

**Application for the use of a Park, Open Space or Highway
in Croydon for a Public Event.**

An event is defined in Croydon Council's events policy as:

A planned activity in a specific location and for a limited period of time that members of the public can attend. The activity can take place either indoors or outdoors, on public land or on private property. The activity or occasion can reasonably be expected to cause a public gathering that is not part of the normal course of business at the location and time.

Completion of this form does not give permission of use. Notification will be given in writing to the applicant when the event has been approved to proceed.

Application Time Scales:

Please apply at least;

8 weeks before the event date for up to 500 attendees
12 weeks before the event date for up to 1000 attendees
16 weeks before the event date for up to 2500 attendees
24 weeks before the event date for up to 4000 attendees
32 weeks before the event date for up to 6000 attendees
48 weeks before the event date for events exceeding 6000

Application Fees:

Commercial Event - £177 Inc. VAT; These events are those that are intended to make a profit, including product launches, corporate events, as well as marketing and promotional activities. This also includes circuses, fairgrounds and ticketed festivals.

Charity Event - £49.70 Inc. VAT; Events organised by registered charities and are predominately fund-raising or events raising awareness for the benefit of a charity. A registered number should be provided to claim the reduced fee.

Community Event - £49.70 Inc. VAT; These events are organised by local not-for-profit community or voluntary groups that directly benefit the residents of Croydon and do not provide significant advertising or other commercial benefit to a profit-making business or organisation.

Once your Event Application and payment has been received you will be sent an Acknowledgement Letter from the Croydon Council Events Team and if your Event Application has been successful you will receive your Event Confirmation Letter as formal approval that your event can proceed.

Please Note: All application fees are non-refundable

EVENT APPLICATION DETAILS

Enquiry Date:	
Name of Applicant:	
Name of Applicant/ Company/ Charity:	
Full Name of Event Organiser:	
Postal Address:	
Email Address:	
Telephone Number:	
Registered Charity No. (If Applicable):	

DETAILS OF PROPOSED EVENT

Title of Event:	
Requested Location:	<input type="checkbox"/> Park/ Open Space <input type="checkbox"/> Other <input type="checkbox"/> Highway
Site/Venue Name and Address:	
Event Date(s):	
Event Start and End Times:	Start Time: End Time:

Estimated Attendance Numbers:	(A figure must be given in order for your application to be processed)
Event Category:	<input type="checkbox"/> Charity: <input type="checkbox"/> Community: <input type="checkbox"/> Commercial: <input type="checkbox"/> Circus/ Funfair: (Please Note - Animal performances are prohibited on Council land)

OCCUPANCY DETAILS

Please use this section to provide full details of dates and timings for the event. Please provide the date and time you plan to arrive on site for set up and the time you plan to vacate the site.

Arrival on Site:	Arrival Date: Arrival Time:
Departure of Site:	Departure Date: Departure Time:
*Operating Times (Daily):	

*If your event spans for longer than 1 day, please provide your daily opening/operating times.

PROMOTION AND ADVERTISING

Please provide how you intend to promote and advertise your event across the borough (i.e. posters/banners, newspapers, social media etc.)

For guidance and an approved list of advertising locations in the borough, please visit:
<https://new.croydon.gov.uk/parking-streets-and-transport/streets-roads-and-pavements/outdoor-advertising-and-sponsorship/advertising-local-events-croydon>

--

DESCRIPTION OF EVENT/ ACTIVITIES

Please provide precise information regarding your proposed event, the information given will help determine whether your event is safe and able to proceed. Please ensure that any changes made to your application are brought to the attention of the Croydon Council Events Team immediately (if your event application has been approved to proceed).

Please provide a clear and concise description of the event you are proposing to hold

--

IF YOU ARE CONSIDERING THE ACTIVITIES LISTED BELOW – PLEASE TICK YES

Will your event involve any of the following? Please note that if you answer YES, the event may be eligible for a 'Temporary Event Notice' or a 'Premises Licence'. Full details of both are available via the Council's website – www.croydon.gov.uk/business/licences/entertain .

