

Protocol for use of Town Council Land by a Third Party

Use of Protocol:

This protocol will be applicable where the land is owned, leased and/or managed by Porthcawl Town Council.

Types of Request:

Requests to the Town Council can be received from members of the public, private organisations, charitable bodies and other to use Council land for a variety of activities and events. These requests can include but are not limited to:

- Use of land for supervised sporting events, sports coaching
- Use of land for entertainment, fun days, fetes

A formal request to use Town Council land must be made in writing by:

Post: Town Clerk, Porthcawl Town Council, 16-18 Mary Street, Porthcawl, CF36 3YA

Email: scott.elder@bridgend.gov.uk

In all cases the applicant must submit a clear description of the land that they wish to use and the type of activity that they are proposing to carry out on the land and the proposed dates they intend to carry out the activity.

The request must be made in good time prior to the date of the proposed event.

N.B. Your request may not be considered if sufficient time for consideration is not given.

Requests that will be considered:

Requests will be considered by the Town Clerk in consultation with the Chair of the Promoting Porthcawl Committee.

Should permission be granted, it will be necessary to provide the following prior to the event:

- A copy of the applicant's Public Liability Insurance which must be a minimum of £5 million
- The applicant must complete and sign an Indemnity Form
- A risk assessment must be provided and as a minimum should outline the following information:
 - Details of the event/activity including the expected number of participants
 - Contact details of the applicant
 - First aid provision

- Actions required to ensure health & safety of those in attendance and the general public
- A method statement which should include some or all of the following:
 - Date of commencement, date of completion and start/finish times
 - Plans showing vehicular/pedestrian access egress, location of facilities (toilets etc.)
 - Marshalling of parking/general parking issues and traffic management
 - Fencing/containment/security
 - Control of noise
 - Other anticipated risks
 - Welfare facilities
 - Reinstatement & litter picking to return the land to its original condition prior to the event or activity
- Evidence must be provided outlining the necessary licenses/approvals have been sought from Bridgend CBC licensing department, or evidence showing no licenses are required.
- Evidence must be provided that a suitable traffic management plan has been drafted in relation to access to the site and this has been agreed by Traffic Management at Bridgend CBC.
- Evidence must be provided that the event has been referred to the Events Safety Advisory Group in Bridgend CBC.

If the applicant considers that any of the above do not apply to them, suitable justification must be provided. If the justification is not accepted by the Town Clerk, the event will not be allowed to proceed until all conditions have been appropriately met.

NB. Receipt of the above is for Town Council records only and the Town Council does not accept responsibility for implementing any of the actions outlined in the documentation provided.

Following Approval:

The land will be inspected prior to and following the event. This will be done by an appropriate officer of the Town Council. Photographs will be taken. Should the applicant wish to attend the inspections, suitable arrangements must be made with the Town Council office in good time before the event.

Further Considerations:

The Town Council reserve the right to enter the land and ensure that the applicant's obligations have been carried out and taken enforcement action if this is not the case.

If permission to use the land is refused, a request for the same event by the same applicant may not be made within one calendar year from the date of refusal.