

Application No:

APPLICATION FOR A CAR BOOT SALE ON THE PARK
Name of Organiser -
Address -
Postcode -
Tel No. -
Email Address -
Name/Address where correspondence should be sent (if different from above) –
Postcode -
Date required –
In Aid of -
We generally receive enquiries from the public wishing to attend car boots sales. It would be useful if you could provide details (eg timings, contact for pitch booking, fee etc) which can be passed on and also included on our website:

Applications will only be accepted when accompanied with the following:-

	Enclosed (please tick)
1. A copy of your current Third Party Public Liability Insurance Certificate providing named cover for your organisation/charity - which should provide a minimum cover of £2,000,000	
2. A completed Risk Assessment form	
3. Fee of £110.00 (£60 for use of the park + £50 refundable deposit (two separate cheques made payable to Diss Town Council)	

I/We hereby apply to have a Car Boot Sale on Diss Park in accordance with the Council's current scale of charges and subject to the Car Boot Sale Regulations. I/We agree to remove all rubbish collected throughout the event, including any full rubbish sacks, from the park and dispose of it responsibly. ie: not in the Town Councils bins, site to be left as found, no unsold car boot goods to be placed in bins. **I/We understand that if these conditions are not met & extra cleaning by Town Council staff is required the £50.00 deposit will not be returned.**

Signed - _____ Date - _____

For office use only:			
1 st date requested:	Public liability received:	Risk Assessment received:	Payment received:
2 nd date requested:			

EVENT RISK ASSESSMENT FORM

Please fill in this form and return it **signed and dated** with your booking form.

(This form is also available in electronic format if you require)

Organisation:		Contact Person:	
Site:	The Park	Location on site:	
Type of activity:	Car Boot Sale	Date and time:	Number of participants:

Hazards involved with this activity	Safety measures you will put in place to reduce the risk of accidents	Rating band (see table below)
Movement of vehicles in vicinity of public	All vehicle movements to be directed by a minimum of six stewards. Enforce an on-site speed limit of 10mph. Two-way radios to communicate between stewards on site. Marshalls always available during event. Marshalls to wear identifiable high visibility yellow vests. Mobile phone available to contact emergency services.	2 x 2 = 4
Tables used for display of goods collapsing	Tables used for display must to be strong and fit for purpose. First aid kit available for use.	2 x 2 = 4
Balls landing on public from play area	Make sure that cars are kept a safe distance from the play equipment.	2 x 2 = 4
Fire Safety	Ensure spacing between vehicles is as specified in the terms and conditions of hire. Provide a means of sounding the alarm, allocate two fire marshalls who will supervise evacuation to a predetermined fire assembly point and call the fire brigade. The Town Council will advise the fire service of all scheduled car boot sales.	2 x 2 = 4

RISK RATING

ACTION BANDS

Likelihood	Severity of injury	Rating Band	Action
1 = Most Unlikely	1 = Trivial Injury	1 – 2 = Minimal Risk	Maintain Control Measures
2 = Unlikely	2 = Slight Injury	3 – 4 = Low Risk	Review Control Measures
3 = Likely	3 = Serious Injury	6 – 8 = Medium Risk	Improve Control Measures
4 = Most Likely	4 = Major Injury or Death	9 – 12 – 16 = High Risk	Consider not running the event

Signature:	Print Name:	Date:
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For DTC staff use only:

Comments: