



BARNSTAPLE TOWN COUNCIL

APPLICATION FOR THE USE/HIRE OF ROCK PARK, BARNSTAPLE

Please complete all sections

Name of Event:

Dates Required: From To

Time Required: From To.....

Zone(s) Required: (see map with zones indicated)

ORGANISER DETAILS

Applicant's name and address:

.....
.....

Name of Organisation:

.....

Tel No: Mobile No:

Email: Reg. Charity No:

Do you have Public Liability Insurance to
the value of (min) £5M?

Yes ☐ No ☐

Have you obtained the necessary
PRS/PPL Licence?

Yes ☐ No ☐

Have you completed a risk
assessment for the event?

Yes ☐ No ☐

(Please include set-up date and close-down date – times of operation from and to each day of operation)

[illegible]

EVENT DETAILS

Does the event include any of the following activities:

Yes ☐ No ☐

Yes ☐ No ☐

Yes ☐ No ☐

Yes ☐ No ☐

Yes ☐ No ☐

Yes ☐ No ☐

Yes ☐ No ☐

Yes ☐ No ☐

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How many stewards and marshals will you provide?

How many mobile catering units, including ice-cream vans, will be on the site?

How many commercial units, other than food outlets will be on the site?

Completed application forms should be sent to:

Barnstaple Town Council
Barum House
The Square
Barnstaple
EX32 8LS

Tel No: 01271 373311

Email: admin@barnstapletowncouncil.gov.uk

Application forms and all relevant documentation must be received **at least 30 days** prior to the event to allow time for the application to be approved, and notice given to other statutory bodies.

I have read, and agree to comply with, the Terms and Conditions of Use/Hire of Rock Park.

Signed:

On behalf of:

Date:

I enclose a copy of the Organisation's Public Liability Insurance

Signed:

On behalf of:

Date:

I enclose a copy of the Organisation's Risk Assessment for the event

Signed:

On behalf of:

Date:

No permission for any event will be given until the application form and accompanying documentation has been processed and approved by the Town Council.

Data Protection Act 1998

Barnstaple Town Council is the Data Controller. This information is being collected for the purpose of the application for use of Rock Park but may be used for the wider purpose of Environmental Health and Licensing registration and regulation. When you complete this application form you are providing your consent for the Council to hold and use your personal information for this purpose. The information you provide may be disclosed to other Local Government departments and other Agencies.