



# ARNSIDE PARISH COUNCIL

## Use of Arnside Parish Council Land Policy and Procedure

### Memorial Playing Field, Cemetery, Pier, Beachwood and Foreshore

The purpose of this policy is to ensure that parish open spaces are used in the interests of the local community, to protect these assets and to maintain public safety.

Anyone wishing to hold an event using Arnside Parish Council land must complete an **Event Application Form to Use Arnside Parish Council Land** (copy below), and submit it to the Clerk a minimum of 6 weeks prior to the proposed event, with risk assessments and public liability insurance as appropriate. (However, if you are required to obtain a ROAD CLOSURE PERMIT then all the document must be completed 14 weeks prior to the commencement of the event).

The form is a requirement for any event being held on Arnside Parish Council land. The information you provide allows us to ensure that your event will be run safely and sensibly, adheres to all legal and licensing requirements and to check that the venue you wish to use is available and that the event will not clash with any other activity in the borough.

The Clerk should ensure that the event meets the following criteria:

- All events held on or involving use of Arnside Parish Council land should be in the interest of the local community.
- Events should be run by or commissioned for residents/clubs/organisations within Arnside.
- Sufficient evidence of risk management has been provided to ensure public safety at the event
- Public Liability Insurance is arranged by the applicant
- The event is not likely to cause damage to Arnside Parish Council land (where damage is possible, the event organiser should provide evidence of how they will address this)
- Events should not clash with existing booked events or planned maintenance work

Subject to the above criteria being fulfilled the Clerk may give written consent on behalf of Arnside Parish Council for small scale events to take place, having consulted with the Chair and one other Councillor.

All large scale events and any events where the Clerk is unsure whether or not to grant consent should be referred to the next full council meeting for a decision.

The Clerk should report all event applications and any consent given to use Arnside Parish Council land to the council in the monthly Clerk's report.

The Clerk and/or the event organiser should put up notices regarding the event on Arnside Parish Council notice boards and the website to ensure that the public are made aware of the event and any potential access restrictions / noise etc. **The Clerk should also notify any relevant individuals (maintenance contractors) & the event organisers should notify neighbouring properties as appropriate.**

After each event, the Clerk or a nominated Councillor should inspect the land used to ensure that any damage has been addressed and that litter etc. has been removed.

## Event Application Form to Use Arnside Parish Council Land

- This form is to be completed for all events and activities which intend to make use of Arnside's public open spaces – **the pier, the foreshore, the Memorial Playing Field, the cemetery and Beachwood.**
- Forms should be submitted at least 6 weeks before the planned event date – please do not promote your event until you have received written approval from the council for your application.
- Please complete this application form and return a scanned copy of it to the Parish Clerk at [clerk@arnsideparishcouncil.co.uk](mailto:clerk@arnsideparishcouncil.co.uk)
- Please refer to the '**Use of Arnside Parish Council Land**' policy on the Parish Council website for the criteria that all events must meet for approval to be granted – contact the Clerk for a hard copy.

[ ] I have read the Use of Arnside Parish Council Land policy

Name of event:	
Date of event:	
Time of event, inc. set up & pack down	
Location of event:	
Brief description of event	
Event organiser:	
Contact name:	
Contact telephone number:	
Contact email address:	
Will public access be restricted e.g. by charged admission, and if so how?	
Please give details of any infrastructure e.g. marquees / fencing to be put in place.	

<p>How will the event be publicised in advance?</p>	
<p>What are the identified safety risks of the event and how will these be managed?</p> <p>Please note, if appropriate a full risk assessment may be required before approval is granted</p>	
<p>What measures are planned to minimise any potential inconvenience to local residents?</p>	
<p>Do you have public liability insurance?</p>	
<p>If YES, please attach a copy</p> <p>If NO please arrange public liability insurance and send a copy when you have received it</p>	
<p>Please provide any additional information, site plans etc that may help the council in considering this application</p>	
<p>Date of application:</p>	
<p>Submitted by (BLOCK CAPITALS please)</p>	
<p>Signed</p>	

**RISK ASSESSMENT AND MANAGEMENT**

Location:	Description of Activity:				Reference No:					
Risk Assessment and Detail <i>(Precursor: There is a risk that/of .....)</i>		Initial Risk Score 1-5 1= Low 5= High				Actions to Reduce Identified Risk	Residual Risk Score After Actions taken			
		Severity	Likelihood	Risk Rating (Severity x Likelihood)	Clerk' s		Severity	Likelihood	Risk Rating (Severity x Likelihood)	Clerk' s
1. E.g. High temperatures		3	2	6	Medium	a) Study weather forecast in advance of event b) Ensure adequate supply of water to prevent dehydration c) Ensure First Aiders will be present	2	2	4	LOW
2.										
3.										
4.										
5.										

