

## 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 the Council's Licensing Team email [ldsadmin@moray.gov.uk](mailto:ldsadmin@moray.gov.uk) or Tel: 01343 563027, 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 organiser/contact person (including any previous names):</b>	██████████ (was previously ██████████)
<b>Date and place of birth of event organiser/contact person:</b>	████████████████████
<b>Name of organising body:</b>	City of Elgin BID Ltd
<b>Address:</b>	13 Harrow Inn Close Elgin
<b>Postcode:</b>	IV30 1BP

<b>Daytime contact number:</b>	01343 550652
<b>Mobile number:</b>	
<b>Fax:</b>	N/A
<b>Email:</b>	████████████████████
<b>Has the applicant or group:</b>	
<b>a) Previously organised a similar event? If YES, please detail</b>	Yes - Organised all City of Elgin BID Events which have taken place on the Plainstones Elgin and the surrounding streets for the last 5 years. Events have included, Christmas Light Switch On, Halloween Day, Easter Day, Food & Drink Festival
<b>b) Been refused permission to hold a similar event? YES/NO If YES, please detail</b>	No
<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>	No
<b>Will the event organising body be responsible for the total management of the event? YES/NO If YES, please provide names of previous events managed by the organising groups:</b>	
Yes - lead organisers and names of other events organised by the team. ██████████ City of Elgin BID Ltd	
Events previously organised include, Christmas Light Switch On, Halloween Day, Easter Day, Food & Drink Festival, Business Awards	
<b>If NO, please provide details of person/group responsible for the total management of the event:</b>	
n/a	
<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>	Estimates are for footfall at any point in the day. Food & Drink Festival – 1500/2000 Cannonbawz Run Launch- 200/400 International Dog Day Parade- 100/150 Halloween Fun Day- 800/900 Christmas Light Switch On – 1500/2000
--	--

## PART 2 - EVENT DETAILS

<b>Event Name:</b>	Food & Drink Festival Cannonbawz Run Launch International Dog Day Parade Halloween Fun Day Christmas Light Switch On
<b>Date(s) of event, including set up:</b>	Food & Drink Festival – 29 <sup>th</sup> August 23 Cannonbawz Run Launch- 26 <sup>th</sup> Aug 23 (AM) International Dog Day Parade- 26 <sup>th</sup> Aug 23 (PM) Halloween Fun Day- 28 <sup>th</sup> Oct 23 Christmas Light Switch On – 25 <sup>th</sup> Nov 23
<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>	
In all events (excluding Cannonbawz Run Launch & Dog Day Parade) we team up with the Elgin Farmers market and have stalls.	
<b><u>Food &amp; Drink Festival</u></b>	
This will be the 11 <sup>th</sup> Food & Drink Festival held by Elgin BID. The event will fan out of the Plainstones to the surrounding streets. The day involves a street market with businesses from Elgin, the local farmers market and people outwith the area selling their produce. We work closely with the Environmental Health Department for this event, ensuring paperwork is completed by all attendees. A specialist market stall provider is hired to erect the market stalls and dismantle them due to the large number of stalls used. Cookery demonstrations are held across the town	
<b><u>Cannonbawz Run Launch</u></b>	
This is a partnership event. Cars will be parked along the Plainstones and they will be marshalled in to space. Once situated they will not be moving at all, and will stay in place until the end of the event, at which point they will be Marshaled off.	
<b><u>International Dog Day Parade</u></b>	
This is a very small event where registered dogs and their owners will take part in a short parade around St Giles Church and will then convene outside the Church for a small dog show to take place. The event will last around 1.5/2 hours.	
<b><u>Halloween</u></b>	
Children's games and entertainment with a Fancy dress parade	
<b><u>Christmas Light Switch On</u></b>	
Entertainment on the Plainstones, the Reindeer Parade will be at 2.00pm and the lights will be switched on at 4.15pm .	

*At all events, a dedicated group of experienced City of Elgin Marshall's will be in attendance - they will be easily identified by High Visibility Jackets. The lead Marshall's will also have radios to aid communications on the day.*

*First Aid cover will be provided by experienced & qualified staff on site to deal with any issues.*

*Market stalls will be provided and erected by the Elgin Farmers Market who will be responsible for their safety on the day.*

*We will have security services provided by Saltaire Security to assist us at the busier days – Scottish Theme Day, Christmas & Food & Drink Festival.*

*We liaise closely with Moray Council Environmental Health Department to ensure all stall holders are aware of the rules and regulations surrounding their attendance at the market.*

**Will there be any catering etc? YES/NO**  
**If YES, please provide details**

Yes - catering provided by individual stall holders, supported by Moray Council Environmental Health Department  
At the Food & Drink Festival we will also have cookery demonstrations.

