



# CLIFFE AND CLIFFE WOODS PARISH COUNCIL APPLICATION FORM TO HOLD AN EVENT ON COUNCIL LAND

Please read the Council Land Standard Terms and Conditions of Use before applying

## **A. Your organisation**

Please provide the following information about your organisation, club or group:

Name of Organisation: .....

Address:.....

.....

.....Post Code: .....

E-mail address:

.....

Description of your organisation's activities.

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How many are in the group or organisation?.....

## **B. Contact Details**

Name of contact: .....

Position: .....

Address for correspondence (if different from above):

.....

.....

.....

Post Code: ..... Tel:.....

Email: .....

## **C. Your Application**

a) Date(s) of planned event: .....

b) Time of planned event from .....to .....

c) Brief description of activities planned:

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d) How many will benefit from the proposed event and how many of these are CLIFFE AND CLIFFE WOODS residents?

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**D. Additional Information**

Are there any other comments you wish to make to support this application? Please give this information below, or attach a separate sheet:

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**E. Application Attachments**

The following are required to be submitted with your application and at least 28 days before the event:

- ✓ Public Liability Insurance
- ✓ Risk Assessment
- ✓ Site Plan
- ✓ Event Management Plan including stewarding arrangements
- ✓ Safeguarding Policy – if the event involves children under the age of 18
- ✓ First aider provision arrangements
- ✓ Any other relevant permits or insurance documents as required.

**I agree to the Council Land Standard Terms and Conditions of Use and enclose all attachments required.**

**Signed:** ..... **Print Name:** ..... **Date:** .....

**Please return to:**

**Mrs Alex Jack, Clerk/PO, Cliffe and Cliffe Woods Parish Council,  
17 Graveney Close, Cliffe Woods, Rochester, Kent ME3 8LB**

If you have any queries, please contact the Parish Clerk on 01634 566166 or email [clerk@cliffeandcliffewoods-pc.gov.uk](mailto:clerk@cliffeandcliffewoods-pc.gov.uk)