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Description automatically generated**

**REQUEST TO USE COUNCIL LAND**

Before completing this form, please familiarise yourself with section 10 of the Council’s Land and Property Policy which sets out the principles applicable to land requests and the procedure that Council will follow when determining whether to grant approval to such requests and whether a fee is applicable.

**Please note the notice periods for making a request.** This will usually be at least 6 weeks before the required use but will be 3 months for larger events such as markets and funfairs and 6 months for major events such as concerts.

The Land and Property Policy can be viewed here: [Council land and property | Ards and North Down Borough Council](https://www.ardsandnorthdown.gov.uk/about-the-council/publications/council-land-and-property)

**Section One: About you**

|  |  |
| --- | --- |
| Name of Individual |  |
| Name of Organisation on whose behalf application is made (if applicable) |  |
| Contact Name |  |
| Contact address/email address |  |
| Contact telephone number |  |

**Section Two: About your event/request for land use**

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

|  |  |
| --- | --- |
| Where would you like to use? (Please attach map or plan if appropriate) |  |
| What is the event/usage request? |  |
| Date of event/usage request |  |
| Start and end times (including set up and take down) |  |
| If an event, how many people do you think will be attending? |  |
| Have you received/applied for Council funding towards your event/usage request? |  |

**Section Three: Event Details**

Please complete this section if you are requesting the use of land for an event.

**Do you intend to use or have any of the following at your event? (Please circle yes or no)**

|  |  |  |
| --- | --- | --- |
| 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 |
| Staging | Yes | No |
| Gas | Yes | No |
| Public toilets | Yes | No |
| Portaloos | Yes | No |
| Alcohol | Yes | No |
| Animals | Yes | No |

If the answer to any of the above is yes, please provide further information below.

|  |
| --- |
|  |

**Have you applied or do you intend to apply for any statutory approvals or licences e.g., public entertainments licence?** Yes/No

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

* Public Liability Insurance
* A Risk Assessment
* Event Management Plan
* List of any vendors/traders and evidence that they are registered with their local Council.

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.

An Event Management Toolkit and template Event Management Plans and Risk Assessments are available through the Council’s website: [Event Management Toolkit | Ards and North Down Borough Council](https://www.ardsandnorthdown.gov.uk/business/event-management-toolkit) . Please note that you do not have to use the templates provided as these are intended for guidance only and you may use your own template.

In accordance with the Council’s Land and Property Policy, charges may be applied for the use of land. Further details on these charges can be found in the policy, available here [Council land and property | Ards and North Down Borough Council](https://www.ardsandnorthdown.gov.uk/about-the-council/publications/council-land-and-property)

or may be obtained by contacting [landrequests@ardsandnorthdown.gov.uk](mailto:landrequests@ardsandnorthdown.gov.uk)

Some Council services and equipment may be available to hire on a first come, first served basis. For more information on availability and prices please contact [wtsreception@ardsandnorthdown.gov.uk](mailto:wtsreception@ardsandnorthdown.gov.uk) for bins, litter pickers or cleansing services.

**Section Four: Signature**

I confirm I am aged 18 years or above and that the information provided on this form is to the best of my knowledge accurate and correct. If I am signing on behalf of an organisation, I confirm that I have the full authority from the organisation to sign for and on behalf of it.

|  |  |
| --- | --- |
| Signed: | Date: |
| For and on behalf of (organisation name) |  |