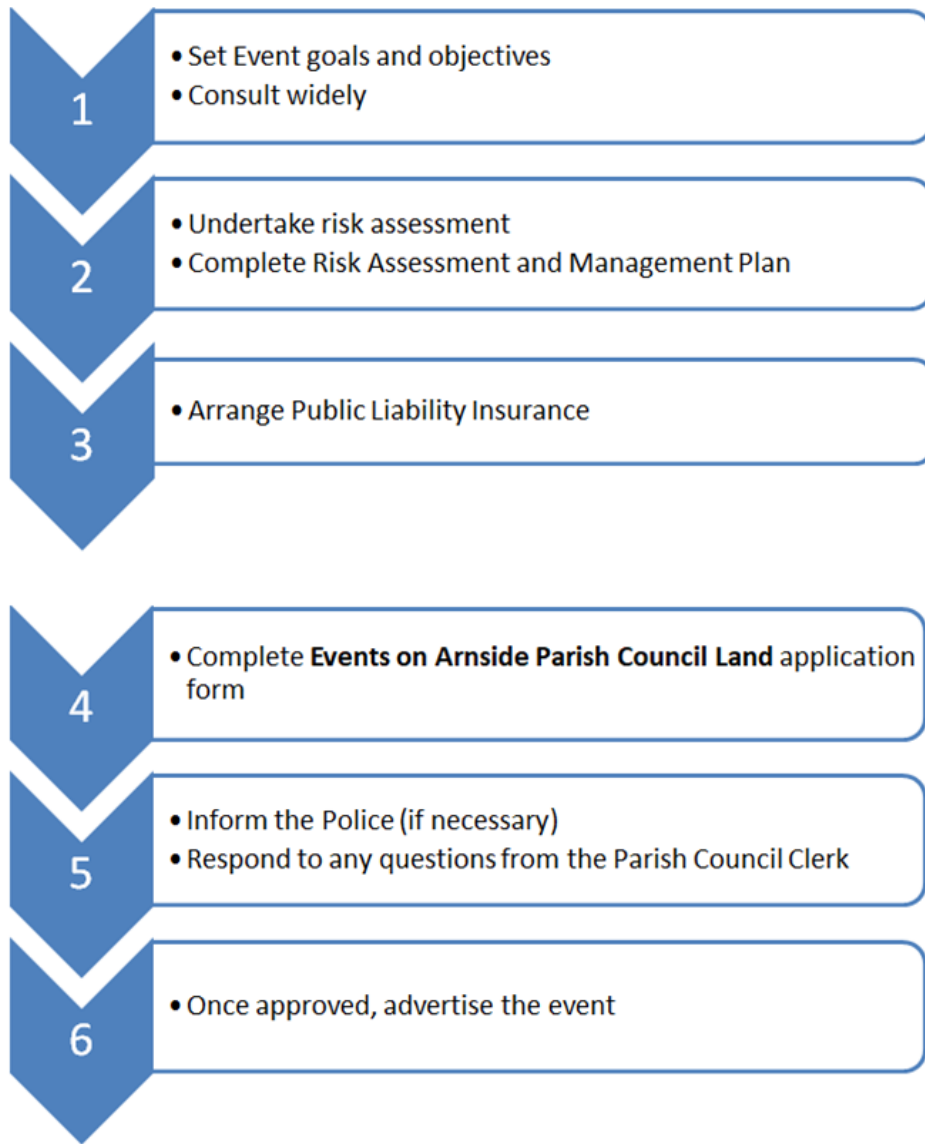
**Risk Rating 0 – 5 = LOW 6 – 15 = MEDIUM 16 – 25 = HIGH**



# Arnside Parish Council

## RACI Chart

Task	Responsible	Accountable	Consulted	Informed
Organisation of Event – setting aims and objectives and planning logistics	Event Organiser	Event Organiser and team	PC Clerk	Parish Council members
Risk Assessment and Management Plan				
Public Liability Insurance				
Completing <i>Events on Arnside Parish Council Land</i> application form				
Responding to Parish Clerk's questions (if necessary)				
Informing the Police (if necessary)				
Advertise the event				
Event Day: Setting Up				
Event Day: Event Manager				



Approved at Arnside Parish Council Meeting 8<sup>th</sup> April 2024