



**RESOURCES**

**Land and Property**

Finance and Assets, 1<sup>st</sup> Floor, Municipal Buildings, Stockton on Tees TS18 1LD  
Tel: (01642) 526897 • Fax: (01642) 393092

**Application Form for Consent from Land and Property to carry out an Event on  
Land owned by Stockton Borough Council**

To ensure that consent is in place this form should be submitted at least 3 months prior to your event. Please complete all relevant areas, if submitting an application to ISAG this form is still required as this is a different consent and permits you to use the Councils land.

**Section 1 - Name of Event**

**Section 2 - Event Location**

**Section 3 - Name of Organisation**

**Section 4 - Event Organisers including a contact address including postcode**

**Section 5 - Contact Number - Landline & Mobile**

**Section 6 - Email Address**

## Section 7 - Event details

Including location, start and finish time of the event, days and dates for early entry and late vacation of the site. Admission Prices, anticipated numbers. Also a breakdown of the event activities including any stalls, marquees, other tentage, toilets or car parking needed.

## Section 8 – Insurance

Confirmation of Public Liability or Third Party risks, including the name of the insurer and value of cover.

## Section 9 - Terms and conditions for use of the land:

- The Organisation is responsible for obtaining and complying with any necessary local statutory or other consents, regulations and/or obligations needed in connection with this application including but not limited to planning consents and health and safety consents.
- The Organisation to ensure that the use of the land is carried out in accordance with the requirements of ISAG as relevant and all other consents necessary under legislation local or national.
- The Organisation shall be for all outgoing (if any) (including but not limited to rates) in respect of the land during the time of occupation for the event.
- On vacation of the land the Organisation to ensure it is left clean and tidy with any damage made good.

- The Council does not warrant that the land is in such a condition as to satisfy any legal obligations and the Organisation is responsible for complying with the provisions of all Bye-Laws, Town & Country Planning Acts, the Planning Compensation Act 1991 and all Notices and Statutory requirements local or otherwise together with all requirements of the Council.
- No notices or signs shall be displayed on the land without the previous written consent of the Council, such consent not to be unreasonably withheld or delayed.
- The Council makes no guarantees as to the suitability of the land for the event which is held on the land at the Organisations own risk.
- The Organisation will indemnify the Council against all actions, claims or costs arising out or incidental to or in conjunction with the consent granted by the Council to use the land.
- The use of the land may be subject to a consideration payable to the Council in advance of occupation. The sum is payable if demanded and is separate to any costs incurred from other sections of the Council in connection with their help/work associated with the event.
- The event may require a separate Licence which will be accessed on receipt of this application form.

By submitting this application you agree to the terms outline in Section 9. If in any event details change these must be submitted to Land & Property before the event takes place.

#### How We Collect and Use Information

The information collected, on this form and from supporting evidence, by Stockton on Tees Borough Council will be used to process your application. The information may be passed to other Enforcement Agencies as permitted by law.

We may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties, or give information to them to check the accuracy of information, to prevent or detect crime, or to protect public funds in other ways, as permitted by law. These third parties include Government Departments and local authorities.

We will not disclose information about you to anyone outside Stockton on Tees Borough Council nor use information about you for other purposes unless the law permits us to.

Stockton on Tees Borough Council is the Data Controller for the purposes of the Data Protection Act 1998.

Signed:

Position in Organisation:

Date:

Please send the completed form to:

By Post: Angela Fenton, Land and Property  
Finance and Assets,  
Municipal Buildings  
Church Road, Stockton on Tees  
TS18 1LD

Or by email: [angela.fenton@stockton.gov.uk](mailto:angela.fenton@stockton.gov.uk)