|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date form** **submitted** | **By email (√)** | **By hand** **or post**  | **Form completed by** (name) |  |
|  |  |  | **Signed** |  |
| On completion, please email (**as a WORD document**, **NOT a pdf file**) to TenancyService@croydon.gov.uk |

|  |  |
| --- | --- |
| **Name of applicant(s)** representing group  |  |
| **Name of group staging the event**  |  |
| Applicant / representative(s) **Postal** **Address** |  |
| Applicant / representative(s) **Email Address** |  |
| **Contact Numbers** | **Landline** | **Mobile** |
|  |  |

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| **LICENCES, INSURANCE AND RISK ASSESSMENT** |
| **Describe any items/products which will be on sale** e.g. alcohol, food etc. **NB:** A license may be required. |  |
| **Does your group have** (or will provide) | **Attached (√)** | **To follow by** (date) | **Not attached,****please send (√)** |
| **A completed risk assessment?** |  |  |  |
| **Public liability insurance?** |  |  |  |
| **‘Additional items’ insurance?** (e.g. bouncy castles, selling food / alcohol, bbqs etc) |  |  |  |
| **A funding application form?** |  |  |  |
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| **NB: Public liability cover:**  | If unsure whether you need cover, see your risk assessment guidance |
| **Licences / Temporary events notices:** | See <https://www.croydon.gov.uk/business/licences/entertain/ten> |
| **Residents groups only:**  | If you live in council housing AND/OR are including council housing residents, you can apply at Community.Development@croydon.gov.uk for funding support for the event *(not including licences and insurance).* |

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| **ABOUT THE EVENT** |
| **Where the event is to be held** (exact address / location) | **When the event** **is to be held** (date) | **Time event****starts** | **Time event ends** |
|  |  |  |  |
| **Will entry/access to the event be controlled?** **HOW will entry/access be controlled?** | **YES** | **NO** | **HOW?** |  |
|  |  |
| **Describe facilities which will be provided and their location?** e.g. toilets, parking |  |
| **Describe the activities to be run on site** (using the building / land) |  |
| **Who will be providing/delivering the activities?** (names and organisations) |  |
| **Is it a public event or a private event?**(If other, please describe) |  |
| **NB:** If a public event, you will need to notify local Safer Neighbourhood Team (police) |
| **What equipment will be used on site?** |  |
| **How is equipment powered and has it been PAT (portable appliance) tested?** |  |
| **How and when will the event be publicised to local residents?** |  |
| **Confirm contact names, email addresses & numbers which will be provided on the publicity.** | **Name(s)**-----------**Email**-----------**Tel/mob** |  |
| **What is the likely impact on local parking and refuse collection?** |  |
| **How many volunteers are on board to manage the event?** (stewarding, clearing up afterwards) |  |
| Even if a private event, you will need to consider the impact on neighbours (noise, refuse, use of a communal space etc), so should let them know. If a larger event, you must then consider publicising to residents, parking and having enough volunteers for stewarding and refuse removal afterwards.**You should then confirm your arrangements with the Tenancy Team.** |

For office use:

|  |  |  |  |
| --- | --- | --- | --- |
| **Date received** |  | **Event date** |  |
| **CDT comments** |  |
| **Tenancy comments** |  |
| **Conditions to be met** |  |
| **Decision**(Tenancy) | **Approved / Rejected** | **Reason rejected** | **Date** |
|  |  |  |
| **By** (for Tenancy) |  | **Signed** |  |