



# Highgate Wood

Registered Charity

## Event Application Form 2019

Dear Applicant

Thank you for your interest in Highgate Wood as a location for your forthcoming event.

Please refer to The City of London Open Spaces Department Events Policy Part One & Two when completing this form.

If you have any questions relating to your application, please contact us on 020 7332 3322.

Please return this form together with your supporting documentation, by post, email or fax, to:

Post: City of London Highgate Wood  
Licence Applications  
Heathfield House  
432 Archway Road  
London, N6 4JH

Email: [hampstead.heath@cityoflondon.gov.uk](mailto:hampstead.heath@cityoflondon.gov.uk)

Fax: 020 8348 1677

# Highgate Wood Event Application

Please take a few minutes to familiarise yourself with this application before you complete the form.

## 1. Description of the proposed event

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**2. Location of your proposed event (please refer to the schedule of locations, and location map)**

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To enable proper consideration of this application, specific details of the event taking place in Highgate Wood. Please complete the following sections giving as much detail as you can. We can then advise you of your responsibilities as the organiser, provide you with the correct site and offer any other help you may need.

**3. Nature of your proposed event (please tick relevant box):**

Static Display ☐ Fete ☐ Rally ☐  
 Funfair ☐ Concert ☐ Circus ☐  
 Procession ☐ Charity walk ☐ Other ☐ (please state)

Please provide us with as much detail as possible about your event:

[illegible]

# Highgate Wood Event Application

## 4. Details of your proposed event

Please state the **exact** dates of your event:

i) Date and time the event opens to the public:

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ii) Number of days required **before** this date for setting up (including arrival time on site):

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iii) Date and time the event closes to the public:

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iv) Number of days **after** this date for dismantling (please give on-site start and finish times):

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## 5. Approximate number of people expected to attend your event

i) Participants:

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ii) Adults:

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iii) Children under 16:

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v) Spectators:

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Any additional information:

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# Highgate Wood Event Application

## 6. The Applicant

Full name, address and contact details of the **applicant** (Please use **BLOCK** capitals):

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Full name, address and contact details of **second** contact (Please use **BLOCK** capitals):

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## 7. Applying on behalf of an organisation

If you are applying on behalf of an organisation, please state the name and the address of the organisation:

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Nature of organisation (please tick relevant box):

- |   |                          |
|---|--------------------------|
| Registered Charity                      | <input type="checkbox"/> |
| Not for profit constituted organisation | <input type="checkbox"/> |
| Individual                              | <input type="checkbox"/> |
| Commercial company                      | <input type="checkbox"/> |

**Your** capacity within the organisation:

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**and**, the capacity within the organisation of the **second** contact:

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# Highgate Wood Event Application

## 8. Commercial Traders

Do you intend to invite any commercial traders i.e. food vendors, fairground rides, climbing apparatus?

Yes ☐ No ☐ (please tick relevant box)

If yes, please provide details of all such traders including names, addresses and contact numbers for the individuals or organisations providing such attractions.

Company 1:

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Company 2:

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Company 3:

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Company 4:

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Company 5:

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## Highgate Wood Event Application

You **must** obtain the City of London's consent for any additions and alterations to this list. Please note that it is at the discretion of the City of London as to whether traders etc. will be permitted as part of the event.

To ensure the safety of those attending the event an Environmental Health Officer may inspect any equipment brought onto the site by yourself or a commercial trader.

They will also examine any associated documentation e.g. fire and test certificates, your Risk Assessments and the suitability of training provided to equipment operators.

### 9. Fund raising

If you are fund-raising, please include the name of charity/fundraising project and full details of beneficiary of proceeds. Name all beneficiaries if there are more than one. Will all income raised go to the charity/project named above? If no, please provide details: (proof may be required)

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### 10. Will your event include music, films, dancing or live entertainment?

#### Music

Yes ☐ No ☐ (please tick relevant box)

If yes, is it: Recorded ☐ Live amplified ☐ Live acoustic ☐ Other ☐

Please give details:

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Volume levels must not exceed 65 decibels at the nearest residence, or between Monday and Friday at the nearest place of work.

The Officer Event Group will be able to assist you in determining a level appropriate for your equipment and your event.

# Highgate Wood Event Application

## Films

Yes ☐ No ☐ (please tick relevant box)

Please give details:

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## Dancing

Yes ☐ No ☐ (please tick relevant box)

Please give details:

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## Live Entertainment

Yes ☐ No ☐ (please tick relevant box)

Please give details:

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## **11. Will your event include alcohol and Catering?**

### Alcohol

Yes ☐ No ☐ (please tick relevant box)

Please give details:

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# Highgate Wood Event Application

## Catering

Yes ☐ No ☐ (please tick relevant box)

Please give details:

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## **12. Will your event include animals?**

Yes ☐ No ☐ (please tick relevant box)

If yes, please give details:

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## **13. Will you be using a Public-Address System?**

Yes ☐ No ☐ (please tick relevant box)

Please give details:

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## Highgate Wood Event Application

### 14. Will your event require an electricity supply?

Yes ☐ No ☐ (please tick relevant box)

If yes, will you generate your own or is a City of London mains supply required (if feasible)?

We will generate our own\* ☐ We will require a supply from the City of London ☐ \*\*

\* Organisers are required to consider the switch to cleaner technologies as well as ensuring Non-Road Mobile Machinery is compatible with the Stage V emission standards.

