

Wells Town Council

Application for an event on The Buttlands

Contact Details

Name of organisation			
Address			
Name of main contact			
Email			
Phone Numbers	Landline	Mobile	
Name of contact person on the day (if different from above)			
Email		Mobile no.	

Event Details

Name of event			
Event proposed start date(s)		Proposed finish date(s)	
Event proposed start time(s)		Proposed finish time(s)	
Site set up / clean up proposed start date		Proposed finish date	
Site set up / clean up proposed start time		Proposed finish time	
No. of participants (including visitors) anticipated			

Description of Activities

This section is very important to your application. It helps us to ensure you will have a successful and well-run event. If any of these details change it is up to **you** to inform us.

<p>Description of Activity <i>Please note it may be easier to attach a full programme of activities to the application. Please specify all components, stalls, activities, music, dog shows, etc.</i></p>	
<p>Do you have a site plan? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>This is important if your event includes structures such as tents, stages, parking areas etc.</i></p>	
<p>Will there be any of the following that may require a further license or permit?</p>	
Live music	Yes <input type="checkbox"/> No <input type="checkbox"/>
Recorded music	Yes <input type="checkbox"/> No <input type="checkbox"/>
Dancing	Yes <input type="checkbox"/> No <input type="checkbox"/>
Performance of plays	Yes <input type="checkbox"/> No <input type="checkbox"/>
Films	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will you be using the Town Council's Public Entertainment License	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If you intend to use the Licence you are required to notify North Norfolk District Council about the event at least twelve weeks before the event</i>
Will the event include alcohol sales	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes you will need to contact North Norfolk District Council for a temporary event notice (TEN). The Town Council Public Entertainment Licence for the Buttlands does not include Alcohol</i>
Food and / or drink	Yes <input type="checkbox"/> No <input type="checkbox"/>
Road closures	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes you will need to contact Norfolk County Council Highways Authority</i>

<p>Will waste be produced? (food, general waste, plastics, paper etc.) Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, give details of your plans for waste management.</i></p>
<p>Do you require power? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Will you be providing temporary toilets in addition to public toilets? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, give details. Please note that existing facilities may not be available or may not be adequate for the number of people at the event.</i></p>
<p>Please give details of any wet weather contingency to prevent damage to the green:</p>

Declaration

Please confirm that the following documents will be attached to your application and that you accept the Terms & Conditions of Hire.

Site Plan attached?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Copy of Public Liability Insurance attached?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has the District Council been informed about the Event Important: <i>Any event requiring the Town Council's Public Entertainment Licence, including alcohol sales or involving more than 500 persons must be reported to North Norfolk District Council 12 weeks before the event.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
By returning this form, I confirm that I have read and accepted the Terms and Conditions of Hire. I confirm that the information provided is correct and I apply for permission to hold the event described The Buttlands.	Yes <input type="checkbox"/> No <input type="checkbox"/>

Signed *	
Name (block capitals)	
Role at event	
Date	

* If returning this form by email, a signature is not required as long as the email is sent from the person named above as the main contact.