



# Perth and Kinross City and Town Centres Hire/Use of Urban Spaces

## Application Form A (Mid/Major-Sized Events)

Please complete fully in BLOCK CAPITALS

### Organiser Details

Your Name \_\_\_\_\_

Organisation/Group \_\_\_\_\_

Day Tel \_\_\_\_\_ Evening Tel \_\_\_\_\_

Your Address \_\_\_\_\_

Postcode \_\_\_\_\_ Email \_\_\_\_\_

### Event Details

Event Title \_\_\_\_\_

Space Required \_\_\_\_\_

Date(s) of Event \_\_\_\_\_ Date(s) to Set Up \_\_\_\_\_

Date Leaving Site \_\_\_\_\_ Event Time - From \_\_\_\_\_ to \_\_\_\_\_

### Nature of Event/Promotion

Please tick as appropriate:

- |                    |                          |                   |                          |                   |                          |
|--------------------|--------------------------|-------------------|--------------------------|-------------------|--------------------------|
| <i>Political</i>   | <input type="checkbox"/> | <i>Market</i>     | <input type="checkbox"/> | <i>Free Event</i> | <input type="checkbox"/> |
| <i>Fundraising</i> | <input type="checkbox"/> | <i>Religious</i>  | <input type="checkbox"/> | <i>Theatre</i>    | <input type="checkbox"/> |
| <i>Information</i> | <input type="checkbox"/> | <i>Music</i>      | <input type="checkbox"/> | <i>Paid Event</i> | <input type="checkbox"/> |
| <i>Promotion</i>   | <input type="checkbox"/> | <i>Historical</i> | <input type="checkbox"/> | <i>Other</i>      | <input type="checkbox"/> |

If 'Other', please specify here \_\_\_\_\_

### Charity Fundraising

Are you collecting for a charity? Yes  No

Name of Charity \_\_\_\_\_

Charity Number \_\_\_\_\_

Are you donating all funds received? Yes  No

Details of Recipient(s) \_\_\_\_\_

## Admission Fees

If you are charging an admission fee, please state the amount:

Adults - £  Juniors - £  Seniors - £  Other - £

## Public Entertainment Licence

Under Section 41 of the Civic Government (Scotland) Act 1982, subject to the exemptions therein, where members of the public are admitted or may use any facilities for the purposes of entertainment or recreation, a public entertainment licence shall be required. Please note under Section 7 of the 1982 Act it can be an offence if a person does anything for which a licence is required under the Act without having such a licence.

**Note:** *The Council has discretion under the Civic Government (Scotland) Act 1982 as to whether or not to license public entertainments and that the Council has resolved to only license events where members of the public attending the event are required to pay an admission.*

**For all events or if you are planning on having market stalls, please contact the Licencing Section of Corporate & Democratic Services' Legal Services for advice and an application form (if required) - telephone 01738 475166.**

Have you contacted the Licencing Section? Yes  No

### Notes for Applicants

**Application for a licence should be made at least 6 weeks in advance of the desired date on which the licence is to commence.**

## Expected Attendees

Anticipated maximum daily attendance (please tick appropriate box):

0-25  26-50  51-100  101-500  501-1,000  1,001+

Other (please specify) \_\_\_\_\_

## Target Audience

Who is the target audience (eg families, age group)?

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## Publicity

Courtesy of Perth & Kinross Council, your event will automatically be advertised on [www.perthcity.co.uk](http://www.perthcity.co.uk)

Please provide your website address:

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## Noise

Will there be items/equipment at your event that will generate noise?    Yes     No

If 'Yes', please provide details:

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Will you be using a public address system?    Yes     No

Please provide contact details of a responsible person who will attend the event, and can be called if there are any noise issues:

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**An Environmental Health Officer will be able to advise you of suitable sound levels for your event and location.**

## Raised Structures

Will there be any elevated platforms, staging, scaffolding or other structures/apparatus at the event?

Yes     No

**If 'Yes', please contact Building Standards - telephone 01738 475300.**

***It is advisable that any structures used for your event are inspected prior to the event as you may be required to obtain a permit under Section 89 of the Civic Government (Scotland) Act 1982.***

## Site Vehicles

Will you require vehicles on-site?    Yes     No

Please give details of on-site management of vehicles:

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## Car Parking and Road Closures

Please give details of any car parking arrangements and suspension of parking bays if required:

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Proposed Road Closure \_\_\_\_\_

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Duration of Closure: *Date from* \_\_\_\_\_ *Date to* \_\_\_\_\_

*Time from* \_\_\_\_\_ *Time to* \_\_\_\_\_

Please note a minimum of 6 to 8 weeks notice is necessary in all cases and at least 3 months notice is required where there are major implications for road closures and diversions.