Bouncy Castles/ Inflatable Structures:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Funfair Rides:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Hoopla/Game Stalls:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Fireworks/ Pyrotechnics:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Temporary Fencing:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Temporary Structures (e.g. Gazebos, Staging etc.):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sale of Alcohol: (<i>may be licensable</i>)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Sale of Food and Refreshments: (<i>Food Safety Certificates will be required</i>)	<input type="checkbox"/> Yes <input type="checkbox"/> No
BBQs:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Would you like to invite business traders e.g. food/ craft stalls to join your event? :	<input type="checkbox"/> Yes <input type="checkbox"/> No
Live Music: (May be licensable)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Recorded Music: (May be licensable)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Performance of Dance:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Performance of Plays:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Indoor Sporting Event:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Outdoor Sporting Event:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Boxing/ Wrestling	<input type="checkbox"/> Yes <input type="checkbox"/> No	Exhibition of a film(s): (<i>licences will be required</i>)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Is your event ticketed?	<input type="checkbox"/> Yes
	<input type="checkbox"/> No
	<i>(If yes- please provide prices)</i>
	<input type="checkbox"/> Adult £
	<input type="checkbox"/> Child/ Youth £
<input type="checkbox"/> Elderly/ OAP £ _____	

	<input type="checkbox"/> Concessions £ <input type="checkbox"/> Other £
<p>Do you require any road closures or wish to restrict on street parking?</p> <p>All Parking Suspension requests must be emailed directly to Parkingsuspension@croydon.gov.uk 4-6 weeks prior to the event taking place. Failure to make a direct parking suspension request within the timeframe stated may result in the request being denied</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <p>If yes, please contact streetworks@croydon.gov.uk .Please note – there is a requirement for at least 10 weeks’ notice for a road closure. Temporary traffic management orders (TMOs) Croydon Council</p> <p>For guidance on parking dispensations or availability car park space; Parking.Dispensation@croydon.gov.uk Parkingsuspension@croydon.gov.uk</p>
<p>Do you intend to have a Charity collection in place?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <p>(If yes- please refer to https://www.met.police.uk/advice/advice-and-information/cc/charity-collection-licensing/)</p>
<p>Will there be street trading at the proposed event? (Highway only)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <p>(If part of your event and within the event confines, you may not need a separate Street Trading Licence. Please refer to www.croydon.gov.uk/business/licences/streettrading)</p>

A detailed event plan should include full details of the following areas relating to your proposed event. If you are submitting an event plan with this application, please tick the relevant box. Otherwise, please provide an overview of how you intend to manage each specific area.

SITE PLAN

<p>Do you have a site plan available? If yes, we advise you attach this to your application and include in your event management plan.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> To be submitted at a later date
--	---

NOISE MANAGEMENT

Are you providing a Noise Management Plan? This is required if you have a PA system or are playing either live or recorded music.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> As above
---	--

CLEANSING AND RECYCLING

How do you intend to manage litter at your event? Please include management plans for waste disposal and recycling.	<input type="checkbox"/> To be detailed in Event Plan
---	---

SECURITY/STEWARDING/VOLUNTEERS

Please provide details of security/stewarding/volunteer arrangements, including ratio of paid/volunteer staff and names of contractors to be used.	<input type="checkbox"/> To be detailed in Event Plan
--	---

FIRST AID PROVISION

	<input type="checkbox"/> To be detailed in Event Plan <input type="checkbox"/> Health and Safety Risk Assessment
--	---

ANCILLIARY SERVICES

<p>Toilets/hand washing facilities- we cannot guarantee public toilets being available at your chosen site. You need to plan for this accordingly. Please provided detailed plans.</p>	<p><input type="checkbox"/> To be detailed in Event Plan</p>
<p>Power on site- Please tell us if you need power at your event and how it will be supplied.</p>	<p><input type="checkbox"/> To be detailed in Event Plan</p>
<p>Visitor transport- How will people travel to your event? What are you doing to avoid disruption to the local area in terms of visitor access?</p>	<p><input type="checkbox"/> To be detailed in Event Plan</p>
<p>Car parking arrangements for traders/ visitors</p>	<p>Approximate number of cars: Where will people park:</p>

Please use this space to provide any other relevant information you think may assist with the application for your event.

