

## Annexe 1 (b)

### **APPLICATION FORM FOR USE OF SITE - NON COMMERCIAL EVENTS**

This application is for the use of the site **ONLY** and does not cover any licenses you may require for your event. Please contact Lorna Carmichael, Legal Department, Tel: 01343 563027, Fax: 01343 540183 or email [civic.licensing@moray.gov.uk](mailto:civic.licensing@moray.gov.uk) for advice and guidance on applicable licences.

**The following sites are available for non-commercial events:**

#### **ELGIN - High Street (Plainstones)**

#### **PROCEDURE FOR APPLICATION FOR USE OF THE SITE FOR EVENTS:**

1. Complete this form in BLOCK letters and forward to:

**The Moray Council, Economic Development Section**

**Council Office, High Street,**

**Elgin, IV30 1BX**

**Tel: 0300 123 4561** or email to [marketsandevents@moray.gov.uk](mailto:marketsandevents@moray.gov.uk)

Applications will be fully assessed as soon as possible after receiving a fully completed application form.

2. This form must be submitted a **minimum of 28 days prior** to the event.
3. Fees may be payable depending on the nature of your event and the services required
4. A formal letter of approval will be forwarded to you prior to the event. By accepting your application, the Council and the applicant will automatically become bound by the terms and conditions of the approval as it is fully set out in this application.

#### **PART 1 - ORGANISER DETAILS**

|  |  |
|--|--|
| <b>Full Name of nominated event<br/>organiser/contact person (including<br/>any previous names):</b> |  |
| <b>Date and place of birth of event<br/>organiser/contact person:</b>                                |  |
| <b>Name of organising body:</b>  |  |
| <b>Address:</b>  |  |
| <b>Postcode:</b>   |  |

|  |  |
|--|--|
| <b>Daytime contact number:</b>   |  |
| <b>Mobile number:</b>  |  |
| <b>Fax:</b>  |  |
| <b>Email:</b>  |  |
| <b>Has the applicant or group:</b>   |  |
| <b>a) Previously organised a similar event? If YES, please detail</b>  |  |
| <b>b) Been refused permission to hold a similar event? YES/NO<br/>If YES, please detail</b>  |  |
| <b>c) Been convicted of a crime or offence? If so, subject to the provisions of the Rehabilitation of Offender Act 1974, details should be given</b>   |  |
| <b>Will the event organising body be responsible for the total management of the event? YES/NO</b><br><b>If YES, please provide names of previous events managed by the organising groups:</b> |  |
| <b>If NO, please provide details of person/group responsible for the total management of the event:</b>  |  |
| <b>Contact details of event organisers on the day/night of the event:</b>  |  |
| <b>Name of contact 1:</b>  |  |
| <b>Telephone Number:</b>   |  |
| <b>Name of contact 2:</b>  |  |
| <b>Telephone number:</b>   |  |
| <b>Estimated attendance at event per day</b>   |  |

**PART 2 - EVENT DETAILS**

|  |  |
|--|--|
| <b>Event Name:</b>   |  |
| <b>Date(s) and times of event, including set up:</b>   |  |
| <b>Type of event - please provide details of the various activities that will be taking place, including details of access/egress before, during and after the event, security and first aid arrangements. Please also provide an Event Site Plan outlining position of staging, stalls, information vehicles etc.</b> |  |
|  |  |
| <b>Will there be any catering etc? YES/NO</b><br><b>If YES, please provide details</b>   |  |
|  |  |
| <b>Will there be any machinery, vehicles or animals involved in the event? YES/NO</b><br><b>If YES, please give details</b>  |  |
|  |  |
| <b>Will there be any potentially dangerous activities involved in the event? YES/NO</b><br><b>If YES, please provide details</b>   |  |
|  |  |
| <b>Approximately how many people will be part of the organised event?</b>  |  |
| <b>Will there be public participation in any aspect of the event? YES/NO</b><br><b>If YES, please provide details</b>  |  |
|  |  |

### **PART 3 - USE OF VOLUNTEERS**

**Do you expect the involvement of volunteers in any capacity? YES/NO**

**If YES, please state details**

### **PART 4 - FIRST AID**

**Will there be trained first aid staff on during the event? YES/NO**

**If YES, please name the organisation or individuals providing the service**

### **PART 5 - SECURITY**

**Will you be employing professional security staff? YES/NO**

**If YES, please provide contact name and telephone number of the company**

**If NO, please detail how many people will be assigned to security of the event for general control**

### **PART 6 - ELECTRICITY SUPPLY**

**Electricity supplies are available at Elgin Plainstones.**

**If you require access to power please complete Annexe 7 - Application for a temporary supply of electricity.**

**PLEASE NOTE THAT A VALID PAT TESTING CERTIFICATE MUST SUPPLIED PRIOR TO THE EVENT DATE OTHERWISE YOU WILL NOT BE ABLE TO ACCESS THE ELECTRICITY SUPPLY.**