## Event Particulars

### Fireworks and Pyrotechnics

Will you be using lasers or pyrotechnics/fireworks at the event? Yes  No

If 'Yes', please provide details:

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### Temporary Signage

Will you be locating any signage to the event? Yes  No

If 'Yes', please provide details including who will be responsible for their placing and removal:

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### Stalls

Will there be any stalls and/or sellers at your event? Yes  No

If 'Yes', please provide details:

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## Event Particulars *(continued)*

### Waste Collection

Please give details of how generated waste will be managed, ie collected, transported, recycled and disposed of:

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Perth & Kinross Council offers a comprehensive range of waste management and recycling services for your event. For full details of the range of services available phone Housing & Environment on 01738 475000 or email [recycle@pkc.gov.uk](mailto:recycle@pkc.gov.uk)

### Fly-Posting

Do you agree that there will be no fly-posting regarding this event?    Yes     No

**Note: if events are found to be advertised by fly-posting, this will result in the immediate withdrawal of permission to use the venue.**

### Sanitary Facilities

Do you need portable toilets?    Yes     No

Please give details of all sanitary facility arrangements for the event, ie able and special need toilets, washing facilities, sewage disposal etc:

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Perth & Kinross Council has entered into partnership with a local provider to supply short-term hire of mobile toilets. If your organisation is holding a free community event at a venue that does not have access to public toilets you may be eligible for free portable toilets under this scheme. To apply, you can either download an application form from [www.pkc.gov.uk](http://www.pkc.gov.uk) or contact Housing & Environment on 01738 475000 who can also offer advice.

**Please note: application for free portable toilets must be made no less than one calendar month before the event.**

### First Aid

What facilities will be provided for first aid?

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An important part of any event is the adequate provision of first aid. St Andrew's Ambulance or the British Red Cross can assist in deciding the level of provision appropriate for your event.

## Disabled Access

Have you made provision to ensure access for disabled people? Yes  No

Please provide details:

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## Public Liability Insurance

The Event Organiser must provide **£5 million public liability insurance for each and every claim.**

**A copy of the insurance certificate must be provided before the event takes place, otherwise permission for the event will not be given. However, it is not essential it is included with the application at this stage.**

Copy of Insurance Certificate enclosed? Yes  No

## Electrical Supply

Will your event require electricity supply? Yes  No

If 'Yes', please provide details:

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You should ensure that a qualified electrician manages the electricity of your event. It is also advisable to have a contingency plan for wet weather.

## Food and Beverages

If hot/cold food or drink is to be supplied, please state the company names of all caterers attending, and which local authority they are registered with:

Name \_\_\_\_\_ Local Authority \_\_\_\_\_

Name \_\_\_\_\_ Local Authority \_\_\_\_\_

Name \_\_\_\_\_ Local Authority \_\_\_\_\_

If a licensed bar is to be operated, please supply name and address of Licensee:

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Tel No \_\_\_\_\_

## Risk Assessment

In order to abide by the Conditions of Let for the Use of Urban Space and as part of your preparations, a risk assessment for all event activities must be carried out and forwarded along with this application form.

Date of risk assessment \_\_\_\_\_ Risk assessment attached? Yes  No

## Declaration

I have read, understood and agree to the **Conditions of Hire** relating to the use of space under the control of Perth & Kinross Council's Housing & Environment. I confirm the information given on this form is to the best of my knowledge true and accurate. I hereby apply for the use of the site on the date(s) indicated, and agree to comply with the directions of Housing & Environment or its representatives.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Position \_\_\_\_\_

**The completion of this form *does not* constitute a booking confirmation. You must ensure that Perth & Kinross Council's permission is gained before proceeding with your event.**

**Please ensure you send the following information along with your application form:**

*Proof of Public Liability Cover for the event/promotion*

*Risk assessment for event/promotional activities*

**Please return your application and accompanying information to:**

Place Development  
Planning & Development  
Housing & Environment  
Perth & Kinross Council  
Pullar House  
35 Kinnoull Street  
PERTH  
PH1 5GD

Email [PlaceDevelopment@pkc.gov.uk](mailto:PlaceDevelopment@pkc.gov.uk)

### How We Use Your Personal Information

The information provided by you will be used by Perth & Kinross Council solely to process your application. The information may be shared with other bodies responsible for auditing or administering public funds for these purposes.

The Council may check information provided by you, or information about you provided by a third party, with other information from certain third parties or share your information with them in order to verify its accuracy, prevent or detect crime, protect public funds or where required by law.

*For further information, please look at our website [www.pkc.gov.uk/dataprotection](http://www.pkc.gov.uk/dataprotection) or email [DataProtection@pkc.gov.uk](mailto:DataProtection@pkc.gov.uk) or telephone 01738 477933.*

If you or someone you know would like a copy of this document in another language or format, (on occasion, only a summary of the document will be provided in translation), this can be arranged by contacting the Customer Service Centre on 01738 475000.

You can also send us a text message on 07824 498145.

All Council Services can offer a telephone translation facility.

[www.pkc.gov.uk](http://www.pkc.gov.uk)

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