This form is also available in Welsh

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**Application for the use of Council land**

I wish to apply for the use of the following land:

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| --- | --- | --- |
| Name: |  | |
| Organisation (if applicable): |  | |
| Address for invoicing purposes: |  | |
| Contact telephone number: |  | |
| E-mail address: |  | |
| **Your purchase order number:** |  | |
| Insurance details - copy of current and valid certificate required with application **(public liability insurance cover required to the level of £5 million pounds)** |  | |
| Date(s) of event and approximate start and end time: | Date: |  |
| Event commencement time: |  |
| Event end time: |  |
| Full details of event: |  | |

|  |
| --- |
| Additional information included – please indicate as appropriate:  Site location plan □  Site dimensions □  Plan showing any equipment or structure to be erected on site □  Photographs of equipment to be used □  Food/drink to be sold □  Alcohol licence required □  Temporary event Licence □  Health and Safety Risk Assessment □  Method Statement □  Risk mitigation measures □  Vehicular loading/unloading required □  Traffic order/road closure required □  Litter management plan and collection of waste proposals □  Post event reinstatement works □  Cleaning □  Extended toilet opening times □  Wildlife mitigation measures (if applicable) □  Other □ |

NB Applicants are requested to provide as much as possible with the application as this will enable the Council to process the application more quickly

*Please indicate into which category your event would fall:*

|  |  |
| --- | --- |
|  | Please 🗸 |
| Registered national charity event |  |
| Registered local charity event |  |
| National voluntary sector event |  |
| Local voluntary sector event |  |
| Children’s entertainment |  |
| Adult entertainment – singing, music, dancing |  |
| Other forms of entertainment – please stipulate: |  |
| Exhibition of articles or goods |  |
| Media / filming request |  |

I confirm that I wish to formally accept the terms and conditions in relation to my booking as above.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Signed: | |  | | | Date: |  | |
| Name (please print): | | | |  | | | |
| Organisation: | | |  | | | | |
| Event: |  | | | | Event Date: | |  |

**Please return to:**

Estates Section

Economy & Regeneration

Ceredigion County Council

Canolfan Rheidol

Rhodfa Padarn

Llanbadarn Fawr

Aberystwyth

SY23 3UE

Email: [estates@ceredigion.gov.uk](mailto:estates@ceredigion.gov.uk)

A Licence **will not be** permitted for the following:

* Furthering political views of any kind
* Furthering specific religious beliefs of any kind
* Displaying publicly offensive material, articles, or goods
* Adult entertainment such as singing, music, dancing which could be viewed as publicly offensive.

The Council will retain the right at any time to rescind any permission given with the reimbursement of the letting fee.

Should any organisation / person be refused a letting, they will have the right to appeal.

**Charge for use of land**

* £55 per day for an area of 10 sq m x 10 sq m area, max duration 3 days; no food and beverage sales to be allowed.
* For larger areas and longer periods the size of pitch, fees, and duration to be by negotiation with Estates officers, to include officer time in processing the application.
* For events in locations which would lead to loss of income to the Council, e.g. pay and display car parks, the charge would be based on the loss of income attributable to the event.
* The Council reserves the right to charge for any cleaning or reinstatement works required arising from the event as necessary and appropriate.
* Other costs incurred by the Council for additional services arising from the event,

e.g. cleaning, waste collection, extended toilet hours, reinstatement works.