

Request to use Council Land – Newry Mourne and Down District Council

File Ref _____

Applicant: _____

Organisation: _____

Contact Details: Email: _____ Mobile No: _____

Council Land requested _____

Date Required: _____

Details of Event _____

Certain activities will require a licence or special permissions including the sale of alcohol, Entertainment licences and Road Closures

Does your event require an Entertainment Licence? Yes/No

Does your event include sale/provision of Alcohol? Yes/No

Does your event involve road closures? Yes/No

Will there be Inflatables at event (Bouncy Castles etc) Yes/No

If your request is approved you will be required to submit the following:-

- Risk Assessment (See Page 15 of Toolkit for template)
- Events Plan (See Page 17/18 of Toolkit for template)
- Insurance – Minimum limit of £5 million but for events which are considered “High Risk” £10 million Public Liability Insurance cover will be required. You should check with your Insurance Provider. (Council’s Insurers have advised that high risk events would include fairground operators, bouncy castles/inflatables/trampolines, motorised sports, water based sports, contact sports or dangerous activities, large events, events involving heat, fireworks displays etc.)
- Site plan

FOR OFFICE USE ONLY

Officer Recommendation: Approve / Reject

Signed: _____

Having been considered the above application was approved under Newry, Mourne and Down District Council’s Scheme of Delegation for Officers

Signed:- _____

Position: Director of _____

Date: _____