

# PADSTOW TOWN COUNCIL



## REQUEST FOR USE OF COUNCIL LAND

This form is a request for use of Council land and will be used to seek permission from the Council. Completion of this form does not confirm approval. The Town Clerk (or officer dealing with the request in her absence) will notify the of Council's decision in a timely manner. Attendance at the meeting is not required however, applicants wishing to do so should refer to Council's Public Participation Policy for further information. This is available online at <https://padstow-tc.gov.uk/public-participation/> or from the Council Offices.

Notes for completing the form:

- Please read the attached Use Of Council Land Policy before completing this form, particular attention is drawn to paragraphs 5.5 and 5.7;
- Requests must be submitted a *minimum* of 6 weeks' prior to the date of activity;
- Completed forms should be returned to the Council Offices at the address detailed at the bottom of this form or sent by email to [enquiries@padstow-tc.gov.uk](mailto:enquiries@padstow-tc.gov.uk).

Privacy Statement: Any personal data you share will not be published. It may be shared with Council's Insurers and Health and Safety Representative but will not be shared with any other third parties. Personal data will only be used for the purpose of progressing and, where approved, facilitating your request for use of Council land as set out in your request below. To view Padstow Town Council's General Privacy Notice please visit [www.padstow-tc.gov.uk](http://www.padstow-tc.gov.uk) or contact the Padstow Town Council Offices for a copy.

### SECTION 1: APPLICANT DETAILS

**1.1** Name of applicant:.....

**1.2** Name of organisation:.....

**1.3** Please provide contact details for all the methods you are happy to be contacted via:

Telephone (Required to progress request).....

Email:.....

Address:.....

### SECTION 2: REQUEST DETAILS

**2.1** Area of Council land requested:.....

.....

**2.2** Date/s of request:.....  
.....

**2.3** Time access is required:

Arrival ..... Departure.....

**2.4** If your request relates to an event, please provide the event start and finish times if different to 2.3:

Start ..... Finish .....

**2.5** Describe the nature of the activity. Please provide as much detail as possible and including but not limited to:

- Number of people attending activity;
- Details (including quantity and size) regarding any vehicles, equipment or signage that will be brought on to the land.

If necessary please use an additional sheet of paper to answer this question.

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**SECTION 3: PROVISIONS FOR ACTIVITY**

**3.1** Nominated Contact:

Name..... Telephone:.....

**3.2** Adverse Weather:.....

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**SECTION 4: PERMISSION FROM OTHER BODIES**

**4.1** Please provide details of the permissions from other bodies your activity requires (policy section 7.1), if any.

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*(For completion by Council Office)*

**SECTION 5: PERMISSION & FEES**

**5.1** Decision date/minute ref of full Council:.....

**5.2** Approved / Denied

**5.3** Conditions of Council (if any):.....

.....

**5.4** Date applicant advised and RA and PLI requested:.....

**5.5** Fees applicable: Yes No

If Yes: Amount:.....

Date Paid:.....

Receipt No:.....

**SECTION 6: HEALTH & SAFETY**

**6.1** Risk assessment received:..... Date:.....

**6.2** Risk assessment approved by WPS:..... Date:.....

Comments/Action for follow Up:.....

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**6.3** PLI received:..... Date:.....

**6.4** PLI approved by WPS:..... Date:.....

**Page 4/4**