<table>
<thead>
<tr>
<th>Contact Details of Organiser</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Name of Club / Organisation</td>
</tr>
<tr>
<td>2. Main contact name and address</td>
</tr>
<tr>
<td>3. Email address</td>
</tr>
<tr>
<td>4. Telephone Number</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Event Details</th>
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</thead>
<tbody>
<tr>
<td>5. Name of ground or area required for event:</td>
</tr>
<tr>
<td>6. Date(s) of event: From:</td>
</tr>
<tr>
<td>Approximate times on site: From:</td>
</tr>
<tr>
<td>7. Site Plan attached</td>
</tr>
<tr>
<td>8. Name of event:</td>
</tr>
<tr>
<td>Type of event (e.g. Fete, Dog Show, etc.):</td>
</tr>
<tr>
<td>9. Details of proposed activities (e.g. stalls, funfair, bonfire etc.):</td>
</tr>
<tr>
<td>10. Estimated Maximum Number of Persons Attending (including spectators):</td>
</tr>
</tbody>
</table>

(N.B. if there will be more than 499 people attending you will also need to complete Traffic Management Information form (F3) and a Safety Advisory Group attendance form (F4). Forms can be downloaded from www.fareham.gov.uk or from the Parking Enforcement Manager by telephoning 01329 236100).

11. If available do you require the use of any facilities? e.g. use of pavilion, water supply, electricity (please note that charges may be made for such facilities).
   - Yes
   - No

If yes, please state what is required:
12. Specifically is this a (please tick one box only)
Commercial □ Fund raising □ Non-commercial □
Community service event □ Charity event □
Name of Charity: ......................................................................................................................
Charity Registration Number: ......................................................................................................
Will all income raised go to the Charity concerned? (Please tick) Yes □ No □
13. Is the event limited to friends/relatives? (Please tick) Yes □ No □
(in the case of a school to staff/children/parents)
Is the event free? Yes □ No □ Admission Price? £ ........
Will you be selling programmes? Yes □ No □ Price? £ ........

Insurance

14. Has Insurance been arranged in respect of Public Liability or Third Party risks (including products liability where appropriate)? Yes □ No □
15. What is the name of the insurer?
..............................................................................................................................................
16. What is the value of cover? £.................................
(Recommended that this should not be less than £5 million – copy to be sent to Fareham Borough Council)

Highway and Traffic Implications

17. Will vehicles be driven across the ground? Yes □ No □
18. If yes how many and what vehicles? Number: Type:
(cars, lorries etc)
19. Are any footpaths, bridleways or roads that are normally open to the public affected or used as part of the event? Yes □ No □
20. Are you proposing any directional signing on the highway to direct the public to the event? Yes □ No □
21. Do you anticipate the need for any road closures and traffic diversions? Yes □ No □
22. Have you considered the need to restrict or control parking on the highway in the vicinity of your event? Yes □ No □
23. Are there any car parks to be closed in order to hold the event? Yes □ No □
24. How many parking spaces will be available for persons working at the event? ........................................
25. How many dedicated parking spaces will be available for the public attending the event? ........................................
IMPORTANT NOTES
If a formal traffic order is required, then please allow at least 12 weeks notice to process the order.

If you have said “Yes” to questions Q19 to Q25 above you must complete the Traffic Management Information Form F6 referred to in the Guidance Notes / covering letter.

If you have not identified any dedicated parking and are proposing to rely on public car parks and parking on the highway then you will also be expected to complete the Traffic Management Information Form F6 referred to in the Guidance Notes / covering letter.

### Alternative Arrangements

26. Is there a possible alternative site?  Yes □ No □ Where? …………………
27. Is there a possible alternative date  Yes □ No □ When? …………………

### Event Activities

28. Please tick the appropriate boxes to show the activities you intend to utilise or permit at the event? (some of these may not be permitted at all sites).

- Fireworks/Pyrotechnics □ Music □
- Carnival/procession □ Live Entertainment □
- Fairground equipment □ Lost Children Point □
- Aircraft □ Barrier/Fencing □
- Parachutist’s □ Marquees □
- Balloon Launch □ Portable Generator □
- Hot Air Balloons □ Power Supply □
- Horses/Donkeys Other Animals □ Toilets □
- Motorcycles □ Alcohol □
- Other Motor Vehicles □ Food/Drink Concessions □
- Coconut Shy □ Barbecue □
- Inflatables (e.g. Bouncy Castle) □ Re-enactment Groups □
- Portable Staging □ Bonfire □
- P.A. System □ Foreshore Boat □
- Stewarding/Security □ Living History Or Other □
- On Site Communications □ Market Stalls □
- Water (Limited Supply At Some Sites) □
- Other: (Please Specify) □ ………………………………………………
| Should the hiring involve criteria listed in para 9 of the Hire of Open Space Policy additional information will be required to be submitted with this application form. |
|---|---|
| **o Attract more than 499 people** | Please provide details of how the event is going to be managed and controlled. A detailed risk assessment of the hiring should also be submitted. For events of this size the Fareham Safety Advisory group would need to be informed and a Safety Advisory Group attendance form (F4) should be completed. |
| **o Likely to extend beyond 10.00pm** | Please provide details of what steps are to be taken to ensure disturbance to local residents is minimised. |
| **o Likely to have an impact on traffic congestion** | Please provide details of how traffic attracted to the area by the event will be managed by completing a Traffic Management Information Form (F3). |
| **o Extend beyond one day of hiring** | Please provide details of the extent of the hiring and also measures that are in place (if applicable) to safeguard the site and any equipment over night. |
| **o Likely to have an impact on the general enjoyment of the open space** | Please provide details of how the impact on local residents can be reduced. Details of any planned consultation with residents may be required. |

The information we are collecting from you is in respect of your application to organise an event in Fareham which may include events taking place on land not owned by Fareham Borough Council. To assist us with processing your application, including any health and safety enquiries, we will share your information with relevant third parties including Hampshire County Council, Hampshire Constabulary and Hampshire Fire and Rescue Service. The information provided on this form will be retained for no longer than 7 years from the date of the event which you are applying for.

For more information about how the Council handles your personal data, your rights and the Council’s privacy policy please see the information on our website at www.fareham.gov.uk/privacy.aspx or on request.

If permission is granted for the event, I hereby agree to comply with the conditions set out in this form and any departmental terms and conditions and all reasonable instructions given by all authorised Officers of the Council.

Signed…………………………………………………..
Name………………………………………………..
Position …………………………………………..
Date…………………………………………………..

Please return this form to:
Fareham Borough Council, Civic Offices, Civic Way, Fareham, PO16 7PU

TEL  (01329) 236100
FAX  (01329) 821770
Email: customerservices@fareham.gov.uk