Event Application – Undesignated Land

Cannock Chase Country Park

Cannock Chase Country Park is a valued site for people, wildlife and heritage, and a popular location for events. The Country Park is the largest surviving area of open heathland in the West Midlands and home to fragile plants and animals of very high nature importance. Much of the Country Park is designated as a Special Area of Conservation (SAC) and Site of Special Scientific Interest (SSSI). For events which run on this land we need to put special measures in place to make sure the Country Park is well managed and preserved for future generations. Running events on the SAC/SSSI designated land without permissions may result in large fines. Please see Annex 1 – map of Cannock Chase Country Park boundaries with SAC and SSSI boundaries.

This form is for events that run on Staffordshire County Council non-SAC designated land, marked in green without the hatched lines demarking SAC on map in Annex 1. It must be sent to us at least **three months** before the proposed event date otherwise your application may be automatically refused, or your use of the site in future being restricted or refused.

Please complete all the relevant sections of the event enquiry form below.

**Section One – Event Organisation**

1. **Organiser and Event Details**

|  |
| --- |
| **Event Organiser Details**Event organiser name:Email:Telephone:**Event Details**Proposed date:Start time:Finish time:Please specify type of Event i.e. Walking, running, foot orienteering, cycling, and horse riding:Maximum number of participants: Participant fee:**Event manger i.e. the person responsible on the day**Name:Telephone:Email:**Financial invoicing**Name/Company name:Address for invoice:Email address: |

1. **Location**

|  |
| --- |
| **Does the event use SAC designated Land (see map Annex 1.):**Y/NIf yes; please complete the Event Application for SAC land instead.**Please provide a map of route, or for foot orienteering events of the area proposed for use and the location of each destination:**Map provided? Y/N |

1. **Car Parking**

Event organisers need to satisfy themselves that there is adequate car parking for both participants and spectators, with arrangements for overflow car parking where necessary.

|  |
| --- |
| **Please specify the number of car park spaces required:**For large events parking on the Marquis Drive field can be made available exclusively for your event. Request Marquest Drive field parking? Y/N |

It is your responsibility to ensure that the car park is secured after the event and that all cars have exited the car park. Any site staff time required to secure car parks once the event has finished will be charged back to the event organiser.

Other smaller car parks may be available on Cannock Chase but these cannot be allocated exclusively for events. Availability of these should be discussed with the site staff.

Event organisers must ensure that cars are parked appropriately, that there is no parking along roadside verges and that access routes are kept clear.

1. **Toilets**

Additional mobile toilet facilities should be provided for the event if necessary. Mobile toilets are only permitted on the car parks and the event organiser is responsible for their delivery, collection and safe operation.

|  |
| --- |
| **Please specify below your toilets arrangements for the event:** |

1. **Use of Loudspeakers and Music**

Piped music is only permitted on Marquis Drive and Milford Common parking areas. This may need the appropriate license from the relevant District Council and the Performing Rights Society. Loud speakers are only permitted at the start and finish of the event and event organisers are requested to respect other car park users and visitors in relation to the level of noise.

1. **Emergency Procedures and First Aid Provision**

Event organisers must ensure that adequate first aid provision is available for their event and provide details of their emergency first aid procedure to any participant or spectator who gets into difficultly on the course.

For large events it may advisable to use the services of St Johns Ambulance or a similar first aid provider.

|  |
| --- |
| **Please specify below the arrangements for your first aid provision:** |

Raynet, a short wave radio organisation, may be able to help with your emergency procedure.

|  |
| --- |
| **Please outline below your emergency procedure:** |

Arrangements for first aid provision and emergency procedures must be reflected in the risk assessment.

|  |
| --- |
| **Risk assessment provided?** **Y/N** |

**Please note:** Any permission granted for the event will be conditional upon the Event Risk Assessment being agreed with the County Council at least six weeks’ in advance of the date of the event. The risk assessment must cover all the information required to be included in the Event Management Plan together with any additional information requested by SCC. The risk assessment must also take into account and include information regarding mining fissures, where applicable, and the importance of staying on tracks.

1. **Litter and Clearance of Site After Event**

Adequate litter bins and dog bins must be provided on the day of the event and removed immediately after the event.

**Potential Impacts on Other Site Users and Mitigation Measures**

|  |
| --- |
| **Please outline below any possible impacts you foresee for other park users and explain how you will mitigate against these impacts:** |

The information provided above must also be reflected in your risk assessment.

**Further information**: following the event, all litter, signage and other event paraphernalia must be taken down and removed from the site. Participants must be advised not to drop litter along the course particularly when picking up drinks from the drink stations.

Following the event a member of the Ranger Service will inspect the course, parking area and tracks for any signs of misuse or damage. They will also check that all traces of the event have been removed from site. Failure to adhere to the conditions laid out in this enquiry and other communications may result in the organiser obtaining permission for an event in the future. Any significant costs incurred by the County Council in removing debris or reinstating the site following the event will be recharged to the organiser.

Unless an event is small, both pre- and post-monitoring measures will be carried out to monitor the event’s impacts on the site and other users.

1. **Indemnity**

**Please provide liability insurance:**

|  |
| --- |
| **Liability insurance provided?****Y/N** |

**If authority is granted for the event, the organiser(s) must agree to the terms and conditions set out below:**

To indemnify the County Council against any legal liability in respect of any accident involving death or bodily injury to any person or damage to or loss of any property, real or personal, happening consequent upon or in connection with the use of the land.

To affect a policy of insurance in the sum of not less than £5,000,000 in respect of any third party or public liability arising on or in connection with the use of the land and will produce to the County Council on demand a current certificate in respect of such insurance prior to the holding of any event.

To agree to abide by any conditions as detailed in their letter of authority and to any additional instructions of the County Council staff on the day of the event.

To ensure that any sub-contractor, caterer etc. whom they have instructed/ authorised or entered into arrangements with carries suitable insurance cover (i.e. third party liability) and the organiser(s) will produce evidence of their insurance cover to the Council.

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date \_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Additional Information for Event Organisers**

It is your sole responsibility, as the event organiser(s), to ensure that the event is planned and run safely, with the necessary permission(s) obtained, to police the behaviour of the participants and spectators as far as practicable and to reinstate the site to the satisfaction of the County Council.

If the event passes land not managed by Staffordshire County Council, separate permission will be required from the relevant landowners.

Where routes use or cross public highways, applicants should advise local Police.

The County Council reserves the right to cancel any Event in the case of an emergency in which case the County Council will return any fee paid.

The County Council reserves the right to cancel any Event where the fee has not been paid at least 7 days’ in advance of the Event being held.

In the event of cancellation of any booking for any reason by the organiser(s), the County Council will not ordinarily refund any fee.

**SCC USE ONLY**

Event approved: Yes / No

Final date agreed:

Staffing requirements:

Locks / barriers:

Monitoring requirements:

Issues:

Fee received:

**We hope you have a successful and safe event.**

**Annex 1 – Map showing the land managed by Staffordshire County Council and the SAC and SSSI designations.**

