  |
| Have you received Council funding towards your event? |  |
| Is there an entry fee for your event?  If so – how much per person? |  |

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

Food vendors Yes/No

Stalls selling other products Yes/No

Live/recorded music or entertainment/PA Yes/No

Generators Yes/No

Inflatables/fairground equipment Yes/No

Fireworks Yes/No

Staging Yes/No

Gas Yes/No

Public/portable toilets Yes/No

Alcohol Yes/No

Animals Yes/No

If the answer to any of the above is yes the Council will require further information, should permission be granted.

**Have you applied or do you intend to apply for any statutory approvals or**

**licences e.g., public entertainments licence, road closure order?** Yes/No

**The Council will require the following for all events:**

* **Public Liability Insurance – Level of Cover £10m**
* **A risk assessment – for all events**
* **Event Management Plan – for larger events**
* **Map or Plan of Location**
* **List of any vendors/traders and evidence that they are registered with their local Council. Traders/Vendors must also provide evidence of their Public Liability Insurance and Risk Assessment**

If these are already in place, please provide copies with your application. If they are not already in place, these will be required as a condition of use.

Please return this form with the relevant documentation to the email address or the postal address below.

[landand.property@causewaycoastandglens.gov.uk](mailto:landand.property@causewaycoastandglens.gov.uk)

Land and Property Section

Causeway Coast and Glens Borough Council

66 Portstewart Road

COLERAINE

BT52 1EY

Telephone number for enquiries: 028 7034 7075 or mobile number 07752562643

Information on requests for use of Council land for events and the Land and Property Privacy Notice can be viewed on Council’s website using the link below:

<https://www.causewaycoastandglens.gov.uk/council/land-and-property>

Council has produced a very useful document to assist with planning your event which is available to download from Council’s website using the link above.:

“Event Management – A Guide for the Planning and Organisation of Community Festivals and Other Events”

I confirm that the information provided on this form is to the best of my knowledge accurate and correct.

Signed:

Date:

Position within Organisation:-