

## Park Use Policy

### **Introduction**

Telscombe Town Council has introduced this Policy for both commercial activity providers (i.e., those who charge clients for their services) and community activity providers who wish to use its parks and greenspaces. It is primarily intended for, but not limited to, health and fitness class operators.

Outdoor personal health and fitness classes, boot camps and other forms of commercial and community activity have become increasingly popular. Whilst we acknowledge that these types of activities can be good for the health and wellbeing of residents, the Council wants to ensure that activities are appropriate for the site and cause no nuisance to nearby residents or other park users.

This Policy will ensure that an operator has a relevant qualification, has appropriate insurance and has addressed relevant health and safety requirements and other terms of use. If the relevant information cannot be provided, permission will not be granted to use the park. The ultimate decision is at the discretion of the Council.

### **Fees**

We charge an annual administration fee of £25 which is payable in advance. If your application is successful, we will notify you and issue an invoice. Once payment is received, we will confirm your start date.

No commercial or community activity may take place on Telscombe Town Council land without written permission from the Council and without the relevant annual administration fee being paid in advance by the applicant.

For community activity providers the fee may be waived or reduced at the Council's discretion.

### **Terms of Use**

All sections of the application form must be fully completed to ensure you have considered the safety of all those participating in your classes or activity.

Please return this form at least 4 weeks prior to the proposed start date of the classes.

This form is primarily for the use of fitness classes, but also applies to any other commercial or community activity. If your activity is a one off or short-term event as opposed to an ongoing class, this Policy still applies.

We aim to acknowledge your application within five working days of receipt.

An agreement is subject to a 3 month probationary period and following notification by the Council of successful completion, will be valid for a further 9 months from the original date of issue. If the event is a one-off or short-term activity, the agreement will

# TELSCOMBE TOWN COUNCIL



be valid for a specific date only.

Please note that on occasions one off special events may take place in the park and will take priority. You may therefore need to amend your normal operational activities on these occasions.

Any activity or equipment that you undertake/use must not cause any damage to the park and equipment should not be left unattended after the completion of sessions.

All litter should be removed or placed in the bins provided. If a bin is full, please take your litter home with you.

## **Disclaimer**

By entering into this contract with Telscombe Town Council you/the Company hereby agree and undertake to accept total responsibility for all or any of the action(s) of the members/patrons of your exercise class/activity during the allocated period. The Council will not be liable for any personal injury or fatality be it incidental, direct or consequential or resulting from any other similar damage due to the use of the park for the expressed purposes of carrying on your exercise class/activity. The Council does not assume any responsibility for any risk sustained to any member of the exercise class/activity following departure from the Council's park. You equally agree to indemnify and hold Telscombe Town Council free of any blame against all claims or liability asserted against the Council arising out of or in connection with any breach by you or anyone acting on your behalf or member of your exercise class/activity of any of these Terms of Use.

Your co-operation is much appreciated.

Assistance in completing the application form is available from the Council.

# TELSCOMBE TOWN COUNCIL



Park Use Application Form			
Contact Details:			
Name of Organisation / Company name			
Applicants Name			
Address			
Telephone Number:		Mobile Number:	
Email address:			
Please provide copies of the following documents:			
Risk Assessment	Attached <input type="checkbox"/>		
Proof of Public Liability Insurance (with a minimum indemnity of £5million)	Attached <input type="checkbox"/>		
A site map showing where the activity will take place within the park	Attached <input type="checkbox"/>		
Safeguarding and Child Protection Policy (where relevant)	Attached <input type="checkbox"/>		
DBS checks (where relevant)	Attached <input type="checkbox"/>		
Details of your emergency procedures (e.g. emergency arrangements, access points, named responsible person, contact details, first aid arrangements, nearest hospital)	Attached <input type="checkbox"/>		
Copies of relevant health and fitness sector qualifications	Attached <input type="checkbox"/>		
Copies of first aid certificate	Attached <input type="checkbox"/>		

# TELSCOMBE TOWN COUNCIL



Please complete one form per activity.

Activity Details:							
Venue (including a precise location)							
Description of Activity							
Name of person responsible for delivery							
Proposed Start Date				Proposed Finish Date			
Start Time				Finish Time			
Days of the Week	Mon <input type="checkbox"/>	Tue <input type="checkbox"/>	Wed <input type="checkbox"/>	Thu <input type="checkbox"/>	Fri <input type="checkbox"/>	Sat <input type="checkbox"/>	Sun <input type="checkbox"/>
Are you proposing to use any special equipment or temporary structures?						Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes please provide details							
Will you be using any amplified instruction?						Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will you be using any amplified music?						Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you proposing to play any copyrighted recorded music?						Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, have you obtained any necessary permission for the use of copyrighted material?						Yes <input type="checkbox"/>	No <input type="checkbox"/>

Please complete one form for each Trainer / Operator / Member of staff involved in the delivery. Include all relevant Health and Fitness and First Aid qualifications.

Trainer / Operator / Staff Qualifications:		
Name:		
Qualification & Level	Awarding Organisation	Date of Issue

### New/Additional Trainers

If any new trainers will be delivering or supporting you in delivering your classes and you have not already advised us, you should complete a copy of this page of the application form and submit it and any supporting documentation prior to starting delivery.

### Declaration

<p><b>I confirm that the information I have provided on this form is true, complete and accurate and that I have read, understood and agreed to the accompanying terms and conditions detailed in the Policy.</b></p> <p>By signing this form, I/we agree to sympathetically consider other park users, keep noise levels to a minimum, leave the park as I/we found it, remove all litter and not use children's play equipment.</p>	
Signature:	
Name:	
Date:	

Please send the completed form to: Bianca Buss – Amenities Officer, Telscombe Town Council, Telscombe Civic Centre, 360 South Coast Road, Telscombe Cliffs, East Sussex, BN10 7ES

Email: [amenities@telscombetowncouncil.org.uk](mailto:amenities@telscombetowncouncil.org.uk)

If you have any queries, please contact us on 01273 589777

# TELSCOMBE TOWN COUNCIL



## General Data Protection Regulation 2018 - Privacy Notice

Any personal information such as name, postal address, telephone number, and email address given via this website/form will only be used to provide a requested service, kept for as long as necessary to provide that service and will not be disclosed to any other third party without your prior permission or unless we are required to do so by law.

When you give us information about another person, you need to ensure you have the consent of that person to pass these details to Telscombe Town Council.

Details of the Council's Privacy Policy can be found using this link:

[www.telscombetowncouncil.gov.uk/wp-content/uploads/2021/05/Privacy-Policy-General-19.5.21.pdf](http://www.telscombetowncouncil.gov.uk/wp-content/uploads/2021/05/Privacy-Policy-General-19.5.21.pdf)