**Permit Application for**

**Regular Commercial Use of Council Land**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of organisation or group | | | | Click here to enter text. | | | | | | |
| Name of activity leader(s) | | | | Click here to enter text. | | | | | | |
| Address of organiser | | | | Click here to enter text. | | | | | | |
| Postcode | | Click here to enter text. | | | | Tel no.- Home | Click here to enter text. | | | |
| Tel no - Work | | Click here to enter text. | | | | Mobile | Click here to enter text. | | | |
| Email address | | | Click here to enter text. | | | | | | | |
| Description of event proposed including times, dates and areas of the park to be used (map provided), | | | | | | | | | | |
| Click here to enter text. | | | | | | | | | | |
| Approximate number of people expected to attend each session | | | | | | | | Click here to enter text. | | |
| Number of sessions required per month | | | | | | Click here to enter text. | | | | |
| Licence required? | | | One month | |  | Six months |  | | One year |  |
| **Declaration**  If permission is granted for the activity, I hereby agree to comply with the Council’s General Conditions for Use of Council Land, and all other reasonable instructions given by authorised Officers of the Council. I understand that the permit does not give me exclusive rights to any specific part of the park. I am aware that failure to comply with these conditions will result in the permit being revoked or further applications refused | | | | | | | | | | |
| Signed | | | Click here to enter text. | | | | | | | |
| Position | | | Click here to enter text. | | | | | | | |
| Date | | | Click here to enter text. | | | | | | | |
| **Please provide the following documents with your application** | | | | | | | | | | |
|  | Proof of Public Liability Insurance | | | | | | | | | |
|  | A risk assessment for the activity | | | | | | | | | |
|  | Copies of any relevant qualifications | | | | | | | | | |

Please send this completed form, together with any supporting documentation to the following:

Email: OperationalPSU@colchester.gov.uk

Tel: (01206) 508805

Community Services, Colchester Borough Council, Rowan House, 33 Sheepen Road, Colchester, CO3 3WG