**Will there be any machinery, vehicles or animals involved in the event?**  
**YES/NO**  
**If YES, please give details**

Yes – for market stalls there will be the usual cooking/refrigeration arrangements

Yes – For Christmas the Cairngorm Reindeer will be in attendance and penned up on the Plainstones following the parade for people to look at. Hand washes will be available to members of the public - this is in accordance with guidance from Moray Council Environmental Health Department

Yes – For Christmas we will have a sound system and engineer – we will be using KBE Event services who have many years of experience and this will be the 2<sup>nd</sup> year we have used them.

**Will there be any potentially dangerous activities involved in the event?**  
**YES/NO**  
**If YES, please provide details**

**Approximately how many people will be part of the organised event?**

Varies from event to event – the smaller ones will have approx. 8 volunteers, the larger approx. 25

**Will there be public participation in any aspect of the event? YES/NO  
If YES, please provide details**

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

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

**If YES, please state details**

Yes - they act as Marshall's on the day, speaking to members of the public and looking for any potential difficulties and hazards. Our volunteers have supported the events in the past.

### **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**

Yes- MERT Highland will be providing first aid at all events

### **PART 5 - SECURITY**

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

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

Yes- Security Scotland, 0141 433 8040

**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 STRUCTURE

### Food & Drink Festival

<b>TENTS/CANOPIES</b>	<b>How many</b>	2	<b>Size (approx)</b>	3x3 metre 5x5 metre
<b>Hired from</b>	Grant Tent Hire			

<b>Proposed Location</b>	3x3m- At front of St Giles Church on the Plainstones 5x5m- At the back of St Giles Church		
<b>STAGE</b>	<b>Size (approx)</b>	N/A	
<b>Hired from</b>	N/A		
<b>Proposed location</b>	N/A		
<b>NOTES:</b> Location of all temporary structures must be indicated on your Event Site Plan  Structures should be hired through a reputable company in order to meet legal obligations with regard to size, height, weight bearing etc			

### Halloween

<b>TENTS/CANOPIES</b>	<b>How many</b>	1	<b>Size (approx)</b>	3x3 metre
<b>Hired from</b>	Grant Tent Hire			

<b>Proposed Location</b>	At the front of St Giles Church		
<b>STAGE</b>	<b>Size (approx)</b>	N/a	
<b>Hired from</b>	N/A		
<b>Proposed location</b>	N/A		



**NOTES:**

**Location of all temporary structures must be indicated on your Event Site Plan**

**Structures should be hired through a reputable company in order to meet legal obligations with regard to size, height, weight bearing etc**

**Christmas Light Switch On**

<b>TENTS/CANOPIES</b>	<b>How many</b>	2	<b>Size (approx)</b>	10x10metre 5x5 metre
<b>Hired from</b>	Grant Tent Hire			

<b>Proposed Location</b>	10x10m- At front of St Giles Church on the Plainstones 5x5m- At the back of St Giles Church		
<b>STAGE</b>	<b>Size (approx)</b>	Approx. 24 x 16 ft	
<b>Hired from</b>	Limelight event services		
<b>Proposed location</b>	As above at front of church		

**NOTES:**

**Location of all temporary structures must be indicated on your Event Site Plan**

**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.**

A walk round is carried out at the end of every event to remove any litter, bins are hired from the Moray Council for the events

## **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>
1	Please confirm that you have necessary licences in place before the event. If you have any questions regarding licences etc please contact The Council's Licensing Team. Email <a href="mailto:ldsadmin@moray.gov.uk">ldsadmin@moray.gov.uk</a>	<input checked="" type="checkbox"/>
2	Please ensure that you have fully completed and signed this application form (Annexe 1b)	<input checked="" type="checkbox"/>
3	Please ensure that you have complied with Annexe 2 – Conditions of Use	<input type="checkbox"/>
4	Please confirm that you will comply with Environmental Health Annexes, Annexe 3 - Health & Safety Guidance and Annexe 4 – Food Safety Licence Conditions, if appropriate	<input checked="" type="checkbox"/>
5	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	<input checked="" type="checkbox"/>
6	If appropriate please complete Annexe 7 – Application for Electricity Supply This form must be accompanied by valid PAT Certificates for the electrical equipment you will be using.	<input type="checkbox"/>
7	Please ensure that you have included the appropriate fee (if applicable)	<input type="checkbox"/>
8	If appropriate please complete Annexe 8 – Application to park licensed vehicle within pedestrianised areas	<input type="checkbox"/>
9	Please complete and return all documentation and supporting documents to: The Moray Council, Economic Development, High Street, Elgin, IV30 1BX	<input checked="" type="checkbox"/>

mai

**For further guidance please contact:**

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