



PUBLIC REALM SERVICE GROUP APPLICATION TO HOLD AN EVENT ON PUBLIC OPEN SPACE

TERMS & CONDITIONS

It is a condition of the grant of the authorisation that the event organiser:

Will take all reasonably practicable steps to avoid damage to carriageways, footways, verges, grassed areas, trees, shrubs, flowers, fences, fixtures and equipment, and will make good all damage or loss caused to the Council's land or property as described, to the Council's satisfaction.

Will remove all litter and waste materials before leaving the land.

Will not permit any activity that may give rise to a public or private nuisance, nor annoyance to the occupiers of property in the vicinity of the land e.g. loud noise from use of sound level amplifying equipment.

Will indemnify the Council from all claims, actions, demands and costs arising in any manner whatsoever from, or out of the use of land described in the attached letter by the organiser and all other persons entering into the said land during the period concerned. The organiser is required to obtain public liability insurance cover against such claims.(minimum- Five Million pounds).

Will not cause or permit the normal flow of traffic on the highway to be obstructed.

Will allow access to the land described in the attached letter to any person lawfully entitled to enter same; including authorised representatives / officers of the Council, Statutory Undertakers, and Emergency Services. All activities must cease upon request from a Police officer, an authorised representative / officer of the Council, or any representative of the Statutory Undertakers. Following such a request, the consent contained in the attached letter will have been deemed to have been rescinded or temporarily suspended.

Will notify the Council's Chief Environmental Health Officer of the names and addresses of any person selling or providing food/ drink on the site.

Will site any structure, or attraction in a position complying with the requirements of the Council, Statutory Undertakers, and Emergency Services personnel.

Will not cause or permit the promotion or staging of any act involving animals. Further will not cause or permit the sale of any animal or the award of any animal as a prize. An animal includes aquatic species.

Will ensure electrical safety by ensuring that

- (a) A sensitive earth-leakage protection system (residual current device) shall be installed and maintained where practicable as part of the electrical installation within the curtilage of land referred to. The device shall be designed to operate if the earth leakage current exceeds 0.03A and shall have a maximum operating time of 30 milliseconds. A test button should be incorporated.
- (b) In the event of a 3 phase portable generator being used for power generation, it is not always possible for a residual current device to be installed. If this is the case, then all reasonably practicable measures shall be taken to ensure the safety of the public, staff and performers by including the provision of an earth spike of sufficient size to take the full load capacity of the generator. Alternatively the installation of other equipment equal to, or better than a suitable earth loop monitor must be incorporated in the power circuit system in accordance with BS 7430.

Will ensure that the relevant guidance contained in the Health and Safety Commission/Home Office document "Event Safety Guide; and The National Outdoor Events Association - Code of Practice for Outdoor Events other than Pop Concerts and Raves shall be referred to where applicable. In order to ensure that satisfactory event planning occurs, and the infrastructure standards are provided to a satisfactory standard in order to ensure the health, safety and welfare of the general public who are present at the event within the curtilage of the premises referred to in this authorisation. Advice on these issues is available from the [Milton Keynes Safety Advisory Group](#).

Name and Address of Event Organiser	Post code Telephone Email
Name and Address Event Safety Coordinator	Post code Telephone Email
Alternative contact details	

Event Details

Name of the Event		
Address/Location of event		
Date the event will be held on		
	Start time	Finish Time
<p>Description of Event</p> <p>(What type of event; activities involved; reason for event etc. Review tick box at end of application form to ensure all activities considered)</p>		
	<p>Anticipated number attending (daily)</p> <p>Age profile of those likely to attend</p>	

Have you held this event before?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the event free to enter?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Plans/maps of routes etc (please detail)	<p>1. Overall site plan including: first aid; stewards; entertainment; catering concessions; stage; welfare facilities; toilets etc Attached <input type="checkbox"/></p> <p>2. Routes in and out of site Attached <input type="checkbox"/></p> <p>3. Traffic management plan Attached <input type="checkbox"/></p>
Name of person in charge of first aid arrangements & contact details	

Road Closures

Please describe in detail how you intend to manage the road closure, who will be in overall command, how many individuals will be involved etc	
--	--

Litter/ Waste Plan

Please briefly describe your Litter/ Waste plan.	
---	--

Toilet provision

What toilet facilities are you providing for your events?	
--	--

Land owner details

Name and Address of Landowner	
	Post code Telephone
Permission obtained from land owner to use land:	YES NO

Public Liability Insurance Details

All event organisers are required to have suitable public liability insurance with a minimum of **£5 Million** cover. Please enclose a copy of your insurance certificate with this application.

This should include the following information:

- Name and contact details of insurer
- Name of insured
- Policy number
- Amount of cover
- Period of cover

Do you intend to use any of the following? Please tick the appropriate box:

Sale or supply of alcohol	<input type="checkbox"/>	Live or recorded music	<input type="checkbox"/>
Exhibition of film	<input type="checkbox"/>	Performance of dance	<input type="checkbox"/>
Fairground rides	<input type="checkbox"/>	Inflatables (e.g. bouncy castle)	<input type="checkbox"/>
Temporary stage	<input type="checkbox"/>	Marquees	<input type="checkbox"/>
Bonfire	<input type="checkbox"/>	Aircraft/ parachutists	<input type="checkbox"/>
Fireworks/ pyrotechnics/ lasers	<input type="checkbox"/>	Re-enactments groups	<input type="checkbox"/>
Carnival/ processions	<input type="checkbox"/>	Balloon launch	<input type="checkbox"/>
Portable power supply	<input type="checkbox"/>	Amplified speech/ PA system	<input type="checkbox"/>
Road Closure	<input type="checkbox"/>	Barriers	<input type="checkbox"/>
On Street parking restrictions	<input type="checkbox"/>	Traffic diversion	<input type="checkbox"/>
Banners or posters	<input type="checkbox"/>	Signs on the highway	<input type="checkbox"/>
Sports event	<input type="checkbox"/>	Animals	<input type="checkbox"/>
Motor vehicles/ sports	<input type="checkbox"/>	Audience participation	<input type="checkbox"/>

Signed..... Dated.....

Please return to:

Landscape Department

Synergy Park, Chesney Wold, Bleak Hall, Milton Keynes MK6 1LY

parks@milton-keynes.gov.uk