



## Event Application Form

**To be used in applying for events held on land owned or controlled  
by Alton Town Council**

Dear Event Organiser

Thank you for deciding to hold your event with us!

All event organisers who wish to hold their event on council owned or controlled land are asked to complete this event application form and return to:

**Alton Town Council, Town Hall, Market Square,  
Alton, Hampshire, GU34 1HD.**

Please ensure that all sections of the form are completed and provide as much detail as possible. Your application may be delayed if all of the information is not provided. It is, therefore, advisable to include details on all the activities you are planning, even if they are just plans at this stage, so that you have plenty of time in which to apply for any licences which may be required. Don't forget to include all the extra documents required as well when you send this back.

**Do not be alarmed by this form; it is designed to help you think about all the aspects of running an event so you can plan wisely and make your event a real success.**

If you have any problems in completing the form, please contact Alton Town Council on 01420 83986 or e-mail [events@alton.gov.uk](mailto:events@alton.gov.uk)

## ***About you***

(1) Name of organisation requesting hire of land

(2) Name of contact person

Position within organisation

Address

Daytime tel: no

Evening tel: no/  
Mobile

E-mail

## ***About your event***

(3) Title of event

(4) Brief description

(5) Is your event a charity event?

YES/NO

If YES please specify which charity and state the charity registration number

(6) Name of site to be hired

(7) Intended date(s) of event

Start Date:

Finish Date:

Start Time:

Finish Time:

(8) Date(s) site required for setting up/clearing away

Start Date:

Finish Date:

Start Time:

Finish Time:

## ***What's Happening at Your Event?***

This is a very important part of your application form. You must supply as much information as possible in order that we can help you to have a successful and well organised event. And remember, if any of these details change before the event takes place it is your responsibility to inform us. A map of the site is available from the Town Hall or a very good sketch may suffice.

(9) Please supply a site plan of the intended event. Clearly identify any structures such as staging, tents, marquees, car parking areas, etc

(10) Estimated number of attendance (public)

(11) Will you be using a marquee or tent at your event?

If YES you must submit a copy of your Fire Retardancy Certificate

YES / NO

(12) Will you be having a bouncy castle?

YES/NO

(13) Are you intending to use a public address system?

YES/NO

(14) Will you be having any of the following:

Music  
Singing  
Dancing  
Sporting Event

YES/NO  
YES/NO  
YES/NO  
YES/NO

## ***Food at your Event***

Food hygiene regulations apply to any activity which involves handling food (including drinks e.g. beer, coffee, tea, etc)

(15) Will you be providing or selling food?

YES/NO

***If yes, you should contact East Hampshire's Environmental Health Department to find out about any requirements you should be aware of to ensure that you are complying with appropriate legislation. It is in the interests of those providing food and those consuming the food that all health and safety matters are considered. You want those attending your event to remember it for the best reasons not the worst!***

## ***Noise at your Event***

*Some events can create noise and may disturb local residents. Whilst local people may accept some noise, particularly during day time hours, organisers of events must ensure that a nuisance is not caused.*

*The council wishes to promote events, but at the same time has a duty under the Environmental Protection Act 1990 to prevent noise nuisance, so a reasonable balance needs to be struck.*

*If public address systems are going to be issued, or the event includes amplified music or some other noisy activity, event organisers need to take measures to ensure that the level of noise is monitored and controlled to prevent it becoming excessive.*

***You may wish to contact East Hampshire District Council's Environmental Health Department for further information on noise control.***

(16) What sort of activities might cause a noise at your event?

## ***Managing Your Event***

*Alton Town Council has a duty to ensure the safety of people using their land under the Health & Safety Act. For this reason we need you to confirm that you have considered carefully all aspects of your event with regard to safety both for people running the event and those attending it.*

(17) Please provide a list of all activities taking place at your event that you think need consideration with regard to health and safety, e.g. fair rides, generators, fireworks

(18) How do you intend to control these activities? (e.g. trained personnel, first aiders, fire extinguishers, etc)

(19) Name of responsible person to be on site at all times:

(20) How will the event be controlled and managed?

(21) Will you require vehicular access to set up your event  
If YES please detail (number and type of vehicles to be used)

YES/NO

(22) Will you need to park any vehicles on the site during your event?  
If YES please detail (number and type of vehicles) YES/NO

(23) Will you need a power supply?  
If YES how do you intend to supply it? YES/NO

(24) Do you require access to water?  
If YES how do you intend to supply it? YES/NO

(25) Do you anticipate any ground works or any post event reinstatement?  
If YES please give details YES/NO

### ***Litter Collection and Disposal at our Event***

In accordance with the Environmental Protection Act 1990 it is the responsibility of all event organisers to collect and dispose of all event litter and refuse in an appropriate manner. **Under no circumstances should event litter be placed in the park's litter bins.** [*Please note that all references to litter are also references to litter and refuse*]

(26) Please specify how and where the litter collected at your event will be disposed of.

### ***Licences***

(27) Will you be holding a raffle?  
*If you are planning to sell tickets in advance you will need to obtain a Lottery Licence from East Hampshire District Council's Licensing Section* YES/NO

(28) Will you be doing a charity collection? e.g. bucket, tin or box collection  
*You will need to apply to East Hampshire District Council Licensing Section for a permit if collecting for charity in the open air in a public place. There are only two permits allowed per month in Alton. So apply well in advance.* YES/NO

(29) Will you be selling or providing alcohol at your event? YES/NO

*If wish to sell or provide alcohol for consumption on or off the premises you must obtain a Temporary Event Notice (TEN from East Hampshire County Council). These take a minimum of 10 working days to process, so please do this in plenty of time. A copy of this, once obtained, must be supplied to the Town Council.*

“Street Trading Licences” are not necessary to trade in any Alton street or open space. All of the council’s sites, and all town centre shopping street/areas, have been licenced for the purposes of holding events.

If you need any of the following: Road Closure Order; Lottery Licence; Street Collection Permit or a Temporary Event Notice (TEN), please contact East Hampshire District Council, [www.easthants.gov.uk](http://www.easthants.gov.uk), Tel: 01730 266551, Penns Place, Petersfield GU31 4EX. Open 9am to 5pm Monday to Friday

## ***Banners***

If you would like to erect a banner on the public highway (the popular location being the railings near Sainsburys in Alton) you will need to apply for a licence from Hampshire County Council visit [www3.hants.gov.uk/roads/highwaylicences/apply-banners](http://www3.hants.gov.uk/roads/highwaylicences/apply-banners) to download an application form or Tel: 0300 555 1375. Please note that any banner erected without displaying the correct licence will be removed and destroyed by Hampshire County Council.

(30) If you are applying to hold an event in the Public Gardens or Anstey Park and would like to request permission from Alton Town Council to display a banner on the railings?

YES/NO

If yes which location? (please circle)

Public Gardens / Anstey Park

## ***Check List***

**Before signing this form, please ensure that you have completed the check list below, failure to do so will result in a delay in processing your application.**

Complete Application Form:  Programme of Activity:  Site Plan:

Risk Assessment:  Proof of Public Liability Insurance for your group and your contractors e.g. firework company:

## ***Declaration***

I apply for permission to hold on the council’s land, the event described in my application. If my application is accepted, I agree to pay any fees charged by the council, have read, understood and agree to abide by the terms and conditions which are set out accompanying this form and any other requirements which are notified to me with the council’s acceptance letter. In addition, I agree to inform the council of any changes to the application form which was originally submitted.

SIGNED

DATE