

APPLICATION FOR THE HIRE OF DISS PARK		APPLICATION No.: (Office Use Only)
Name of Organisation/Individual:		
Address & Invoice Address if different:		
Postcode:		
Telephone Number:	Email Address:	
Date(s) of Hiring: (Please include any days for set up, close-down, etc.)		
Hours of Hire (include preparation & clearing up time)		
From:	am/pm	To: am/pm
Type of Event: (e.g. concert, play, church service, etc.)		
PPL / PRS – will you be playing recorded or live music? If so, a levy may be charged.		Yes / No

Facilities Required	✓	For Office Use
Toilet facilities (state times)		
Electricity		

Applications will only be accepted when accompanied with the following:	Enclosed (please tick/circle)
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	Yes/No
2. A completed Risk Assessment form	Yes/No
3. Is an appointment needed to sign the Licence Agreement with the Town Clerk	Yes/No
4. Payment of the appropriate fees	Yes/No

I/We hereby apply to have an Event at Diss Park in accordance with the Council's current scale of charges and subject to the Diss Park / Pavilion 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. I/We understand that a minimum additional charge of £50 will be payable if extra cleaning by Town Council staff is required.

Signed: _____

Date: _____

For office use only:			
Public liability received		Licence Agreement Signed	N/A
Risk assessment received		OPB @ Kiosk Contacted	N/A
Letters to Parkside Court Residents sent		Police/Councillors informed	

Regulations for Hire of Diss Park

SECTION 1: GENERAL EVENTS

Bookings & Payment Process

1. An event can take up to six months to process depending on the complexity of the event. Please allow sufficient time for processing.
2. For larger events such as Carnivals, Community fun days, fairs, festivals, open air theatre or vehicle shows, a statement of intent should be submitted at the earliest opportunity including:
 - 2.1 Preliminary information about your event with a plan of how you propose to utilise the space.
 - 2.2 Summary of activities, attractions and expected attendance.
3. An initial review of your proposal will be undertaken by Council officers based on the availability of the proposed dates for the park and the feasibility of the event.
4. A hire fee may be charged according to event size and nature
5. If the event receives initial approval, you will be required to provide detailed documentation as part of the application process. We recommend completing the Safety Advisory Group (SAG) Event Management plan to ensure all areas are covered but documentation must include:
 - 5.1 A detailed event setup plan, including stall and equipment layouts. (To be reviewed by our Facilities & Buildings Manager.)
 - 5.2 A full running order or entertainment schedule.
 - 5.3 A copy of your Public Liability Insurance certificate (minimum cover of £2 million).
 - 5.4 Infrastructure requirements, such as additional security, further toilet provision, extra refuse bins.
 - 5.5 Extreme weather contingency plan.
 - 5.6 Information on emergency provision, including First Aid arrangements, Fire Safety, Police liaison, and procedures for lost children.
 - 5.7 A comprehensive risk assessment. A template is available from the Council on request but should be amended with specific risks for your event.
 - 5.8 For any food vendors: relevant documentation such as completed application form risk assessments, public and employers' liability insurance, food hygiene certificates, and gas safety certificates (if applicable).

5.9 Large-scale events (500+ expected attendees) must notify (SAG) sag@southnorfolkandbroadland.gov.uk a minimum of 3 months in advance of the intended date by completing an event notification form <https://www.southnorfolkandbroadland.gov.uk/business/licensing/event-notification> Following review of this initial form they will advise if a further event Management plan is required <https://www.southnorfolkandbroadland.gov.uk/business/licensing/event-management-plan-template> Diss Town Council should be notified immediately of any issues and feedback the hirer received from SAG.

6. If the event reaches this stage in the planning process, officer time has been utilised and the event is subsequently cancelled by the hirer, an application fee of £100 will be payable to cover administration.
7. Payment Terms: All fees and charges must be made via BACS. Cash or cheque payments are not accepted.

Licensing

8. Diss Town Council holds a premises licence for live or recorded music and/or the sale of alcohol, and the licensing agreement will need to be signed with the Town Clerk by a member of your group who will be in charge on the day.
9. Organisers may be required to contribute towards PRS/PPL licensing fees if recorded or live music is played.

