HENFIELD PARISH COUNCIL  
Draft Guidance Notes on Holding Events on Parish Council Land

* **Introduction**These guidance notes are intended to assist clubs and organisations wishing to hold a one off event on land or property owned by Henfield Parish Council (HPC). This includes land leased by the HPC to a club or organisation.
* **Application for Permission**The attached application form must be completed to seek permission for the event. As much notice as possible must be given and preferably no less than 3 months. No event can take place without the prior written permission of HPC. An application is not required for regular events such as matches held during a sporting season.
* **Health and Safety**A risk assessment covering all appropriate health and safety issues must be carried out before the event and appropriate preventative measures implemented. Areas for consideration must include child care and protection, first aid provision, use of electricity on site etc.
* **Traffic and Car Parking**Careful consideration must be given to the impact of traffic on the local community when organising an event.
* **Music, Public Address Systems and Generators**Proposals for any equipment which creates noise must be provided on the application form. Examples could be amplified music, PA systems, generators and children’s play equipment such as bouncy castles. In general this equipment will only normally be allowed between 10.00hrs and 20.00hrs. The amount of use during these hours and the sound level must be such as to avoid a detrimental impact on local residents.
* **Changing and Toilet Facilities**The use of any changing and shower facilities must be by prior arrangement with appropriate owner of the facility.
* **Liability and Indemnity**You must have public liability insurance of at least £10 million and you must indemnify Henfield Parish Council from any actions brought against the Henfield Parish Council arising as a result of your event.

HENFIELD PARISH COUNCIL  
Application Form to Hold an Event on Council Land or Property

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| Name of Organisation | Henfield Joggers |
| Name of Applicant | Paul Crowe |
| Position in Organisation | Committee Member |
| Description of Event | Seven Stiles trail running event – part of West Sussex Fun Run League – regular event last run in July 2019 due to Covid |
| Proposed Date of Event | Sunday 24th July 2022 – Junior Race 10:15/Senior Race 11:00 – all finished by 12:30 |
| Where will the event be held | Kings Field/Henfield Leisure Centre |
| How many people do you expect to attend -aged less than 16 and over 16 | 75 under 16 and 450 over 16 |
| How many cars do you expect | 50 |
| Do you believe your event will create traffic congestion. Yes or No. | Yes |
| If yes what arrangements will you make to avoid this congestion. | Repeat successful Car Park plan from 2015-19 events to: provide dedicated car park marshalling with 2-way radios on the day; advance warning to local residents; guidance to participating clubs and runners to use High Street Car Parks |
| Will you be using a PA system or have amplified music. Yes or No | No |
| If Yes what arrangements will you make to limit the impact on local residents. |  |
| What equipment do you propose to use which produces a noise: | |  |  |  | | --- | --- | --- | | Equipment | Yes or No | Times | | PA | No |  | | Music | No |  | | Generator | No |  | | Bouncy Castle | No |  | | Other | No |  | |
| Have you attached H&S risk assessment and insurance details (YES or NO) | |  |  | | --- | --- | | Health and Safety Risk Assessment | Yes | | Public Liability and Indemnity Insurance details | Yes (Via UKA - Affiliation number | |

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| Signed | Paul Crowe |
| Date | 18 February 2022 |