



**AMBER VALLEY  
BOROUGH COUNCIL**

**Ref No:-**

**APPLICATION TO ORGANISE AN EVENT ON  
COUNCIL LAND**

**PLEASE NOTE THAT THIS APPLICATION MUST BE SERVED ON THE  
COUNCIL NO LATER THAN 3 MONTHS PRIOR TO THE EVENT.**

**A PREMISES**

1. Title of Event \_\_\_\_\_

2. Nature of Event \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Date of Event \_\_\_\_\_

4. Name and address of event location

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

5. Owner of the land \_\_\_\_\_  
\_\_\_\_\_

6. Has the owner given his/her consent? YES  NO

6A. Have you attached a copy of this consent? YES  NO

7. Number of people expected to attend the event

8. Do you intend to charge the public an admission fee to attend the event?  
YES  NO

**APPLICANT**

9. Have you organised a public event before? YES  NO

10. Your full name

11. Title  MR  MRS  MS  MISS

OTHER

12. Position

13. Your private address

14. Your daytime and evening telephone number  
Daytime:-

Evening:-

15. Your date of birth

**C EVENT**

16. Will any of the following activities take place?
- Sale/supply of alcohol
  - Music and Dancing
  - Music Entertainment only
  - Sports events
  - Plays
  - Films
  - Late Night Refreshment

17. What are the proposed times for the event? (please state am or pm) (only use the last two columns if there is to be a break in the event).

| DAY       | FROM | TO | FROM | TO |
|-----------|------|----|------|----|
| Sunday    |      |    |      |    |
| Monday    |      |    |      |    |
| Tuesday   |      |    |      |    |
| Wednesday |      |    |      |    |
| Thursday  |      |    |      |    |
| Friday    |      |    |      |    |
| Saturday  |      |    |      |    |

18. Does the Premises Licence cover ALL of the activities you wish to hold? (A licence is required for the sale by retail of alcohol for consumption on/off the premises, the supply of alcohol, the provision of plays, films, indoor sporting events, boxing or wrestling, live music, recorded music, dancing or late night refreshment.)

YES

NO



N.B. If any proposed activity is not authorised by the Premises Licence you **MUST** contact the Licensing Section as further applications will be needed.

19. Please give details of any public consultation or advertising done

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20. Please give a contact name and number of the person in charge who can be contacted on site during the event

Contact Name

Contact Number

21. Please give details of consultations with the Police

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## **D EVENT PLAN**

### **Planning your event**

22. Outline the timetable for the event (including the proposed set up and clear up times) \_\_\_\_\_

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23. Is it necessary to close any roads? If so please state if you need to close a bus route.

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### **Location Plans**

24. The following plans must be submitted with your application:

#### **Locality Plan**

This plan should show the exact location of the venue including the main access/egress roads, the internal traffic routes, and the distance from and location of any adjacent residential or commercial premises.

#### **Site Plan**

This plan should detail the location of the following:-

- Event control centre
- Means of escape
- Position of fire fighting equipment
- Assembly point for emergency services
- First aid
- Arena
- Stage
- Crowd barriers or turnstiles
- Seating arrangements for seated audience,
- Side stalls
- Catering units
- Marquees
- Toilets
- Viewing area for the disabled
- Signage
- Refuse receptacles
- Parking.

(NOTE: Both plans must be to scale 1:200 or include accurate site measurements.)

## Health, Safety and Welfare

25. Number of toilets (WC) washhand basins (WHB) and urinals to be provided.

| Male   | Female | Disabled |
|--------|--------|----------|
| WC     | WC     | WC       |
| Urinal | WHB    | WHB      |
| WHB    |        |          |

26. Toilets to be supplied by \_\_\_\_\_

27. Is hot water provided at the washing facilities? YES  NO

28. Is the sanitary accommodation served by mains drainage? YES  NO

29. If **not** what are the proposed arrangements for drainage? \_\_\_\_\_

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30. Will a supply of drinking water be made available? YES  NO

31. If **YES**, state the source of the water supply.

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32. What arrangements are there for first aid provision (inc. number of first aid personnel and facilities)

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33. What are your arrangements for collecting and disposing of refuse from the event?

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34. What are your arrangements for sign posting services for the event e.g. toilets first aid etc?

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35. Is there a designated area for lost children, lost property, confiscated items or a meeting point? (state which).

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36. Details of any amusement devices, e.g. fair rides and bouncy castles.

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37. Details of any special effects to be used, including fireworks or lasers, and times of operations

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38. Details of any seating/staging, ie to conform to British Standard and/or Building Regulations.

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39. What facilities are available for visitors with special needs?

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40. How will you control the numbers of people attending the event? Do you propose to issue tickets and/or a programme? (state which)

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41. Number of stewards to be provided by organiser. \_\_\_\_\_

42. Outline the structure of the stewarding arrangements (eg who does what, including the licensee, person in control, and stewards). Please also detail the following for the stewards.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

43. Identify what kind of communication systems will be used for:

\* Stewards/staff \_\_\_\_\_

\_\_\_\_\_

\* To the public \_\_\_\_\_

\_\_\_\_\_

\* As a 'back up' system \_\_\_\_\_

\_\_\_\_\_

44. Detail the emergency procedures for the event

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

45. If you will use crowd control barriers or turnstiles please give the details of their construction.

\_\_\_\_\_

\_\_\_\_\_

46. What certification will be provided for the structural safety of the stage or other temporary structures?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

47. What provision is there for lighting and emergency lighting? (please include details of the power source for the emergency lighting)

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48. What electrical installations will be on site? (eg sound, stage lighting, and general site lighting etc)

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49. Will the power be provided by a mains electrical supply or generators? (please give details)

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50. What type of fuel will be used for the generators, and where will it be stored?

