|  |
| --- |
| Text  Description automatically generated with medium confidence |
|  |

Application to hold a Small Community Event on Public Open Space managed by New Forest District Council

Before completing this application, please read the guidance notes. If you are completing this notice by hand, please write legibly in block capitals. In all cases, ensure that your answers are inside the boxes and written in black ink or typed. Use additional sheets if necessary. You should keep a copy of the completed notice for your records. Please send your completed form to Open.Spaces@NFDC.gov.uk

## Applicant Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Name: | Click or tap here to enter text. | Click or tap here to enter text. | Title | Date: | Click or tap here to enter date. |
|  | Last | First | Title |  |  |

|  |  |  |
| --- | --- | --- |
| Address: | Click or tap here to enter text.  |  |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Click or tap here to enter text. |  |  |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone: | Click or tap here to enter text. | Email: |  Click or tap here to enter text. |

## Event

|  |  |  |  |
| --- | --- | --- | --- |
| Site Name: | Click or tap here to enter text. | Address: | Click or tap here to enter text.  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Time From: | Click or tap here to enter text. | To: | Click or tap here to enter text. |  |  |  | Date: | Click or tap here to enter date. |

|  |  |  |  |
| --- | --- | --- | --- |
| Event Name: | Click or tap here to enter text. | : |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Full Event Details: | Click or tap here to enter text. |  |  |

|  |  |
| --- | --- |
|  | Click or tap here to enter text. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. of attendees: | Click or tap here to enter text. | On Site Emergency Contact Name: | Click or tap here to enter text. | Contact Number (Mobile): | Click or tap here to enter text. |

## Site Plan

Please attach a site plan to this application showing layout of event, structures, location of any safety measures or vehicle access



## Risk Assessment

Please include a Risk Assessment with your application.

Sample Risk Assessments can be downloaded from www.hse.gov.uk



## Vehicle Access

|  |  |  |  |
| --- | --- | --- | --- |
| Do you require vehicle access to site (if available)?: | Yes |[ ]  NO |[ ]   |
|  |  |  |  |  |  |

## Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |