

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 licensing@moray.gov.uk or Tel: 0300 123 4561 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, Economy and Enterprise
Council Office, High Street,
Elgin, IV30 1BX
Tel: 0300 123 4561 or email to 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. Formal 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

Full Name of nominated event organiser/contact person (including any previous names):	
Date and place of birth of event organiser/contact person:	
Name of organising body:	
Address:	

Postcode:	
Daytime contact number:	
Mobile number:	
Email:	
Has the applicant or group:	
a) Previously organised a similar event? If YES, please detail	
b) Been refused permission to hold a similar event? YES/NO If YES, please detail	
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	
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:	
If NO, please provide details of person/group responsible for the total management of the event:	
Contact details of event organisers on the day/night of the event:	
Name of contact 1:	
Telephone Number:	
Name of contact 2:	
Telephone number:	
Estimated attendance at event per day	

PART 2 - EVENT DETAILS

Event Name:	
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Date(s) and times of event, including set up:	
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.	
Will there be any catering etc? YES/NO If YES, please provide details	
Will there be any amplified music? YES/NO If YES, please provide details	
Will there be any machinery, vehicles or animals involved in the event? YES/NO If YES, please give details	
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?	
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

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, Keith (Reidhaven Square) and Lossiemouth (Station Car Park)

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, Economy and Enterprise
Council Office, High Street,
Elgin, IV30 1BX**

or email it to marketsandevents@moray.gov.uk

Are you proposing to use generators? YES/NO

PART 7 - TEMPORARY STRUCTURES

TENTS/CANOPIES	How many		Size (approx)	
Hired from				
Proposed Location				
STAGE	Size (approx)			
Hired from				
Proposed location				
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.
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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

	CHECKLIST - PLEASE USE THIS CHECKLIST TO ENSURE THAT YOU HAVE INCLUDED ALL RELEVANT INFORMATION	Please Tick
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 licensing@moray.gov.uk	☐
2	Please ensure that you have fully completed and signed this application form (Annexe 1b)	☐
3	Please ensure that you have complied with Annexe 2 – Conditions of Use	☐
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	☐
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.	☐
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.	☐
7	Please ensure that you have included the appropriate fee (if applicable)	☐
8	If appropriate please complete Annexe 8 – Application to park licensed vehicle within pedestrianised areas	☐
9	Please complete and return all documentation and supporting documents to: marketsandevents@moray.gov.uk The Moray Council, Economy and Enterprise, High Street, Elgin, IV30 1BX	☐

For further guidance please contact:

marketsandevents@moray.gov.uk

Telephone: 0300 123 4561