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51. Identify the competent person(s) responsible for overseeing the electrical installation:

Name

Address

|                |
|----------------|
|                |
|                |
|                |
| Postcode _____ |

Telephone No

52. Please give details of the name and address of the person to be present during the event to maintain electricity

Name

Address

|  |
|--|
|  |
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|  |

Postcode

Telephone No

53. What systems do you have in place to ensure that all electrical equipment used on the site has been adequately maintained?

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### Fire Fighting Arrangements

54. Will you have any trained fire marshals? YES  NO

If **YES** how many? \_\_\_\_\_

55. If you propose to have either tented structures and/or marquees on the event site, please give details of size (in metres), number of exits, lighting arrangements etc.

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56. Do the above comply with the relevant British Standards for fire retardance? (certificates will be required)

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57. Do you propose to have any curtains, drapes, flowers etc? If so please give details.

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**Food Hygiene**

58. Please state the name, address and telephone number of all food providers (including any drink) with details of the type of food available (even if the food or drink is not sold.)

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59. Please state the details of the Local Authority with which any food provider is registered.

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**Noise**

60. What type of entertainment will take place at the event i.e. acoustic, live or recorded?

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61. Please give details of any sound amplification system to be used, eg background music or public address system.

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62. Please state the dates and times of the different elements of the entertainment

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63. Please give details of the construction of the building or structure housing the event

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## **E CONDITIONS**

1. No licensable activity shall be permitted to take place on the licensed premises unless 3 months prior notice is given in writing to the Council's Pollution Section, Derbyshire Constabulary, local ward members and interested parties living within 100 metres of the perimeter of the premises.
2. Where the Licensee wishes to carry out any licensable activity itself, no such activity shall be permitted to take place on the licensed premises unless:
  - a. a written application is submitted to the Council's Chief Executive (in such form and with such accompanying documentation and risk assessments as the Chief Executive sees fit) at least 3 months prior to the proposed activity
  - b. the Licensee has agreed in writing to comply with any additional conditions imposed by the Council's Pollution Section or the Police and
  - c. the Chief Executive has indicated to the Licensee in writing that the application has been approved
3. Where any person or body other than the Licensee ('the User') wishes to carry out any licensable activity, no such activity shall be permitted to take place on the licensed premises unless:
  - a. a written application is submitted to the Licensee by or on behalf of the User (in such form and with such accompanying documentation and risk assessments as the Licensee sees fit) at least 3 months prior to the proposed activity
  - b. the User has agreed in writing to be bound by any additional conditions imposed by the Council's Pollution Section or the Police and
  - c. the Licensee has indicated to the User in writing that the application has been approved.

**In addition to the conditions above the following conditions apply to licensable activities held at Crossley Park, School Lane Ripley:-**

4. The sale or supply of alcohol and the provision of late night refreshments are not permitted.
5. The terminal hour for regulated entertainment shall be 2100 hours and the premises shall close to the public no later than one hour after the terminal hour for licensable activities.

**F DECLARATION**

I declare all the information I have given is correct.

Applicant's signature

Date

**CHECK LIST**

Please tick the boxes to indicate what else you have sent with your application form.

Fee ( if applicable)  
(made payable to Amber Valley Borough Council)

Locality Plan

Site Plan

An electrical test certificate for all equipment.

Fire retardance certificates for any marquees/big tops.

Gas test certificates for any food providers.

Public Liability Insurance cover note, minimum of **Five** million pounds.

## **WHAT YOU NEED TO DO**

**If the event is to be held on a park or open space land please send this application to:**

Amber Valley Borough Council, Borough Services Department, Landscape Services Section, P.O Box 18, Town Hall, Ripley Derbyshire

**If the event is to be held in a town centre or on a street please send this application to**

Amber Valley Borough Council, Borough Development Department, Town Centre Section, P.O. Box 18, Town Hall, Ripley Derbyshire.

**The application must be received at least 3 months before the proposed event.**

**(If the organiser of the event is also the Licensee, this form should be sent to the Council's Legal Department for the approval of the Chief Executive.)**

## **WHAT THE LICENSEE WILL DO**

**The Licensee will circulate the application to:-**

Amber Valley Borough Council, Environmental Services Department, Health and Safety Section, P.O. Box 18 Town Hall, Ripley, Derbyshire DE5 3TU.

Amber Valley Borough Council, Environmental Services Department, Pollution Section, P.O. Box 18 Town Hall, Ripley, Derbyshire DE5 3TU.

Amber Valley Borough Council, Environmental Services Department, Food Safety Section, P.O. Box 18 Town Hall, Ripley, Derbyshire DE5 3TU.

Derbyshire Constabulary, 'A' Division Licensing Office, Heanor Police Station, Godfrey Street, Heanor, Derbyshire DE75 7GD

Derbyshire Fire and Rescue Service, East Area Office, Derby Road, Ilkeston, Derbyshire DE7 5EZ (where appropriate)

Emergency Planning Department, Chief Executives Office, Derbyshire County Council, County Hall, Matlock, Derbyshire DE4 3AG (where appropriate)

**The Licensee will also write to:**

The local ward member(s)

Interested parties in the vicinity of the site