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**APPLICATION FOR REQUEST TO USE COUNCIL LAND**

**NEWRY, MOURNE AND DOWN DISTRICT COUNCIL**

*PLEASE REFER TO LINK BELOW FOR INFORMATION ON HOW TO ORGANISE AN EVENT*

<https://www.newrymournedown.org/how-to-organise-an-event>

Please **read this Privacy Notice** before signing the attached form.

**Privacy Notice**

September 2022

Visitor Services Team

0330 137 4046

10-14 Central Promenade, Newcastle, County Down, BT33 0AA

visitor.services@nmandd.org

**The type of personal information we collect**

We currently collect and process the information contained in the attached ‘Request to use Council Land’ form.

**How we get your personal information and why we collect it**

Most of the personal information we process is provided to us directly by you for the use of Council land.

We use the information that you have given us in order to:

* process your booking and confirm use/hire details;
* raise any issues we may have regarding the use/hire of the area;

Your personal information will not be shared with third parties.

Under the UK General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information is:

 **(b) We have a contractual obligation. This allows us to process personal data when this is necessary for the performance of a contract.**

Your information is stored in a secure file room and electronically on Council servers.

In accordance with Council’s Retention and Disposal Schedule completed forms will be held for 12 months from the booking date and then destroyed. Payment details will be retained for a maximum period of 7 years from the date of payment after which it will be securely destroyed.

**Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us if you wish to make a request (see contact details at the top of previous page).

**How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us (see contact details on footer of first page).

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO’s contact details are as follows:

* ICO website: [www.ico.org.uk](http://www.ico.org.uk)
* ICO self-service portal: <https://ico.org.uk/make-a-complaint/official-information-concerns-report/official-information-concern/>
* Helpline: 0303 123 1114

|  |  |  |  |
| --- | --- | --- | --- |
| APPLICANT NAME |  | ORGANISATION |  |
| EMAIL |  | TEL/MOBILE |  |
| COUNCIL LAND REQUESTED  | *(please provide specific details of the areas required)* |
| DATE & TIME  |  |
| DETAILS OF EVENT |  |

**LICENCE OR SPECIAL PERMISSIONS**

**Does your event require/include:**

|  |  |
| --- | --- |
| Does your event require an Entertainment Licence? | YES / NO |
| Does your event require a Street Trading Licence? | YES / NO |
| Does your event include the sale/provision of food? | YES / NO |
| Does your event include the sale/provision of alcohol? | YES / NO |
| Will there be inflatables at event…eg Bouncy Castles etc? | YES / NO |
| Does your event involve road closures or restriction of traffic?If yes, has an application been made for a Road Closure Notice? | YES / NOYES / NO |

**You are required to submit the following:**

|  |  |  |  |
| --- | --- | --- | --- |
| Site / Event Specific Risk Assessment |  | Safeguarding Policy or sign up to agree to Council Policy |  |
| Event Plan (if under 20 attendees) |  | Completed Event Application Form (if over 20 attendees) |  |
| Event Safety Plan (if over 50 attendees) |  | **Site Plan- marked to show exact location/s of event** |  |
| Insurance – minimum limit of £5 million For events which are considered “High Risk” £10 million public liability insurance 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, motorized sports, water-based sports, contact sports or dangerous activities, large events, horse riding events, events involving heat, fireworks display etc.  |  |
| **If Drone filming:** |
| Confirmation that you understand your obligations under the UK Data Protection Act and General Data Protection Regulation |  | Copy of Pilot’s Licence |  |
| Copy of PFCO/Civil Aviation Authority Permission |  | Agree to display ‘Permission to Use Council Land Notice’ (will be provided by NMDDC) |  |
| You are required to ensure the area is safe and complies with current CAA regulations at all times whilst using/operation the drone(s) |  | Agree the responsibility of any flight, including take-off and landing, and its legalities rests with the drone operator. |  |

**APPLICANT SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please tick to confirm that you have read and understood the Privacy Notice 

*Please turn over…..*

**FOR OFFICE USE ONLY**

Officer Recommendation: Approved

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Position:  |  |

**Director approval under NMDDC Scheme of Delegation**

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Position:Date: |  |