

North Devon Council  
Place, Property and Regeneration  
PO Box 379, Barnstaple, Devon, EX32 2GR  
01271 388377  
AmenityEvents@northdevon.gov.uk



## Application for an Event on Council Land

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

*Licence Fee as of 1 April 2025 £36.00 per licence, this increases annually.*

### 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 listed on the Public Liability Insurance to the value of £5,000,000.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_



## 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

Do you need to be at the venue earlier in order to set up: Yes  / No

*If applicable, please state the time(s):* \_\_\_\_\_

*If the set-up is required the night before the event, please provide details of the overnight security arranged:* \_\_\_\_\_

Do you need to be at the venue after the event in order to clear up: Yes  / No

*If applicable, please state the time(s):* \_\_\_\_\_

Will a notice/sign be required to indicate the venue will be closed: Yes  / No

*If yes, please provide a copy of the notice/sign within this application form.*

Will anybody need to sleep at the venue: Yes  / No

Do you need to exclude the public for safety: Yes  / No

## 5. Special Items

Item(s)	No	Yes	Quantity	Details
Vehicles				
Mobile Units				
Stalls				
Awnings				
Gazebos				
Goods				
Trade Stands				
Food				

BBQ or Cooking				
Advertisements				
Machinery				
Bicycles				
Collecting donations				
Raffles				

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

Item(s)	No	Yes	Quantity	Details
Marquee(s)				
Stage(s)				
Bouncy Castle(s)				
Fireworks				
Fairground Ride(s)				
Fire(s)				
Electrical Equipment				
Audio Equipment				

## 6. Other Licensed Activities

Item(s)	No	Yes	Quantity	Details
Recorded Music				
Background Music				
Dancing or Fitness Routine				



## 7. Amenity Event Licence Application Checklist

Document	Yes	No
The risk assessment for the event		
A copy of Public Liability Insurance <i>(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)</i>		
A plan showing the venue <i>(outlined in red)</i>		
Copies of any licences, notices or signs referred to in this form		
Any other risk assessments or documents you feel		

## 8. Declaration

By signing and submitting this form you are agreeing that you require 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 the 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: \_\_\_\_\_

## 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. The information you provide may be disclosed within the North Devon District Council offices. When you complete this application form you are providing your consent for the Council to hold and use personal information for this purpose.

## Accessibility and Readability

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