**Please send a copy to:**

**The Moray Council Economic Development Section  
Council Office, High Street,  
Elgin, IV30 1BX**

**or email it to [marketsandevents@moray.gov.uk](mailto:marketsandevents@moray.gov.uk)**

**Are you proposing to use generators? YES/NO**

### **PART 7 - TEMPORARY STRUCTURES**

| <b>TENTS/CANOPIES</b> | <b>How many</b> |  | <b>Size (approx)</b> |  |
|-----------------------|-----------------|--|----------------------|--|
| <b>Hired from</b>     |                 |  |                      |  |

|  |                      |  |
|--|----------------------|--|
| <b>Proposed Location</b>   |                      |  |
| <b>STAGE</b>   | <b>Size (approx)</b> |  |
| <b>Hired from</b>  |                      |  |
| <b>Proposed location</b>   |                      |  |
| <b>NOTES:</b><br>Location of all temporary structures must be indicated on your Event Site Plan<br><br>Structures should be hired through a reputable company in order to meet legal obligations with regard to size, height, weight bearing etc |                      |  |

#### **PART 8 - WASTE MANAGEMENT**

The whole area must be kept clean and tidy and the accumulation of any litter removed from the site.

#### **PART 9 - PEDESTRIANISED AREA IN ELGIN**

**Application for Permission to Park a Licensed Vehicle within the Pedestrianised Area (Annexe 8)**

- If you wish to park a licensed vehicle during your event, you will require a permit. Please see application form for full details. Failure to apply for a permit may incur a Fixed Penalty Notice of £120.00 to be paid within a period of 36 days (discounted to £80.00 if paid within a period of 29 days)

**Map of Pedestrianised Area**

- Please note the map outlining where (a) no vehicle movements are allowed on the pedestrianised area of the High Street, between the hours of 11.00am and 4.00pm and (b) where no vehicles are permitted at any time.

#### **PART 10 - CERTIFICATE OF PUBLIC LIABILITY INSURANCE**

**Certificate Public Liability Insurance**

**PLEASE ENCLOSE A COPY OF A VALID CERTIFICATE OF INSURANCE OF MINIMUM VALUE OF £5 MILLION, INDEMNIFYING THE MORAY COUNCIL OF ANY LIABILITY. A COPY MUST BE MADE AVAILABLE BEFORE DATE OF EVENT.**

#### **PART 11 - DECLARATION**

**By submitting this application, I declare that the information contained in this application is accurate to the best of my knowledge**

# CHECKLIST

|          | <b>CHECKLIST - PLEASE USE THIS CHECKLIST TO ENSURE THAT YOU HAVE INCLUDED ALL RELEVANT INFORMATION</b>  | <b>Please Tick</b>       |
|----------|---|--------------------------|
| <b>1</b> | <b>Please confirm that you have necessary licences in place before the event.<br/>If you have any questions regarding licences etc please contact Lorna Carmichael, Legal Department, 01343 563027</b>  | <input type="checkbox"/> |
| <b>2</b> | <b>Please ensure that you have fully completed and signed this application form (Annexe 1b)</b>   | <input type="checkbox"/> |
| <b>3</b> | <b>Please ensure that you have complied with Annexe 2 - Conditions of Use</b>   | <input type="checkbox"/> |
| <b>4</b> | <b>Please confirm that you will comply with Environmental Health Annexes, Annexe 3 - Health &amp; Safety Guidance and Annexe 4 - Food Safety Licence Conditions, if appropriate</b>   | <input type="checkbox"/> |
| <b>5</b> | <b>Please enclose either a valid certificate of insurance/another acceptable form of proof of Public Liability insurance indemnifying The Moray Council of any liability to persons or property arising out of any incident connected with the event.</b> | <input type="checkbox"/> |
| <b>6</b> | <b>If appropriate please complete Annexe 7 - Application for Electricity Supply<br/>This form must be accompanied by valid PAT Certificates for the electrical equipment you will be using.</b>   | <input type="checkbox"/> |
| <b>7</b> | <b>Please ensure that you have included the appropriate fee (if applicable)</b>   | <input type="checkbox"/> |
| <b>8</b> | <b>If appropriate please complete Annexe 8 - Application to park licensed vehicle within pedestrianised areas</b>   | <input type="checkbox"/> |
| <b>9</b> | <b>Please complete and return all documentation and supporting documents to:<br/>The Moray Council, Economic Development, High Street, Elgin, IV30 1BX</b>  | <input type="checkbox"/> |

**For further guidance please contact:**

**The Economic Development Section  
The Moray Council  
High Street  
ELGIN  
IV30 1BX  
Telephone: 0300 123 4561**