



APPLICATION TO HOLD AN EVENT ON WESTERHAM TOWN COUNCIL LAND

1. Applicant details	
Name of Organisation:	
Named contact:	
Your current address	
Post town	Postcode
Other contact details	
Telephone numbers Daytime Evening Mobile	
E-Mail address	

2. Event details	
Name of event:	
Is the event charitable?	
Date of event:	
Timings:	
Please identify the site where you would like to hold your event:	
Please describe the nature of the event below (include details of stalls, rides, entertainment etc):	

Please provide a sketch of the layout proposed:

Will a charge be made for access to the event?
If yes, what will this be?

Special permission is required for any vehicles to be taken onto land owned by Westerham Town Council. Is vehicle access required? Please give details:

Is a Temporary Event Notice (TEN) required? *(A TEN is required if the event includes music or alcohol, and can be acquired from the Licensing Team at Sevenoaks District Council).*

Bouncy Castles must have separate insurance and be operated by trained operators at all times – please give operator details:

Fairground rides must have separate insurance and hold up to date ADIPS – please give operator details:

3. Checklist	
I have: (please tick the appropriate boxes)	
Enclosed a copy of the organisation's Public Liability Insurance to cover this event	
Enclosed a risk assessment for the event	
Enclosed a clean-up plan for the event	
Enclosed a Temporary Event Notice (if required)	
Bouncy Castle – enclosed a copy of the separate insurance	
Fairground rides – enclosed a copy of the separate insurance and the ADIPS	
Note: <i>If enclosures are not included at the time of application, they should be submitted to Westerham Town Council at least four weeks before the date of your event.</i>	

4. Conditions
<ul style="list-style-type: none"> Any permission granted may be revoked in the event of: poor weather conditions, failure to provide the necessary paperwork or to pay the required fee. Permitted users will need to make the Police, the Community Warden and, if an evening event, the local residents aware of the event and must not cause undue annoyance or inconvenience to local residents. The Council reserves the right to make a charge for any remedial works necessary in the event of damage incurred. A hire charge may be payable

5. Declaration	
The information contained in this form is correct to the best of my knowledge and belief.	
Signature	
Date	

The completed form should be returned to Westerham Town Council at the address below

WESTERHAM TOWN COUNCIL
 Russell House, Market Square,
 Westerham, Kent TN16 1RB
 Tel 01959 562147 / Fax 01959 569373
 Email westerhamtowncouncil@btconnect.com

For completion by Westerham Town Council

6. Event Approval	
Event: On: At: Was approved at the meeting of the Allotment Playing Fields & Open Spaces Committee on	
Fee payable:	
Conditions of use:	
Signature	On behalf of Westerham Town Council
Date	
Position of Officer signing	

Adopted: March 2015
REVIEWED: 4 yearly