Greenspace Non-Event

Commercial Activity Registration/

Licence Application Form

April 1st 2019 to March 31st 2020

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

Please return this this form at least 4 weeks prior to the proposed start date of the classes. Adequate time is required for your application to be processed by relevant Council services, and if necessary you may be required to produce further information to ensure you have given full consideration to the safety of all those participating in your event.

No activity must take place on Council land without written permission from the Council and without the relevant fees being paid by the applicant.

This form is primarily for the use of fitness classes and forest schools, if you are considering applying for any other activity please contact us first.

Please note, as a general rule, the council does not currently permit use of its venues for commercial activities or events which are not promoted to the general public.

We aim to acknowledge your application within two working days of receipt. It could take up to four weeks to provide you with a decision particularly during busier times of the year and you should not begin promoting a class until you have received written approval from us. Please feel free to contact us at any time to follow up on your application.

Once your application has been approved we will send you a quote confirming the fees applicable. If you are unsure what fees will apply and would like to know sooner please contact us. If you have a pdf version of this form and would like a word version please contact us. Please read our [Privacy Notice](#Privacy_notice) before completing this application.

If you would like us to provide a fee estimate prior to completing the full application please complete page 3 and send this to us requesting an estimate.

Please send the completed form to:

Events Team, Trafford Town Hall, Talbot Road, Stretford, M32 OTH.

**Email:** [**events@trafford.gov.uk**](mailto:events@trafford.gov.uk)

If you have any queries please contact us on 0161 912 4502

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| Your Registration/Contact Details | |
| Organisation/  Company/Trading Name |  |
| Registrant Title |  |
| First Name |  |
| Last Name |  |
| Position in Company |  |
| Address 1 |  |
| Address 2 |  |
| Village |  |
| Town |  |
| Postcode |  |
| Daytime telephone |  |
| Mobile/evening  Phone number |  |
| Email address |  |
| Is your Company VAT registered? |  |

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| Your Billing details if different  **If you are unsure if charges will apply please contact us** | |
| Title |  |
| First Name |  |
| Last Name |  |
| Company/Trading Name |  |
| Address 1 |  |
| Address 2 |  |
| Village |  |
| Town |  |
| Postcode |  |
| Email address |  |
| Is your Company VAT registered? |  |
| Do we need a purchase order number to be able to invoice you? | Yes  No |

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| Details for publication on Trafford Council website and park noticeboards  If your application is successful we will place contact details for your sessions on our web site and within the park notice board for greenspace you are operating in where one exists. Noticeboards can only be updated quarterly. Please confirm below the details you would like to appear. | |
| Website |  |
| Other social media address |  |
| Email |  |
| Phone number |  |

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| What activities do you want to deliver and where? | | | | | | | | | | | | | | |
| Class/Session Name | Venue requested | Start  Time | Finish time  Format | Number of trainers/  staff per class | Maximum class size | Class/  session open to unaccompanied under 18’s? | Under  18’s  only | Days of operation  Indicate which days of the week you would like the class to take place by placing a number 1 in the column | | | | | | |
| MO | TU | WE | TH | FR | SA | SU |
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| Period of operation & billing preferences | | | | | |  |
| **Class/Session name** | What date would you like to commence operation | Will you be operating all year round? | For seasonal operation please indicate the date of your proposed first and last session and the number of operational weeks | **Billing**  If your application is successful please indicate if you wished to be billed quarterly or annually | | If the class is for a closed group such as a nursery school or private party please check the box |
|  | | | | Quarterly | Annually |  |
|  |  | Yes  No |  |  |  |  |
|  |  | Yes  No |  |  |  |  |
|  |  | Yes  No |  |  |  |  |
|  |  | Yes  No |  |  |  |  |
|  |  | Yes  No |  |  |  |  |

| Additional information – if answers do not apply to all sessions please specify which session(s) you are referring to | |
| --- | --- |
| Please tell us which part(s) of the greenspace you have requested that you will be using. Please note that approval does not grant you exclusive use. One off special events will take priority and you may need to amend your normal operational procedures on such occasions. |  |
| Do you propose to cordon this area off in any way and if so how? |  |
| Please give brief details of the activity that will be taking place. |  |
| Are you proposing to use any special equipment or temporary structures?  If yes please provide details. |  |
| Will you be using any of the existing park equipment as part of your session/class? If yes please specify. |  |
| Will you be using any equipment which may damage the infrastructure of the park? If yes please specify. |  |
| Have you previously delivered any outdoor activity classes in Trafford or elsewhere? If yes, please list the most recent? |  |
| Is there any other supporting information you would like to supply in support of your application. |  |
| Will you be using any amplified instruction? | **Yes  No** |
| Will you be using any amplified music? | **Yes  No If yes please complete the Music Licence section below.** |

| Trainer/Operator/Staff Qualifications  Please attach evidence showing an appropriate nationally recognised (eg Ofqual/SkillsActive/REPS) qualification for each trainer, session leader or member of staff. Please add additional lines as necessary. Changes to staff during your licence period should be notified to us in advance of their commencing work.  To operate outdoors a Boot Camp or fitness class operators must have a level three or above Fitness Trainer Qualification  Forest School leaders should have a level 3 Forest School accreditation or above | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| Trainer Name | Qualification | Level | Date of issue | Accrediting Body | Please also attach a first aid Qualification and insert the expiry date below | Please attach DBS check evidence if classes are open to under 18’s |
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| Risk Assessment  You must provide a risk assessment with your application covering your proposed activities this should be site specific. | |
| **Copy enclosed?** | Yes |

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| Physical Activity Readiness Questionnaire (PAR-Q)  Please enclose/attach a copy of your PAR-Q with your application | |
| **Copy enclosed?** | Yes  |

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| Public Liability Insurance  Trafford Council require organisations operating on its property to have Public Liability Insurance with a minimum indemnity of £5 million.  We can approve your application in principal without seeing your insurance but we will not issue a licence without evidence of insurance. If your application is approved It is your responsibility to send us evidence of renewal of insurance prior to the expiration of your current policy. | |
| **Copy of policy enclosed?** | Yes  to follow |
| **Who is your policy with?** |  |
| **Policy number** |  |
| **Expiry Date** |  |

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| **Music Licences** | |
| **PPL** collects and distributes money on behalf of performers and record companies for the use of their recorded music. **PRS for Music** collects and distributes money on behalf of songwriters, composers and music publishers, for the use of their musical compositions and lyrics.  If your activity is approved, including permission to play music, you must contact both PPL and PRS to see if you need a licence.  PRS: <https://www.prsformusic.com/aboutus/contact_us/Pages/GeneralEnquiries.aspx>  PPL: <http://ppluk.com/Contact-Us/> | |
| Yes  No | Are you proposing to play any copyrighted recorded music? |
|  | **If you have selected yes you must now confirm the following** |
|  | I confirm if I receive permission to operate and play music I will contact PRS and PPL and obtain the necessary licences to cover any copyright music I will use. |

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| Fees & Charges 2019/20 | | |
|  | **Details** | **Gross fees** |
| Registration fee - new applicants | The Registration will remain valid whilst you continually operate with us or operate on a seasonal or casual basis for at least one quarter in each financial year. | £18 |
| Annual Administration Fee |  | £30 |
| **Adult Classes** | | |
| Quarterly licence fee (13 weeks) | per class, per venue, up to 15 participants | £30 |
| Add on fees per | additional 5 participants | £10 |
| Annual licence fee | Per class, per venue, per 15 participants | £100 |
| Add on fees per | Additional 5 participants | £40 |
| **Classes for under 18’s only** | | |
| Quarterly licence fee (13 weeks) | per class, per venue. | £30 |
| Annual licence fee | per class, per venue. | £100 |

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| Free Trial Period |
| **Only applies to classes open to the general public**  If your application is approved, once you have paid your registration and administration fees we will issue you with a free licence for four weeks for up to four different classes which can be at the same or different venues. If you do not use all four free periods at commencement you can use the remaining free weeks across the current financial year if you are looking to start additional classes.  At the end of the free trial period if you wish to continue operation we will invoice you to the end of the current quarter or for the remainder of the year depending on how you have asked to be invoiced. The free trial period does not apply to applicants who may have been inadvertently been operating without a licence for more than four weeks. |

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| **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.** | |
| Signature\* |  |
| Name |  |
| Date |  |

\*We need a physical signature so you may prefer to scan in this page and email it to us a pdf or jpg

**General Data Protection Regulation 2018 -** **Privacy Notice**

How we use any information you give us about yourself and others:

The personal information which you give in your application will be managed in accordance with General Data Protection Regulation 2018. It will only be used in the processing of your application and to collate anonymised statistics. Information may be shared with; other council departments, the council’s service delivery partner Amey, the Police and PPL & PRS music licensing organisations. We will not reveal personal details to anyone else unless:

• You ask us to reveal the information, or we have your permission to do so

• We are required or permitted to do so by law

• It is required by law enforcement agencies

• There is a duty to the public to reveal the information, eg to other government bodies, tax authorities or regulatory bodies

Electronic records relating to event applications are normally held for a maximum of 36 months.

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

Details of the Council’s overarching Privacy Policy and the Events team’s full Privacy Notice can be found using this link:

<http://www.trafford.gov.uk/about-your-council/data-protection/data-protection.aspx>