North Devon Council Place Property Regeneration  
PO Box 379 Barnstaple EX32 2GR   
Telephone 01271 388281

# Application for Amenity Event

Please ensure you read the accompanying guidance notes, as incorrect completion will delay the processing of your application. **Submit within 21 days of the event.**

## **1. Contact Name and Address**

Title:  
  
First name:  
  
Middle name(s):  
  
Last name:  
  
Address:  
  
  
Postcode:  
  
Mobile No:  
  
Home No:  
  
Work No:  
  
Email:  
  
  
Fax:

## 2. Organisation / Individual Holding the Event

The information provided should be the person, company, association or charity with public liability insurance to the value of £5,000,000.  
  
Name:   
  
Address:  
  
Postcode:  
  
Charity No:  
  
Company No:  
  
Head office Address:

## 3. Event Details

Name of the event:  
Venue for the event:

(Please outline in red the area required on the attached plan)

Please give details of previous use of venue by the same event or organisation:

Date(s) required:  
(Please state the day and if it is to be repeated weekly or monthly)

Time(s) required  
From:  
To:

## 4. Describe what you wish to do at your event:

**Plastic Free North Devon**The Council, as a partner in the Plastic Free North Devon Consortium, is urging all event users to consider reducing single-use plastic usage and implementing recycling facilities.

Will the public be admitted: Yes  No

Will the public be participating: Yes  No

Will the public be charged a fee: Yes  No

Please state the time(s) here if you need to be at the venue earlier to set up before the event:

If setting up needs to be the night before, please give details of organised security over night:   
  
  
Will a notice or sign be required to indicate the car park or venue will be closed:  
  
Yes  No

If Yes, a copy must be provided with the application of such notice or sign, if necessary the Council will provide guidance to the organiser to do this.

Will anybody need to sleep at the venue:

Do you need to exclude the public for safety:   
  
Please state the time here if you need to be at the venue later to clear up after the event:

Do you need to exclude the public for safety:

| **Item** | **No** | **Yes** | **Number** | **Details** |
| --- | --- | --- | --- | --- |
| **Vehicles** |  |  |  |  |
| **Mobile Units** |  |  |  |  |
| **Stalls** |  |  |  |  |
| **Awnings/Gazebos** |  |  |  |  |
| **Goods** |  |  |  |  |
| **Trade Stands** |  |  |  |  |
| **Food & Drink** |  |  |  |  |
| **BBQ/Cooking** |  |  |  |  |
| **Advertisements** |  |  |  |  |
| **Machinery** |  |  |  |  |
| **Animals** |  |  |  |  |
| **Bicycles** |  |  |  |  |
| **Collecting donations** |  |  |  |  |
| **Raffles** |  |  |  |  |
|  |  |  |  |  |

## 5. Special Items

The following items need special consideration. You will probably need to have them set up by professionals with their own insurance. You must consider them separately in your risk assessment. Please state if you need any of these and how many:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **No** | **Yes** | **Number** | **Details** |
| **Marquee** |  |  |  |  |
| **Stage** |  |  |  |  |
| **Bouncy Castle** |  |  |  |  |
| **Fireworks** |  |  |  |  |
| **Fairground Rides** |  |  |  |  |
| **Fires** |  |  |  |  |
| **Electrical** |  |  |  |  |
| **Audio Equipment** |  |  |  |  |

## 6. Other Licensed Activities

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **No** | **Yes** | **Details** |
| **Recorded Music** |  |  |  |
| **Background Music** |  |  |  |
| **Dance / Fitness Routine** |  |  |  |
| **Background Radio** |  |  |  |
| **Live Music or Bands** |  |  |  |
| **Bandstand Concert** |  |  |  |
| **Dancing** |  |  |  |
| **Other** |  |  |  |
| **Alcohol** |  |  |  |

PRS Licence:  If yes, provide the licence number:

(Performing Rights Society)

PPL Licence:  If yes, provide the licence number:

(Phonographic Performance Limited)

You will need to contact the Council’s Licensing Team to organise the following

Temporary Events Notice:

(If you are having any of the above, and less than 500 people attending, you must serve a Temporary Events Notice)

Entertainment Licence:

(If you are having any of the above, and less than 500 people attending, you will need to have an Entertainment Licence from the Council)

Provide any other information that you need to provide or you did not have room for on previous pages:

## 7. Amenity Event Licence Application Checklist

Make sure you have included: 🗹 Not

The risk assessment for the event

A copy of the Public Liability Insurance policy and certificate  
(This must be valid for the date that the event will be held)

If the policy is not in your name, a certificate or letter from the insured party stating that the event will be covered by the insurance is needed

The outlined plan showing the required area for the event

Copies of any licences or notices/signs referred to in this form

Copy of any risk assessments / method statement

You will be invoiced for the event fee and venue fee if applicable

## **8. Declaration**

By signing and submitting this form You are agreeing that You want a licence from North Devon District Council to use their land for Your Event and that You agree to be bound by the terms of that licence as summarised in the guidance sheet sent to You with this form. You confirm that You accept You will have to indemnify the Council against any claims and losses We incur because of Your Event, and that You have Insurance to cover this. You confirm that You have the authority to bind the organisation named on the insurance documents to this indemnity and the authority to sign the licence on their behalf.

Signed  
  
Name:  
  
Date:

## Accessibility and readability

If you require this form in large print, Braille or on audio tape, or in another language please contact Customer Services on 01271 327711 or   
e-mail [customer.services@northdevon.gov.uk](mailto:customer_services@northdevon.gov.uk)

## Data Protection

North Devon District Council is the Data Controller.

This information is being collected for the purpose of issuing an amenity licence, but may be used for the wider purpose of the Council’s licensing activities, leisure & cultural services and Health & Safety.

When you complete this application form you are providing your consent for the Council to hold and use personal information for this purpose.

The information you provide may be disclosed within the North Devon District Council offices.

**Official Use Only**

**Section 1.**

**Section 2.**   
  
The risk assessment for the event

**Section 3.**   
  
A copy of the Public Liability Insurance policy and certificate   
(This must be valid for the date that the event will be held)

**Section 4.**   
  
If the policy is not in the name of applicant– a certificate or letter from the insured party stating that the event will be covered

**Section 5.**   
  
The outlined plan showing the required area for the event

**Section 6.**   
  
Copies of any licences or notices referred to in the form

**Section 7.**   
  
Copy of any risk assessments/method statement from outside body

**Section 8.**   
  
Application Fee

Signed  
  
Name:

Date: