



ADUR & WORTHING  
COUNCILS

## APPLICATION FORM FOR OPEN SPACE EVENTS

**Events Team, Adur & Worthing Councils,  
Worthing Town Hall, Chapel Road, Worthing, West Sussex, BN11 1HA  
Tel: 01903 221200 / 01903 221207 email: [events@adur-worthing.gov.uk](mailto:events@adur-worthing.gov.uk)**

Thank you for your enquiry about holding an open space event on Adur District Council or Worthing Borough Council land. Anyone organising an event on council owned land must complete this form. Please email the completed form to the details above. If returning this form via email, a signature is not required as long as the email is sent from the person named as the main contact. If you are not able to send the form electronically, please post it.

For small gatherings of 20 people or less, no booking needs to be made with the council. If you are planning to host a regular activity in one of our parks please complete the application.

Please complete every section of this form; you will also need to submit a risk assessment and evidence of Public Liability Insurance (minimum of £5m for small community events all other events minimum of £10m) at least 4 weeks before the date of the event (at least three months for large scale events). If the event is approved, you will receive a booking letter detailing consent and any conditions that apply. Adur & Worthing Councils do make a charge for open space events, and your fee will be confirmed on the submission of your application depending on the type, size and impact of your event.

Under the Licensing Act (2003), you may need an additional license if your event involves any licensable activities such as the performance of dance, music or the supply of alcohol. The Licensing Team can confirm whether a separate license is necessary [licensing.unit@adur-worthing.gov.uk](mailto:licensing.unit@adur-worthing.gov.uk) Please note that this will incur an additional cost and you may be asked to submit a Noise Management Plan.

All event sites must be left in a clean and tidy condition. Organisers are responsible for the removal of waste and for the full cost of the repair to any damage to the site.

Once we have received the completed form, we will liaise with other council departments such as Parks & Foreshore, Licensing and Public Health and consult with the Emergency Services and West Sussex County Council Highways who may be required to be involved with your event.

Should you require any further information, please contact The Events Team.

### GDPR PRIVACY NOTICE

Adur & Worthing Councils are committed to collecting, using and protecting your personal data appropriately. Data is collected in this case, in order to process your application for a Open Space Events. By completing this form you are agreeing to the Councils privacy policy which can be found on the main Adur & Worthing Councils website at [www.adur-worthing.gov.uk/privacy-notice](http://www.adur-worthing.gov.uk/privacy-notice).

If you would like to be contacted in the future regarding similar services, please ensure you tick the box

| <b>ABOUT YOUR EVENT</b>  |                      |  |                    |  |
|--|----------------------|--|--------------------|--|
| <b>NAME OF EVENT</b>   |                      |  |                    |  |
| Where do you want to hold this event?  |                      |  |                    |  |
| When do you want to hold this event?<br>(Only include the operating dates and times of the event). | From:                |  | To:                |  |
|  | Start time:          |  | End Time:          |  |
| Do you need to access the site outside of the operational dates?                                   | Yes                  |  | No                 |  |
|  | Date of site set up: |  | Date of site exit: |  |
|  | Start time:          |  | End time:          |  |
| Total number of expected participants and visitors?  |                      |  |                    |  |
| Has your event been held before?   |                      |  |                    |  |

| <b>ABOUT YOU</b>                                |                    |  |   |  |
|---|--------------------|--|---|--|
| Name of organisation                            |                    |  |   |  |
| What type of organisation are you               | Community Group    |  | Business                                      |  |
|   | Private Individual |  | Not for Profit<br>(please give details below) |  |
|   |                    |  |   |  |
| Name of contact person                          |                    |  |   |  |
| Position held in organisation                   |                    |  |   |  |
| Address   |                    |  |   |  |
| Postcode  |                    |  |   |  |
| Daytime Tel. No                                 |                    |  |   |  |
| Evening Tel. No                                 |                    |  |   |  |
| Mobile Tel. No                                  |                    |  |   |  |
| Email address                                   |                    |  |   |  |
| Are you a Registered Charity?                   | Yes                |  | No  |  |
| If yes, please give us your registration number |                    |  |   |  |

## DESCRIPTION OF YOUR EVENT

Please provide a short summary of your event:

|                                    | Yes | No |   | Yes | No |
|------------------------------------|-----|----|---|-----|----|
| BBQ                                |     |    | Inflatables (i.e. Bouncy castles, slides)<br>* If yes, give details below |     |    |
| Car boot sales                     |     |    | Carnival  |     |    |
| Car show                           |     |    | Recorded music (including DJ's)   |     |    |
| Fireworks                          |     |    | Live music  |     |    |
| Funfair or fair rides              |     |    | Food stands / sales +If yes, give details below                           |     |    |
| Marquees                           |     |    | Market stalls   |     |    |
| Picnics                            |     |    | Organised sports  |     |    |
| Other * If yes, give details below |     |    | Sponsored walk  |     |    |

\* Other / Bouncy Castles - If yes, please supply details (including name of hirer for bouncy castles):

**All inflatables must comply with BS EN 14960 (2013) and have annual examination by PIPA or ADIPS only. The inflatable must not be set up if wind conditions are at Beaufort Scale Force 5 (small trees branches start to sway).**

\* If yes, please supply details of Food stands/sales. Will they be operated by volunteers or commercial businesses? Please provide details of the food businesses' registered Local Authority and Food Hygiene Rating Score.

## MORE ABOUT YOUR EVENT

|   | Yes | No |
|---|-----|----|
| Do you have a site plan?<br><i>This is important if your event includes structures such as tents, stages, parking areas etc.</i>  |     |    |
| Do you plan any road closures?<br>If yes  |     |    |
| Do you plan to have alcohol available for sale?<br><i>If yes, please indicate in your risk assessment how you intend to minimise the risk of injury associated with intoxication or excessive alcohol consumption</i><br>You may need to apply for a Temporary Event Notice (TEN) or Premises Licence<br><a href="http://www.adur-worthing.gov.uk/licensing-and-permits/licensing-act-2003/temporary-events/">www.adur-worthing.gov.uk/licensing-and-permits/licensing-act-2003/temporary-events/</a> |     |    |

|  |  |  |
|--|--|--|
| <p>Will food be available for sale?<br/> <i>Food Hygiene Legislation applies to any activity that involves handling food and drink. All food businesses trading must have a Food Hygiene Rating Score of 3 or above. If you would like further advice contact <a href="mailto:publichealth.regulation@adur-worthing.gov.uk">publichealth.regulation@adur-worthing.gov.uk</a></i></p>   |  |  |
| <p>Will a charitable collection take place?</p>  |  |  |
| <p>Will a sweepstake, raffle or lottery take place?<br/> <i>If Yes, will tickets be sold prior to event?<br/> N.B for collections/raffles &amp; Lotteries you may need to apply for a licence<br/> <a href="http://www.adur-worthing.gov.uk/licensing-and-permits/charity-collections-and-lotteries/">www.adur-worthing.gov.uk/licensing-and-permits/charity-collections-and-lotteries/</a></i></p>  |  |  |
| <p>Will the event include any fun fair rides or inflatable units?<br/> <i>If Yes, please provide details on a separate sheet.<br/> You will need to submit a separate Risk Assessment and Insurances.</i></p>  |  |  |
| <p>Will the event include fireworks?<br/> <i>If Yes, please provide details on a separate sheet.<br/> You will need to submit a separate Risk Assessment and Insurances.</i></p>   |  |  |
| <p>Do you propose to use a generator at your event?<br/> <i>If Yes, petrol or diesel* (please indicate – eg Y-P or Y-D)</i></p>  |  |  |
| <p>Will an amplified music or a Public Address system be used?<br/> You may need to apply for a Temporary Event Notice (TEN) or Premises Licence<br/> <a href="http://www.adur-worthing.gov.uk/licensing-and-permits/licensing-act-2003/temporary-events/">www.adur-worthing.gov.uk/licensing-and-permits/licensing-act-2003/temporary-events/</a><br/> <i>If Yes, please provide details of the following below - continue on separate sheet(s) if necessary:</i></p> |  |  |
| <p>(a) The type of entertainment e.g. live concert, recorded music, roadshow, disco, etc</p>   |  |  |
| <p>(b) Operating time of the music e.g. start time &amp; ending time each day</p>  |  |  |
| <p>(c) Where will speakers be placed and orientated?<br/> e.g. Angled away from residential properties (include a site plan if this helps)</p>   |  |  |
| <p>(d) How the music volume will be checked at the facades of noise sensitive premises<br/> e.g. Nominated person will patrol perimeter of the site every hour</p>   |  |  |
| <p>(e) How the volume will be controlled<br/> e.g. Who has access to the mixing desk or management of performers?</p>  |  |  |
| <p>(f) Any other measure you propose to mitigate the effects of noise<br/> e.g. only allow certain types of music, avoiding music with excessive bass and offensive lyrics</p>   |  |  |
| <p>(g) Please provide a name and telephone number of a contact available at the event who will respond to members of the public or Council representatives</p>   |  |  |
| Name   |  |  |
| Telephone number   |  |  |

For large scale events you will be asked to submit a Noise Management Plan.

## SERVICES & FACILITIES

| Insurance   | Yes | No |
|---|-----|----|
| Do you hold Public Liability Insurance of £5 million (small community events)<br>All other events £10m?<br><i>If Yes, please enclose a copy of the policy with this form</i>  |     |    |
| If No, will you be using the Council's Insurance Scheme? *<br><i>Please note that a quote will be provided once we receive your application</i>                               |     |    |
| <b>On site facilities</b> (see below for arranging these services)  |     |    |
| Do you require electricity?<br><i>Steyne Gardens, Beach House Grounds, Pond Lane Rec only</i>   |     |    |
| Do you require mains water?<br><i>Steyne Gardens, Beach House Grounds, Pond Lane Rec only</i>   |     |    |
| Do you intend to provide additional toilet facilities at your event?<br><i>If you require public toilet facilities to be open longer or require cleaning please see below</i> |     |    |

**Please note a minimum of four weeks' notice is required for these site facilities and from 1 April 2020 a £100 charge is payable to cover power connection costs, should you require cabling to be installed this will incur an extra fee.** To organise any electrical or water supplies or gain an estimate contact the Council's Technical Services Team on 01903 221383 or email [surveyors@adur-worthing.gov.uk](mailto:surveyors@adur-worthing.gov.uk). Charges for power supply, cabling and water usage will be charged after your event.

If you require **toilet facilities** out of the normal summer opening hours (9am – 9pm) please contact 01903 851729 or email [operational.waste@adur-worthing.gov.uk](mailto:operational.waste@adur-worthing.gov.uk)

### Litter & waste disposal at your event

Under the terms of the Environmental Protection Act 1990 and the Clean Neighbourhood & Environment Act 2005 it is the responsibility of event organisers to collect and dispose of all event litter and refuse in an appropriate manner.

For smaller events, litter generated can be disposed of in litter bins, subject to their capacity. No waste must be left on site after the event in bags, boxes or black refuse sacks etc. Cable ties can be a particular problem; please ensure all ties are removed.

Litter generated by a larger event is not household waste and must therefore be disposed of by a licensed waste carrier. Adur & Worthing Services is a licensed waste carrier and you can arrange for them to collect your event waste. A charge will be made for their services; please contact 01273 263059/ 01273 263042 or email [operational.waste@adur-worthing.gov.uk](mailto:operational.waste@adur-worthing.gov.uk)

If you wish to make your own arrangements for litter and refuse collection, please provide full details of the person/company below. For large scale events you will be asked to submit a Waste Management Plan.

|                          |  |                  |
|--------------------------|--|------------------|
| Company Name             |  |                  |
| Company Contact          |  |                  |
| Carrier's License Number |  |                  |
| Address                  |  |                  |
| Postcode                 |  | Telephone number |

## Barriers / cones / road signage

The council can supply barriers / cones / road signage for your event, please contact: 01273 263059 / 01273 263042 or email [operational.waste@adur-worthing.gov.uk](mailto:operational.waste@adur-worthing.gov.uk)  
Please note there will be a charge for this service.

## Data Protection Act 1998 Declaration

The data on this form is collected and held in a database on a computer and paper records for administration purposes.

**Note: An application is not confirmation of a booking. The Council reserves the right to refuse or cancel any booking without question and will not be subject to any losses that occur from cancellation.**

I confirm that I have read and accepted the Conditions of Hire. I confirm that the information provided is correct and I apply for permission to hold the event described on Adur District Council or Worthing Borough Council land. If my application is accepted, I agree to pay any fees charged by the Council and adhere to any other requirements which are notified to me by the Council prior to the commencement of the event. In addition, I agree to inform the Council of any changes to the application form.

|  |      |  |
|--|------|--|
| Signed (if returning via email a signature is not required as long as the form is sent by the person name above)<br>Name (in block Capitals) |      |  |
| Position   | Date |  |

## Promoting Your Event

If you are holding an event suitable for visitors in Worthing or Adur and would like it listed on the official tourism website go to <https://discoverworthing.uk/submit-an-event/>

Remember to tag Time for Worthing in any social media posts and #TimeForWorthing for any additional promotion.

Facebook: @timeforworthing

Instagram: @timeforworthing

Twitter: @timeforworthing



Finally, it is very important that you obtain authorisation before you display any advertising material as fly posting is illegal. You should only consider using authorised sites and you must obtain the permission of the owner. Fly posting on the highway and on council property within Worthing Borough Council and Adur District Council boundaries is illegal.

Any posters or placards that are not authorised can be removed and offenders can be prosecuted. For further information on how to advertise your event

[www.adur-worthing.gov.uk/leisure/promoting-your-event](http://www.adur-worthing.gov.uk/leisure/promoting-your-event)