

Affpuddle & Turnerspuddle Parish Council

Policy on hiring out Briantspuddle Amenity Car Park for holding an event

Adopted November 2016 (revised October 2018)

Objectives

- To ensure that event organisers are adequately insured for the event.
- To ensure that the health and safety risks associated with the event have been fully considered by the organisers and steps taken to mitigate the risks identified.
- To ensure that events do not clash or interfere with other uses of the car park authorised by the Parish Council.
- To ensure an open and transparent process equally accessible to all amenity groups across the Parish.
- To maintain control over the use of the car park in the interest of good community relations. It is recognised that events held in the car park could cause a nuisance in terms of noise and on street parking issues. Permission for up to 12 events per year is envisaged.
- To ensure that the terms and conditions of use/ hire of the car park have been agreed between the hirer and the Parish Council.

Making an Application

Applications should be made in writing to the Parish Clerk at the address below, at least 7 days in advance of the next Parish Council meeting¹ before the event. If an applicant has not been able to give as much notice as this due to exceptional circumstances, he/she should consult the Parish Clerk on the possibility of fast-tracking the application.

Applications should contain:

- A short description of the event, including the proposed date together with the start and end time.
- A risk assessment for the event, using the template attached, to include an assessment of the safety and disturbance risk to adjacent residencies.
- Evidence of appropriate insurance cover. A minimum of £10,000,000 public liability cover is required.
- A signed copy of the Parish Council's Standard Terms and Conditions. A copy is attached.

Grant or Refusal of Permission

- The application will be considered at the next Parish Council meeting, following receipt of the application. If fast-track procedure is sought (see above), this will be arranged by the Parish Clerk with the Chair or Vice-Chair, or in their absence another suitably-experienced councillor.
- Each proposal will be considered on an individual basis and charges may apply.
- The application will appear as an Agenda item and be published in the normal way. If sufficient notice is not received, in line with the Council's policy, the request will be refused, for all but exceptional circumstances.
- The event organiser will be notified of the Council's decision in writing.

Address for Parish Clerk:

Lindsay Hole
Parish Clerk, Affpuddle & Turnerspuddle Parish Council
11 Samson Road
Hamworthy
Poole
BH15 4NL

¹ Parish Council meetings are held on the second Wednesday of each month.

Email: woodlands20@hotmail.com

Affpuddle & Turnerspiddle Parish Council

Standard Terms and Conditions – Use of Briantspuddle Amenity Car Park to hold an Event

1. Persons or organisations using or hiring the car park for an event have carried out their own risk assessment in accordance with the Parish Councils Risk Assessment guidance. This document can be found on the Parish Council's website. A paper copy can be requested from the Parish Clerk.
2. The Council will accept no liability for any loss, accident or damage to the persons or organisation using or hiring the Council's car park or property belonging to them, unless caused by negligence on the part of the Council itself.
3. Persons/ organisations using or hiring the car park agree to reimburse the Council for any damage to the car park surface, markings or fittings, or other Parish Council property, caused as a result of their use or hire of the car park.
4. Persons/ organisations using or hiring the car park must not allow their activities to extend beyond the use of the car park.
5. For any events where a charge for hire of the car park is levied by the Parish Council, such charge must be paid promptly on receipt of the appropriate invoice and in advance of the event.
6. Persons or organisations using or hiring the car park for an event undertake to leave the car park clean and tidy afterwards and to remove all litter and rubbish.
7. Any agreement is for the period specified. The Parish Council reserves the right, however, to terminate any agreement without giving a reason upon 7 days' notice, in writing. The Council will, in the event of such termination, refund any hiring fee.

Signed as user/ hirer

Print name

Organisation name

Address

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Date

Please make sure that you attach this completed and signed form together with the other information needed to consider your application.