

**REQUEST TO USE COUNCIL LAND
NEWRY, MOURNE AND DOWN DISTRICT COUNCIL**

PLEASE REFER TO COUNCIL WEBSITE FOR INFORMATION ON 'HOW TO ORGANISE AN EVENT'

www.newrymournedown.org

APPLICANT NAME		ORGANISATION	
EMAIL		TEL/MOBILE	
COUNCIL LAND REQUESTED	<i>(please provide specific details of the areas required)</i>		
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?	YES / NO
If yes, has an application been made for a Road Closure Notice?	YES / NO

You are required to submit the following:

Site / Event Specific Risk Assessment		Covid Risk Assessment	
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	
Safeguarding Policy or sign up to agree to Council Policy			
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, 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 it's legalities rests with the drone operator.	

APPLICANT SIGNATURE: _____

Turn over....

**REQUEST TO USE COUNCIL LAND
NEWRY, MOURNE AND DOWN DISTRICT COUNCIL**

PLEASE REFER TO COUNCIL WEBSITE FOR INFORMATION ON 'HOW TO ORGANISE AN EVENT'
www.newrymouredown.org

FOR OFFICE USE ONLY

Officer Recommendation: Approved / Not approved

Signed:

Position:

Director approval under NMDDC Scheme of Delegation

Signed:

Position:

Date: