



Policy on the Use of Land Under the Ownership or Responsibility of Aldbourn Parish Council for Events

1. Introduction

Aldbourn Parish Council is committed to supporting community engagement by permitting the use of land under the ownership or responsibility of the Parish Council for events that benefit residents. This policy outlines the guidelines, requirements, and processes for individuals and organisations seeking to use Parish Council land for events. The aim is to ensure that events are safe, well organised, and do not negatively impact the local community or environment.

2. Scope

This policy applies to **all events** held on land under the ownership or responsibility of Aldbourn Parish Council. It covers events organised by individuals, community groups, charities, and commercial organisations.

3. Permissible Uses of Parish Council Land

Parish Council land may be used for the following types of events, subject to approval:

- Community gatherings
- Charity events and fundraisers
- Sports and recreational activities
- Cultural events, fairs, and festivals
- Markets, craft fairs, and stalls

The Parish Council reserves the right to refuse permission for any event that is deemed inappropriate, unsafe, or likely to cause disruption or damage.

4. Application Process

Any individual or organisation wishing to hold an event must submit a formal application using the form on page 7 **at least 8 weeks prior to the proposed event date**. (A notice period of fewer than 8 weeks may be considered, at the Council's discretion.)

The Parish Council will review applications during its regular meetings (which are usually held on the first Wednesday of the month), and applicants will be informed of the decision within two weeks of the meeting.

NB: If required, the Council can consider events using delegation as set out in Standing Order 30.

5. Requirements for Event Approval

Event organisers are required to meet the following conditions for approval:

5.1. Risk Assessment and Health & Safety Plan

Confirm (in writing) that a risk assessment has been undertaken for the event. A copy of this document should be provided to the Parish Council, if requested.

Comply with relevant health and safety legislation, including fire safety and crowd control measures.

Ensure there is adequate first-aid provision for the event.

5.2. Insurance

Confirm (in writing) that Public Liability Insurance with a minimum cover of £5 million is in place for the event. This is essential to cover any damages or accidents that may occur during the event. A copy of this document should be provided to the Parish Council, if requested.

5.3. Licenses and Permits

Obtain any necessary licenses or permits required for the event, such as a Temporary Event Notice (TEN) for the sale of alcohol, music, or performances. A copy of this should be provide to the Parish Council, if requested.

5.4. Noise and Nuisance Control

Event organisers must ensure that noise levels do not cause unreasonable disturbance to nearby residents.

Any amplified sound must be monitored to ensure it does not rise to a level where it causes unreasonable disturbance to residents in the immediate area or beyond. Attention should be paid to vibrations and rebound effects which can amplify the effect of noise.

All live or recorded sounds must cease by 9:00 pm, unless otherwise approved.

5.5. Waste Management and Environmental Responsibility

Organisers must provide adequate waste disposal arrangements, including where possible recycling facilities, and are responsible for clearing the site after the event.

Single-use plastics should be minimised, and sustainable practices are encouraged.

All rubbish should be disposed of away from the site.

5.6. Toilet facilities

For events during the day, the public toilets in The Square will be available for use. Arrangements to open them later than the usual closure time (times vary by the time of year) can be considered upon request.

It is recommended that temporary toilets are provided for events where over 120 people are anticipated to be in attendance. The cost, siting, safety and delivery/removal of any temporary toilets will be the responsibility of the event organisers.

The Parish Council reserves the right to charge for additional cleaning of the public toilets, if required.

5.7. Public Access and Parking

Unless otherwise agreed, no vehicles should be driven onto or be parked on the land being used for the event.

Adequate parking arrangements must be in place to avoid congestion around the event site and wider village and to ensure safe access for emergency services. A parking plan must be submitted, if requested.

The event must not obstruct public access to footpaths or any other public rights of way on the land being used for the event.

Ingress, egress and parking for residents must not be impeded by any part of the event.

Should any form of parking restrictions be required, it is the responsibility of the organisers to liaise with Wiltshire Council highways to obtain authorisation.

5.8. Protection of Land and Facilities

Event organisers are responsible for ensuring that the land and facilities are not damaged during the event.

5.9. Traffic Management and Security

For larger events, a traffic management plan may be required, including details of parking provision, road closures or diversions.

Security personnel may be required to manage crowd control, and sufficient stewards must be available to supervise the event.

5.10. Resident Notification Requirements

Residents in the vicinity of the Parish Council land where the event is being held must be advised of the event. This can be via posters, social media, letters or email (or a combination of these methods). This should include a contact number or email address for the organisers.

For the village green and football field, the properties shown within the indicative area maps on pages 5 & 6 must receive written notification directly and this should include a contact number or email address for the organisers.

5.11. Post-Event Requirements

Event organisers must restore the land to its original condition, including removing all temporary structures and waste.

The Parish Council will conduct a post-event inspection. If any damage is identified the organiser may be liable for additional expenses to carry out repairs.

6. Fees

The Parish Council may charge a fee for the use of its land depending on the nature of the event.

7. Non-Compliance

Failure to comply with this policy or any conditions set by the Parish Council may result in:

- Cancellation of the event.
- Refusal of future event applications.
- Liability for any damages or cleanup costs incurred.

8. Conclusion

This policy is designed to ensure the responsible and safe use of Parish Council land for community events, while protecting the rights and wellbeing of residents and preserving the land for future use. The Parish Council encourages community engagement through events but emphasises the importance of compliance with this policy to maintain a harmonious relationship with all stakeholders.

9. Contact Information

For questions or to submit your application, please contact the Parish Council Clerk at: clerk@aldbourne-pc.gov.uk

10. Review

This policy will be reviewed every 5 years or earlier if so required.

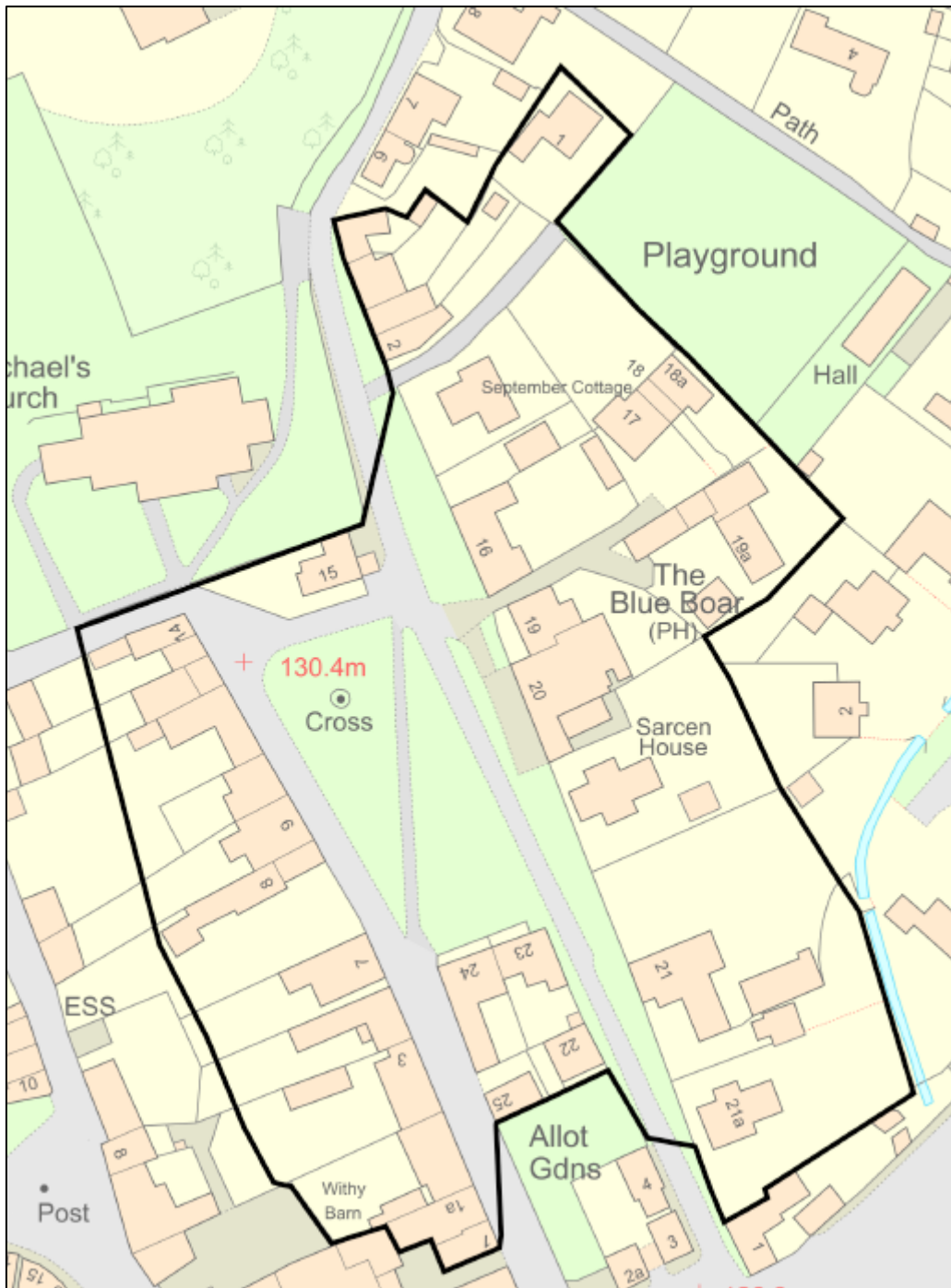
Date of Policy Adoption	4 March 2026
Agenda Item	192/26a
Policy Version number	V1
Date of next review	2031

SOURCES OF HELP AND INFORMATION FOR EVENT PLANNING

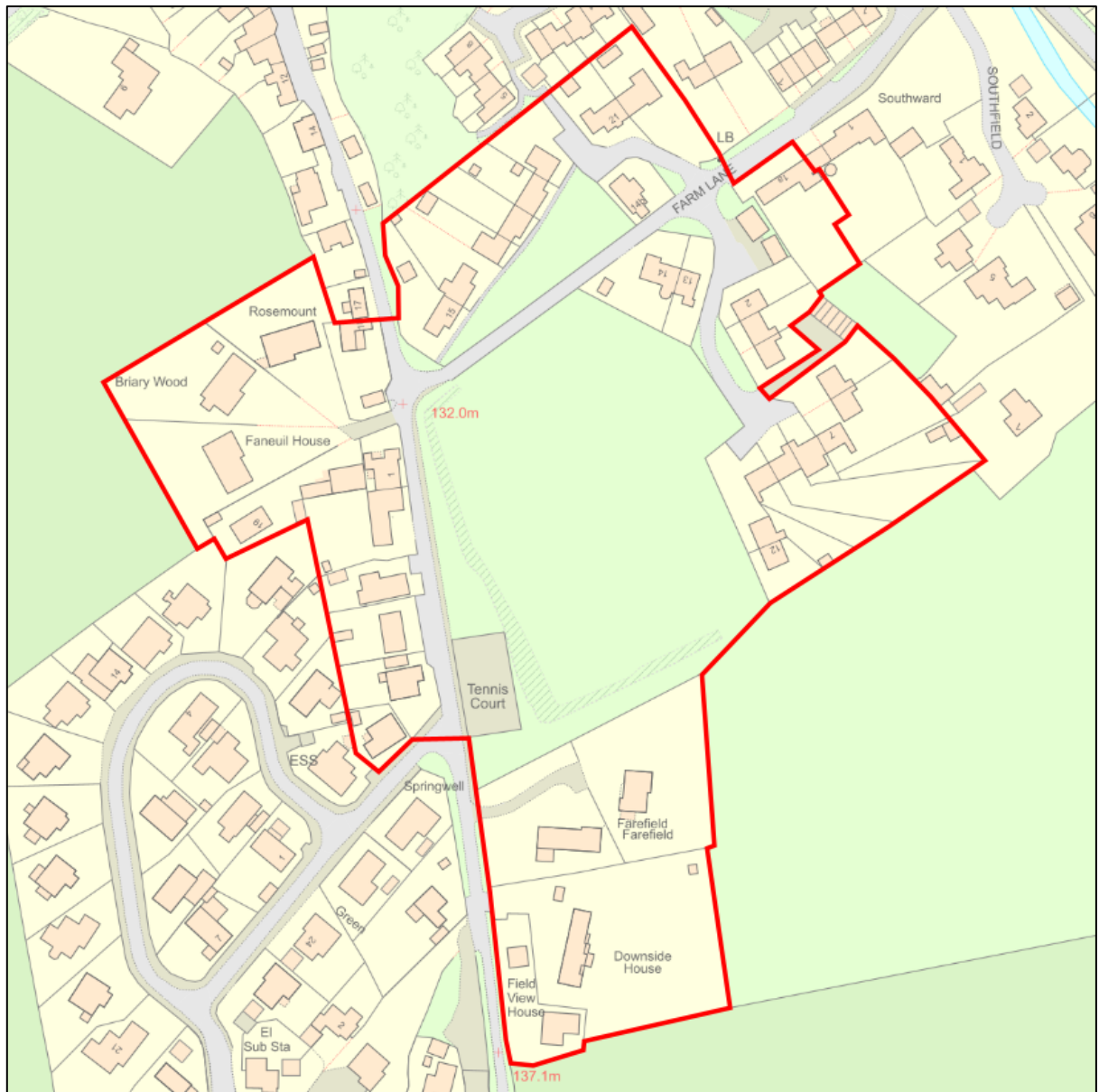
Wiltshire Council Event Safety page and The Purple Guide
<https://www.wiltshire.gov.uk/env-health-event-safety>

Temporary Event Notices
<https://www.wiltshire.gov.uk/licences-permits-ten>

Village Green - Indicative Map for Resident Notification



Football Field - Indicative Map for Resident Notification



Application to hold an event on land owned or under the responsibility of the Aldbourn Parish Council

Organisation Details

Organisation/Group Name	
Contact Name	
Contact Email	
Contact Telephone No	

Dates & Times

Date	
Start time	
Duration	
Set up start time	
Breakdown end time	
Set up date & time (if different from event date)	
Breakdown date & time (if different from event date)	

Details

Location	
Description of Event	
Type of Event (see item 3)	
Please give the details of the event. e.g. Whether there will stalls, marquees, food vans, sound systems, lighting, stages, toilet facilities, etc. NB: The Council may request a site plan for the event.	

Submission

I confirm that the organisation/group applying for this event have read and understood the policy for use of land under the ownership or responsibility of Aldbourn Parish Council and agree to abide by the requirements for event approval and provide any paperwork, plans or other information that is requested by Aldbourn Parish Council.

Form completed by (name)	
Date	