Health & Safety

10. All potential risks to the public, staff, volunteers, and property must be properly assessed, mitigated and specified in your risk assessment.
11. Assist the Council by reporting any accident or incident that has caused or may cause injury to a person or damage to property.
12. A minimum of three trained parking marshals is required for traffic and crowd management.
13. All vehicle movements during the event must be supervised by marshals. Only cars belonging to event are permitted on the park during set up. These vehicles will then be required to be moved off the Park.
14. Marshals must wear high-visibility clothing and be adequately briefed, instructed and supervised on their roles.
15. Organisers must take reasonable care of their personal health, safety & welfare and that of others who may be affected by their acts or omissions and must ensure the safety of:
 - Reversing and manoeuvring vehicles.
 - Setting up and dismantling of stalls and equipment.
 - Minimising trip hazards such as cables, stakes, or uneven surfaces.
16. Vehicular access needs to be clearly defined and marked out by traffic cones and visible to people attending the event. Two ramps are available for organisers. The access key for the park toilet cupboard (where the ramps are stored) must be collected from the Town Council Offices on the Friday before the event. The ramps must be returned to the park toilet cupboard at the end of the event, and the key must be returned to the Council on the Monday morning. Charges will apply for any unreturned ramps or keys.

Liability & Cancellation

17. Diss Town Council does not accept liability for any loss, damage, or injury incurred during your event to persons or property or other liability incurred by the event.

<https://disstowncouncil.sharepoint.com/sites/DTCDoc/DTC Properties/Park/Application Forms, Fees & Regulations/Hire Application Form with Regulations 28.1.26.docx>

18. The Council reserves the right to cancel events in cases of adverse weather or other unforeseen safety issues. In such cases, the Council will repay any fees paid. However, it is not liable for any expense incurred by the Hirer because of the cancellation.
19. The Council reserves the right to cancel any booking in the light of an emergency of any kind. The Council will consider refunding part or all the fees and charges paid and the amount shall be at the Council's discretion.
20. Cancellation by the Hirer of a booking must be in writing and must reach the Council seven days before the scheduled Event at the very latest.
21. On cancellation of the booking the Hirer must pay the full hire fee to the Council as well as any additional expenses incurred by the Council.
22. Council officers may conduct on-site inspections during the event to ensure compliance with regulations. Organisers must follow all instructions and guidance issued by the Council.

General Terms & Conditions

23. Fireworks, bonfires, and pyrotechnics are prohibited unless expressly authorised
24. No illegal, dangerous, or counterfeit goods may be sold. Prohibited items include, tobacco, weapons, fireworks & pornography.
25. No animals or livestock may be brought onto the site for sale.

Enforcement

26. Failure to comply with these regulations may result in:
 - Immediate termination of the event
 - Retention of deposits
 - Refusal of future bookings
 - Recovery of costs for damage or additional cleaning.

SECTION 2: CAR BOOT SALES

Bookings

1. A maximum of 12 car boot sales per year are permitted, including one allocated to the Mayor on the first Sunday of May.
2. Each group or organisation may book one car boot sale per year in the first instance. After 31 March, any remaining dates are offered on a first-come, first-served basis. Sales cancelled due to adverse weather will be offered an alternative date if one is available and monies may be held over until the next sale is booked.
3. Organisers must submit a completed Park booking form to secure your car boot sale.
4. A risk Assessment form must be completed and returned to the Council Offices four weeks before the event takes place (failure to supply the risk assessment will result in the event being cancelled)
5. All users are totally responsible for their own insurance cover; evidence of Public Liability Insurance to a minimum value of 2,000,000.
6. The hire fee of £67.50 must be made via BACS at least a month before the event. Cash or cheque payments are not accepted.

Event Promotion

7. Organisers are encouraged to publicise their events at least 2 weeks prior via:

<https://disstowncouncil.sharepoint.com/sites/DTCDoc/DTC Properties/Park/Application Forms, Fees & Regulations/Hire Application Form with Regulations 28.1.26.docx>

- Local social media (e.g., Diss Community Noticeboard – Facebook).
- Posters in local shops and community spaces.
- Local radio or newspapers.
- Arrange roadside signage for the edge of the park with contractor (contact details will be provided)

Set Up & Close Down

8. Site setup is permitted from 6:00am. Public admission is allowed from 7:00am. The entire site must be cleared by 1:00pm.
9. A minimum 3-metre gap must be maintained between vehicle parking and stalls (see approved site plan supplied by the Council).
10. Only vehicles offering goods for sale are permitted on site.
11. It is recommended that sellers are settled and trading before collecting fees.
12. No vehicles may leave the site before 11:30am, for safety reasons.
13. Organisers and marshals must remain on site until the last vehicle has departed.

General Terms & Conditions

14. Clauses 7 to 9, 11, 15 to 19, 22, 23 to 26 of the General Events Regulations apply to car boot sales.
15. Alcohol should not be sold at car boot sales.
16. Only private individuals may sell second-hand household items. Professional traders are not permitted.
17. Council litter bins must not be used, and all goods, rubbish, and equipment must be removed from the site after the event. An additional fee may be levied following the event to cover site cleanliness.
18. You are encouraged to liaise with local charity shops in advance for the collection of any unwanted or unsold items.
19. Public toilets will be open from 6:15am on the day of the event.

