



Protocol for the use of land in the ownership Shaftesbury Town Council by a third party

Please contact:

Town Clerk
Shaftesbury Town Hall
High Street
Shaftesbury
Dorset
SP7 8JE

Tel. (01747) 852420

Email: enquires@shaftesburytowncouncil.co.uk

1.0 Types of Request

Requests to use Council owned land for a variety of activities and events are received regularly from members of the public, private organisations, charitable bodies and others. These requests include:

- a) Licence for use of land for supervised sporting events
- b) Licence for use of land for entertainment, fun days and funfairs
- c) Licence for the temporary siting of builder's and contractor's compounds for cabins and materials
- d) Licence for the undertaking of exploratory work such as trial pits, boreholes or ground contamination testing
- e) Car parking, car boot or table top sales.
- f) Fitness and Personal Trainers

The above list is not exhaustive.

A formal request by a third party may be made in writing by:

Post: Town Clerk,
Shaftesbury Town Hall
High Street
Shaftesbury
SP7 8JE

Email: enquiries@shaftesburytowncouncil.co.uk

2.0 Requests that will not be granted

- 2.1 Requests for a licence to use land for bonfires and firework displays will not be granted under any circumstances because of the risk and associated dangers to both the public and the land itself.
- 2.2 Fitness trainers shall not be based on Park Walk, where the Council will allow only runners and running groups to pass through.

3.0 Requests that will be considered

- 3.1 Requests for a licence that fall within the categories noted in 1.0 a) - e) above will be considered when supported by the following information:
 - 3.1.1 The Licensee shall provide the Council with a copy of their Public Liability Insurance which must be to a minimum of £5m.
 - 3.1.2 For major public events, a Risk Assessment shall be provided giving the following information:
 - Details of the event/activity including the expected number of participants

- Contact details of the Licensee (both daytime and emergency out of hours)
- First aid provision
- Actions required to ensure the Health & Safety of those in attendance and the general public
- A method statement which should include some or all of the following:
 - Date of commencement, date of completion & start and finish times
 - Plan showing vehicular/pedestrian access and egress, location of facilities (eg first aid tent, toilets etc)
 - Marshalling of parking/ general parking issues
 - Fencing/containment/security
 - Hazardous materials on site/COSHH assessment
 - Access requirements for deliveries
 - Operator licence (eg fun fair, plant operator)
 - Control of noise
 - Other anticipated risks
 - Connection to/or temporary use of Gas, Electricity, Water, Telecom, Sewer services.
 - Welfare facilities, eg portable toilets etc.
 - Reinstatement & litter picking to return the land to its original condition prior to the event or activity
 - Line of communication between Licensee and Shaftesbury Town Council
 - The Licensee shall provide the Council with a copy of their Public Liability Insurance which must be to a minimum of £5m.

3.1.3 For other events and regular activities, the Council will determine the need for a Risk Assessment and the information required to be covered therein.

3.2 In producing the information set out above the Licensee should be mindful of the following:

3.2.1 Submission of insurance and risk assessment information does not constitute agreement from Shaftesbury Town Council. The Council

will, after assessing the information, provide a written response giving approval or refusing the application. Where approval is given the third party shall enter into a licence and pay the requested fee before they are allowed in occupation of the land.

3.2.2 Any licence for use of Council land by Fitness and Personal Trainers shall include the following provisions:

- No trainer be allowed to run more than **five** classes per week on any Council owned site.
- That the trainers undertake responsibility, through their insurance, to pay for the repair or replacement of any Council-owned property damaged during the course of any training sessions

3.2.3 Returning the land to its original condition shall be done to the satisfaction of Shaftesbury Town Council. To this end the land will be jointly inspected by the Licensee and Shaftesbury Town Council before and after its occupation.

3.2.4 The Licence states that the Council will not be responsible for the death or injury of anyone taking part in the event, nor other injury, loss or damage to property of whatsoever nature, however caused.

3.2.5 The Licensee and all other parties taking part in the activity/event are bound not to damage, cause any loss or injury to anything upon the property or land which is the subject of the Licence.

3.2.6 Requests to erect marquees, water storage and the like, will be considered and where permitted will be itemised in the Licence and included in the indemnity clause, so as not to constitute a risk to the Council.

3.2.7 Where requests are received for purposes other than those outlined above, these will considered individually on their merits and where considered appropriate will follow the procedures set out in 3.1 & 3.2 above.

4.0 Licence Fee

4.1 The Council reserves the right to set fees for the use of its land. The fee charged will be assessed on the event concerned.

4.2 The fees set by the Council are subject to periodic review.

4.3 The Council may waive the Licence Fee at its discretion. Waiver is likely only in the case of charitable events.

END

Date of Adoption: 2016

