



# **Lostwithiel Town Council**

## **Policy on the Use of Town Council Land**

## Policy on the use of Town Council Land

1. Lostwithiel Town Council allows individuals and organisations to use Council owned land for public events for both commercial and charitable purposes. Private events are not permitted.
2. Applications to use Council land must be made by completing the questions set out in Appendix 1 and any fees required must be paid in full before any equipment or vehicles are brought onto Council land.
3. Use of the Council's land is also subject to the prior agreement in writing from the Council about the layout and position of each event.
4. Only one application will be accepted for each area at the same time. No event should last for more than one week (seven days) and clearance and restoration of any damage must be completed within 24 hours of the close of the event.
5. No admission charge can be made, though charges may be made to participate in activities included within any event. Collections for charitable purposes are allowed.
6. Three areas of Council controlled land can be used for outside events, these are:
  - King George V Playing Field
  - Coulson Park
  - The area of The Parade between the Co-op and the war memorial
7. When setting fees, the Council distinguishes between events primarily for a commercial purpose and those organised for or on behalf of a charity.
8. **For Commercial activities the fees per 24 hour period are:**

Area	Less than 2500 m <sup>2</sup>	More than 2500 m <sup>2</sup>
King George V Playing Field	£200	£400
Coulson Park	£200	£400
The Parade	£100	N/A

9. Events of 5 days or more will qualify for a 10% discount.

**10. For charitable activities the fees per 24 hour period are:**

Area	Less than 2500 m <sup>2</sup>	More than 2500 m <sup>2</sup>
King George V Playing Field	£100	£200
Coulson Park	£100	£200
The Parade	£50	N/A

11. Events of 5 days or more will qualify for a 20% discount.

12. For charities that are based and operate in Lostwithiel, the Council may, at its discretion, waive all or part of the above fees for events that it considers of benefit to the town.

13. Council owned land may also be used for sports events, notably football. In this case where the matches are for adults and part of a formally constituted sports body a charge of £20.00 will be made for a single match on the King George V football pitch.

14. Junior teams based in Lostwithiel may be offered a discount as set out in para 9 above.

## **Appendix 1**

The questions for applicants already approved by the Council:

- The name, address and contact details of the event organiser.
- The date, start and finish times, the purpose and place of the event or events.
- The exact area of land that is subject to the application.
- An outline description of any temporary structures or vehicles that will be on the site.

- How the organisers plan to protect and respect any special features in or adjacent to the event(s) e.g. The Peace Memorial at Bridgend or the War Memorial on The Parade.
- Sight of a copy of the organiser's public liability insurance cover.
- Details of how and when rubbish, litter and other debris will be gathered up and removed from the site and an undertaking that any refuse associated costs will be covered by the event organisers.
- An explanation of how the organisers intend to ensure the smooth flow of normal traffic in the area of the event and written confirmation of any Traffic Orders obtained by the event organisers.
- Details of how the organisers plan to protect any trees, flora and fauna in and around the site.
- Details of how the organisers intend to ensure public safety for the duration of the event and who will be responsible for any health and safety risk assessments.
- The event organisers to note that the use of sound amplification systems is not permitted without the prior written consent of the Council.
- When applicable how often the organisers expect to repeat the event.
- Provide evidence of the views of other organisations and individuals towards the proposed event.
- Details of how any temporary posters and direction signs will be removed at the end of the event

**All organisations/groups/individuals must hold a minimum public liability cover of £10,000,000.**