# Application Form for Regular Activities in HDC

# Parks and Open Spaces

This is an application form for those wishing to hold regular activities in a Huntingdonshire District Council Park or Open Space. On receipt of the completed form and relevant documents, and permission from a HDC representative, a Licence will be drawn up between the applicant and HDC.

Once completed, please email this document to [events@huntingdonshire.gov.uk](mailto:events@huntingdonshire.gov.uk)

If there are any issues, please contact the Events Team using the above email address or phone; 01480 388666

**Please note:**

**Submission of this form does not constitute an agreement to host a regular activity.**

**Activity Details:**

|  |  |
| --- | --- |
| **Name of activity:** |  |
| **Site:** |  |
| **Location of activity:**  Please indicate where your regular activities will be taking place. If your activity moves around the park, please provide a map of the routes/locations that you will be using. Please indicate any points where you will need to access the site. Ideally submit this with this application but do not delay returning this form to us. |  |

|  |
| --- |
| **Please provide a general overview of the activity/activities you wish to organise.** |

**Please provide details of when your activity takes place below**

|  |  |
| --- | --- |
| Daily/weekly/monthly? |  |
| Throughout the year? Summer/winter only? |  |
| Arrival time on site |  |
| Activity start |  |
| Activity finish |  |
| Depart time from site |  |

**Please state the maximum number of people you expect at any one time**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Public visitors | Participants | Staff | Volunteers | Other | Total |
|  |  |  |  |  |  |

|  |  |
| --- | --- |
| **Are you charging a fee for this activity?**  **If yes, please give full details:** |  |

**Financial Considerations:**

**Contact Details**

**Main Contact** – we will contact this person for any queries we have about this group/activity.

|  |  |
| --- | --- |
| **Name of Organisation:** |  |
| **Name of Applicant:** |  |
| **Address:**  **Post Code:** |  |
| **Tel No (Daytime):**  **Tel No (Mobile):** |  |
| **Email Address:** |  |
| **Activity leaders/organisers**: (Please provide a list of names of those who will be leading any activities, or who are considered key organisers, for the activities). |  |

**Public contacts/information –** please provide below any information that you wish to be made publicly available (if applicable) e.g. for advertising

|  |  |
| --- | --- |
| **Name of Organisation:** |  |
| **Name of contact:** |  |
| **Address:**  **Post Code:** |  |
| **Tel No (Daytime):**  **Tel No (Mobile):** |  |
| **Email Address:** |  |
| Website address; |  |
| Other; |  |

|  |  |
| --- | --- |
| First aid; Will there be qualified first aiders (with first aid kits) in attendance at your activity? Please provide details. |  |
| What are your provisions for lost children/vulnerable people? |  |

**Vehicles and parking**

|  |  |
| --- | --- |
| Please give details of the arrangements you have made for parking, including the prevention of parking along highways if appropriate: |  |
| Please state whether any vehicles will be moving across the site, other than on roads. Please give full details (when, why etc.): |  |

I confirm that:

* The above details are correct and I am over 18 years of age
* I have minimum £5million public liability insurance
* I understand I am completely responsible for all aspects of this activity
* I will inform HDC if anything changes

**Data Protection Act 1998 – Privacy Notice – Fair Processing – How we use your information**

Huntingdonshire District Council is registered under the Data Protection Act 1998. This allows it to process personal data in performing its lawful business.  Information held by the Council, including personal data you provide now or in the future, will be processed in compliance with data protection principles. Your personal data may be used to manage, monitor, improve, deliver and promote the Council's services. Where delivery of services or actions is in partnership with others, or dependent on the actions of others, it may also be shared with other persons or bodies in accordance with, and restricted to the terms of information sharing agreements and protocols. To protect public funds it may also be shared with other persons or bodies to prevent and detect fraud. Further details are available on the Council's website  [www.huntingdonshire.gov.uk/privacy](http://www.huntingdonshire.gov.uk/privacy) If you have concerns about the processing of your personal data by the Council you may contact the Data Protection Officer at Pathfinder House, Huntingdon, Cambridgeshire PE29 3TN or the Office of the Information Commissioner at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Signature: Date:

Print name:

(a digital signature is acceptable)

Please send the following along with this application form:

|  |  |
| --- | --- |
| Full site-specific risk assessment for all aspects & activities including Covid-19 safety control measures |  |
| Copy of Public Liability Insurance Certificate |  |
| Copies of any group affiliation documents (where applicable) |  |
| Copies of qualification certificates (where applicable) |  |
| Other |  |