

Witney Town Council

Hosting an Event Application Form

This application form should be completed in full by the event organiser. Completed forms should be submitted electronically or by post to the address below.

Witney Town Council
Town Hall, Market Square
Witney, OX28 6AG

Email: Info@witney-tc.gov.uk

Tel: 01993 704379

Contact Info

Event Organiser Name:	
Address:	
Telephone:	
Email:	

Event Info

Event Name:	
Start Date including set up:	
End Date including set down:	

Required Timescales

	Small Below 100 attendees	Medium below 500 attendees	Large above 500 attendees
Application Form	2 Months	2 – 8 Months	8-12 Months
Event management plan with all	1 Week	6 Weeks	6 Weeks

supporting documentation			
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Regulated Services & Licensing Section 2

Full details should be provided in your Event Management Plan. Please tick the box that applies to the main event.

Event Type			
Charity	<input type="checkbox"/>	Community	<input type="checkbox"/>
Commercial	<input type="checkbox"/>	Non-Commercial	<input type="checkbox"/>
Religious	<input type="checkbox"/>	Political	<input type="checkbox"/>
Statutory, State or Civic event or exercising freedom of the town			<input type="checkbox"/>
Other – Please specify:		<input type="text"/>	
Is this a repeat event	<input type="checkbox"/>	Yes	<input type="checkbox"/>
If 'Yes', when was it last held?	<input type="text"/>		

Environmental Health Section 3

Event Type – Catering and Food Operators	Yes	No
Will food be sold or supplied as part of your Event?	<input type="checkbox"/>	<input type="checkbox"/>
Wholesome (potable) Water	<input type="checkbox"/>	<input type="checkbox"/>
Does your event include the sale or supply of alcohol?	<input type="checkbox"/>	<input type="checkbox"/>
Does your event include the sale or supply of food?	<input type="checkbox"/>	<input type="checkbox"/>
If Yes to either of the above, it is a mandatory requirement that a sufficient supply of wholesome water (drinking & hand washing) is available at all times. You must confirm in your Event Management Plan what arrangements you will be making for this to be provided.		
Will your event produce wastewater?	<input type="checkbox"/>	<input type="checkbox"/>

Regulated Services & Licensing Section 4

Event Type - Are any of the following to be sold or supplied as part of your event	Yes	No
Alcohol	<input type="checkbox"/>	<input type="checkbox"/>
Regulated Entertainment: a) plays b) films c) indoor sporting event d) boxing or wrestling entertainment e) live music f) recorded music g) performances of dance	<input type="checkbox"/>	<input type="checkbox"/>

Live Music Act 2012 – Exemptions

Amplified music – is not classed as regulated entertainment if the below criteria is satisfied:

- there is a premises licence or club premises certificate in place permitting “on sales”
- the premises are open for the sale or supply of alcohol for consumption on the premises
- live music is taking place between 8am and 10pm
- the audience consists of no more than 200 people

Unamplified Music – is not classed as regulated entertainment, regardless of the number of people in the audience if:

- the music is provided anywhere
- takes place between 8am – 10pm

If you already hold a premises licence, please confirm the reference number:

check the Licence covers all the activities proposed for this event

Raffles and Lotteries	Yes	No
Do you intend to have a Raffle or Lottery?		
Public Charitable Collections	Yes	No
Do you intend to collect money or sell items for charity?		
Does your event include a procession?		

Environmental Protection Section 5

Trading Standards	Yes	No
Will there be traders at your event involved with any of the following? a) Age Restricted Products b) Trading Standards		
Waste Management	Yes	No
Are you providing waste and or recycle bins?		
Are you providing sanitary (toilet/hand washing) facilities on site?		
Will you require additional public toilet consumables and additional cleaning to be provided?		
Health & Safety	Yes	No
Does your event require a Public Address system?		
Does your event require any plant/specialist equipment?		
Do you intend to have a bonfire or fireworks during the event?		
Do you intend to include a lighting/laser display?		

Traffic & Highways Section 6

Traffic & Highway Management	Yes	No
Do you need to stop traffic or restrict traffic in any way?		
Do you need to prevent the use of public parking spaces/bays?		
Do you require vehicles to access pedestrian areas?		

General Section 7

Development Control (Planning)	Yes	No
Does your event require any temporary demountable structures (TDS e.g. marquees, staging, lighting rigs, scaffolding etc.)?		
Tourism & Events	Yes	No
Will the event be recorded for broadcast on television/radio/internet?		

Public Liability Insurance Details Section 8

Insurance	Yes	No
Do you already have Public Liability Insurance that will cover this Event?		

Hirers Privacy Notice

When you hold an event on one of our recreation grounds, the information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information, send invoices and receipts relating to your hire agreement. Your personal information will not be shared with any third party without your prior consent.

When you contact us

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

The Councils Right to Process Information

General Data Protection Regulations Article 6 (1) (a) (b) and (e)

- A. Processing is with consent of the data subject or
- B. Processing is necessary for compliance with a legal obligation or
- C. Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

Information Security

Witney Town Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. (You may request the deletion of your data held by Witney Town Council at any time).

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer: Town Clerk, info@witney-tc.gov.uk

Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact the Council to request this.

Information Deletion

If you wish Witney Town Council to delete the information about you please contact the Data Information Officer: Town Clerk at the Town Hall, Market Square, Witney, OX28 6AG, on 01993 704379 or info@witney-tc.gov.uk

Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact the Town Clerk to object.