



Arundel Town Council

Application for use of Cobbled Area in Town Square

Applications must be completed and returned to the Town Hall for attention of the Town Clerk or can be returned via email to townclerk@arundeltowncouncil.gov.uk.

Applications will be considered at Full Council Meetings which usually take place on the 2nd Thursday of the month, however in order to be considered completed applications should be returned at least 8 days prior to the meeting. For more information on meeting dates please visit Arundel Town Council's website: www.arundeltowncouncil.gov.uk.

Title:			
First Name:		Surname:	
Organisation:			
Address:			
Town:			
County:		Postcode:	
Tel:		Mobile:	
Email:			
Please give a brief description of your event/reason for wanting to use the Cobbled Area:			
Date required:		Time required:	
Sign:			
Date:			

Terms

- (a) There is no charge to use the cobbled areas for local charities and not-for-profit organisations.
- (b) We reserve the right to ask for a one-off charge for each application from local businesses and commercial organisations.
- (c) If electricity is required there will be a £10.00 charge, the organisation must make sure appliances being used have an up to date PAT Test and the Town Clerk is entitled to ask for proof of this. Keys for the electrical boxes can be obtained from the Town Hall which is open Mon-Fri 9am-1pm.



Conditions

All applications are subject to explicit approval of Arundel Town Council - who must be satisfied that the proposed use of the cobbles is a safe and appropriate use of the space.

Depending on envisaged use, applicants may also need:

- (a) Street Trading Consent – from Arun District Council
- (b) Employer's Liability Insurance – £10m minimum
- (c) Public Liability Insurance Cover:
 - i. £2m if only the raised section of the Cobbled Area is used
 - ii. £10m if the highway section of Cobbled Area is used
- (d) Product Liability Insurance Cover – £5m minimum
- (e) Road Closure Order – if highway section of Cobbled Area is used
- (f) Food Hygiene Certification for Stallholder
- (g) Other Licences (e.g. Sale of Game)
- (h) A valid Risk Assessment

Please either provide evidence of the above alongside your completed application form or state N/A where not applicable.