By completing this application form, you are giving us, The London Borough of Croydon, permission to list your event on our website and via internal publications. We will also add your contact details to our Events Database. By signing this application, you are confirming that you are over 18 years of age at the time of submitting this application.

Please ensure that you have completed **ALL** sections of this application form.

Please return your application and supporting documentation to:

Events Team, 3rd Floor Zone B, Bernard Wetherill House, 8 Mint Walk, Croydon, CR0 1EA.

Email: SpecialEvent@croydon.gov.uk

General Data Protection Regulations and Sharing Information

The safety and security of your event is paramount. We will store all information provided by you on our internal Council database. Information regarding your event may be shared with appropriate internal Council departments including Parks, Highways, Parking Services, additionally external agencies including the Metropolitan Police, London Fire Brigade, London Ambulance Service, etc. A record will be kept for shared documents.

Please advise if you do not want this to be shared with Safety Advisory Group members

DECLARATION

I am over 18 years of age, and all details listed above are correct at the day of completing this application.

SIGNED: _____

NAME: _____

DATE: _____

I have read the terms and conditions attached to this application form

TERMS AND CONDITIONS OF HIRING AN OPEN SPACE/ VENUE OWNED BY CROYDON BOROUGH COUNCIL

- The Council reserves the right to charge a fee for the use of any of its open spaces/venues for an event. This fee is determined by the type of event and number of people attending.
- The Council does not take any responsibility for loss, damage or injury of any description to persons or property which may be sustained as a result of the event taking place, either directly or indirectly, and the event organisers will indemnify the council against all such claims.
- London Borough of Croydon does not allow performing animals on its land/ premises.
- Balloon releases and Sky Lanterns are prohibited.
- Sampling of alcohol at an event will require further consultation with the Council and local Police. This is not included in a Premises Licence or Temporary Event Notice.
- Event organisers will provide the Council with a minimum of £5 million public liability insurance, rising to £10 million for events for over 3000 people, dependent on the details of your application. This insurance must cover all participants, visitors and third parties.
- Organisers must take full responsibility for the health and safety management at their event, having a duty of care under health and safety legislation which runs through both common and criminal law. This responsibility must be demonstrated through the planning process and clearly defined in all event plans, applications and risk assessments.
- The open space/venue being hired must be left in the same condition as found. It must be returned to the Council clean and tidy and signed back to the relevant Council officer after an inspection. The organisers are responsible for the full costs of any repairs for damage caused by the event which are contracted/organised by London Borough of Croydon; this includes reinstatement of land.
- The Council reserves the right to ask for a refundable reinstatement deposit for the use of a park/open space.
- Event organisers must be aware of the notice periods required for specific applications/ licences. Further information can be found in the Council's Guide to Organising Safe and Successful Events.
- Vehicle access to green field sites must be arranged in advance, and permission sought from London Borough of Croydon as part of the application process.
- The Council reserves the right to revoke consent on giving written notice to the event organisers if, in the opinion of a relevant Council officer, it is impossible, impractical, or inadvisable to allow the event to take place. The organisers shall be repaid any deposit or sum of money that may have been paid, but shall have no claim against the Council for any damage or loss they may sustain in respect of any liability which they may have incurred in consequence of such revocation. Ticket sales/entry fee refunds will not be refunded by the Council.
- The organisers will allow any Council representative, acting in their official capacity, access to the event at no cost and at any time. Said officers shall have access to all areas of the event.

- The organisers will comply with the requirements or regulations of any national governing institution which lays down regulations so far as the event is concerned. For example, the HSE.

The Use of Drones

- Drones are not to be used within a specified distance, normally 150m, of any congested area of a city, town or settlement and not within a specified distance, normally 50m of any person, vessel, vehicle or structure not under the control of the aircraft operator.
- Businesses and residences in the vicinity are consulted/ communicated with and advised that a drone is to be in use on a particular day.
- Drones must not be used over the highway as a full closure of the road or area to be used will usually need to be in place before the drone can be used.
- The Council has to be satisfied that conditions are being met before permission is granted and copies of CAA paperwork will be required.