<p style="text-align: center;"><i>Approved by the Amenities Committee 28th January 26</i></p>
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TEMPLATE RISK ASSESSMENT FORM – DISS PARK EVENTS 2024/25

Organisation:		Contact Person:	ROBERT LUDKIN 07436 798234
Site:		Date and Time:	

Hazard	Who might be harmed and how?	How to control risk	What further controls/actions are required?	Current Risk Factor High/ Medium / Low	Timescales for further actions to be completed (within ...)	Responsible person's job title
Slipping on grass. Falls and sprains	Hirer and attendees for the event,	Wear sensible shoes and clothing for the event.	Make sure weather conditions are fit for the activity being performed.	1 x 1 = 1 Minimal Risk	Immediately on the day of the event	Hirer of event
Setting up and dismantling stalls	Public, Hirer/ Stall Holder	All stallholders are responsible for the safety of the public when setting up and dismantling their stalls.	Stallholders must ensure all poles, stall sections, tables, crates and/or gazebos are placed in a tidy manner to avoid trip hazards.	2 x 2 = 4 Low Risk	Immediately on day	Hirer / Stall Holders
			All gazebos or tents must be weighted down at each corner to avoid any accidents due to adverse weather.			Hirer / Stall Holder

Stall Tables	Public, Hirer/ Stall Holder	All tables must be in a good condition and constructed of suitable materials.	Ensure tables are not overloaded with display items to avoid collapsing. All tables must be placed on a level surface.	2 x 2 = 4 Low Risk	Immediately on the day	Hirer / Stallholder Hirer / Stallholder
Slips/falls/trip hazards	Public, Hirer / Stall Holders	Regularly ensure floor area and walkways are clear of debris and cables. Make sure the ground for the event meets all requirements of the hire.	Ensure any trip hazards that cannot be removed are clearly marked with hazard tape. Cables that are over walkways must have rubber matting to ensure no trip hazards. All boxes or goods are to be stacked and stored in a safe manner. Make sure weather conditions meet the event.	2 x 2 = 4 Low Risk	Immediately and during the event.	Hirer / Stallholder Hirer / Stallholder Hirer / Stallholder
First Aid	Public, Stall Holders	Report any emergencies immediately if can't be treated on site. Inform Council of any incidents.	A mobile phone must be carried to call emergency services if needed and to contact Council Staff.	1 x 4 = 4 Low Risk	Immediately and during the event.	Hirer / Stallholder
Banners	Public, Hirer /Stall Holders	Ensure all Banners are placed so as not to cause a trip hazard.	To be weighted down when necessary to avoid falling over and hitting someone.	1 x 1 = 1 Low Risk	Immediately and during the hire of the event.	Hirer / Stallholder
Removal of Rubbish	Public, Hirer / Stall Holder	All hirers must provide their own litter bins and take rubbish away post event.		1 x 1 = 1 Low Risk	Immediately and during the event.	Hirer / Stallholder
Fire Safety	Public, Hirer / Stall Holders	Stalls posing a fire risk must have their own appropriate control measures.	Each stall posing a risk to fire will provide a fire extinguisher/blanket.	2 x 4 = 8 Medium risk	Immediately and during the event.	Hirer / Stallholders

Food Safety and Hygiene	Public, Hirer / Stall Holders	<p>All stallholders handling food must have an up-to-date food hygiene certificate.</p> <p>Ensure any equipment is situated on a solid foundation with caution signs nearby.</p> <p>Traders should ensure that generators are suitable for use in close proximity to others if needed.</p>	<p>Caution signs to be sited so as not to be a trip hazard to the public.</p> <p>All hygiene certificates will be checked before setting up commences.</p> <p>All generators should be properly maintained and have no noxious fumes emitting into the atmosphere.</p> <p>Fuel should be stored in an approved container away from the stall.</p>	1 x 4 = 4 Low Risk	Immediately and during the event.	Hirer/Stallholders
Hot Food/Beverage Making equipment	Public, Hirer / Stall Holders	Make sure these are situated as safely away from the public on a solid foundation with caution signs nearby		2 x 2 = 4 Low Risk	Immediately and during the event	Hirer / Stallholders

Risk Rating		Action Bands	
Action Bands			
Likelihood	Severity of Injury	Rating Bands	Actions
1 = Most Unlikely	1 = Trivial Injury	1-2 = Minimal Risks	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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Risk assessments undertaken by Buildings & Facilities Manager and authorised by the Town Council