\*\* This is available at an additional cost and **must** be provided by a City of London approved electrician. Under no circumstances must any attempt be made to make a connection to any electricity supply by you or any person associated with your event.

### 15. Will your event require a water supply?

Yes ☐ No ☐ (please tick relevant box)

If yes, will you provide water or is a City of London mains water supply required (if this is feasible)?

We will generate our own ☐ We will require a supply from the City of London ☐ \*

\* This is available at an additional cost. Under no circumstances must any attempt be made to make a connection to any water supply by you or any person associated with your event.

### 16. Will you be using any artificial lighting?

Yes ☐ No ☐ (please tick relevant box)

If yes, please give details:

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### 17. Toilets

Please give details of the arrangements you will be making for providing toilet facilities and cleaning?

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## Highgate Wood Event Application

An important aspect of any event is the provision of adequate toilet facilities. The Officer Event Group will be able to assist you in deciding the level of provision appropriate for your event.

### 18. Will any other item or equipment at your event generate noise?

Yes ☐ No ☐ (please tick relevant box)

If yes, please give details:

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It is important that the Officer Event Group have an opportunity to assess noise from all sources on site e.g. generators, vehicles, tannoy

### 19. Will you require vehicle access to facilitate the event i.e. articulated trucks, vans?

Yes ☐ No ☐ (please tick relevant box)

If yes, please provide details:

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### 20. Will any items of plant and heavy equipment be used i.e. cranes, forklift trucks, etc.?

Yes ☐ No ☐ (please tick relevant box)

If yes, please state what will be used and on which areas of the site:

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## Highgate Wood Event Application

**21. Will any elevated platforms, stages, marquees or other temporary structures or apparatus etc. be built?**

Yes ☐ No ☐ (please tick relevant box)

If yes, please state what will be built:

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Structures require inspection prior to your event opening to the public. The event organisers are responsible for arranging inspections prior to the opening of the event.

**22. What arrangements have been made for car parking and marshalling of vehicles during your event?**

Please give details:

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**23. What arrangements have been made for litter collection, recycling and disposal. When and how will this take place?**

Please give details:

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**24. What facilities will be provided for First Aid?**

Please give details:

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## Highgate Wood Event Application

An important part of any event is the adequate provision of first aid. The Officer Event Group will be able to assist you in deciding the level of provision appropriate for your event.

### 25. Will you be providing overnight security?

Yes ☐ No ☐ (please tick relevant box)

Please give details:

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### 26. Will the event be open and accessible to all?

Please give details:

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### 27. How will you actively encourage sustainable transport for people attending the event?

Please give details:

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## Highgate Wood Event Application

### 28. How does your event contribute to achieving event application criteria 8.1? (please refer to the Open Spaces Events Policy, Part Two: Highgate Wood)

Please give details:

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Note: If any of these details change once your application has been submitted, please inform us. No additional items may be included without the express consent of the City of London Corporation.

#### Licenses

Your event may require a Premises Licence or Temporary Event Notice which is provided by the relevant Local Authority. We can advise which one it will be depending on your chosen site.

You are advised to allow a minimum of 10 weeks for a Premises Licence Application and 4 weeks for a Temporary Event Notice. Larger events may need to apply for a licence up to 6 months in advance.

More information can be found here <http://www.londoneventstoolkit.co.uk>

#### Insurance

Hirers of public open space are required to hold a current policy of insurance in respect of Public Liability or third-party risks. The relevant limit of indemnity must be no less than £5 million and the City of London reserves the right to require a higher limit if deemed necessary.

Hirers will be required to produce evidence of their insurance cover together with that of any exhibitor, band/dance group, sub-contractor, caterer etc. whom they have instructed or authorised to appear at the event (see <http://www.londoneventstoolkit.co.uk>). This information needs to be provided at least one month prior to the event if it is a medium, large or major event.

Insurance Company:

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Policy number:

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Amount of indemnity (**a minimum of £5M is required**):

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Expiry date of current certificate:

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## Highgate Wood Event Application

We require a copy of a valid schedule or certificate of Public Liability Insurance without which, consent to use the land will be withheld. The Corporation may also take legal action against an event organiser who proceeds with an event having not provided this documentation.

### Event Planning

You may be required to provide a range of plans and documents relating to your event such as Traffic Management Plans, Emergency Plan and Risk Assessments. More details about these can be found here <http://www.londoneventstoolkit.co.uk>

### Declaration

Please tick to confirm that you have plans & procedures in place to deal with the following (where necessary):

Event communications		Transport (including parking)	
Security & stewarding		Toilet & drinking water provisions	
Crowd management		Food safety	
Emergencies		Waste management & recycling	
Fire		Environmental impact	
First aid		Disability compliance	
Lost children & vulnerable adults		Equal opportunities	

More information can be found <http://www.londoneventstoolkit.co.uk>

Please confirm that the following documents are either attached to your application or will be provided at least four weeks prior to the start of your event. Failure to comply may result in the City of London refusing to grant permission for your event.

	Attached	To Follow	N/A
Risk Assessments / Emergency Plan			
Copy of your Public Liability Insurance			
A site plan			
A programme			
Catering certificates and licences			
Noise management plan			
Copy of Charitable or not for profit constitution and evidence of organisation bank account with minimum of 2 signatories (if applying for charity discounted rate)			

## Highgate Wood Event Application

### **TERMS OF ACCEPTANCE**

By returning this form, I confirm that I have read and understood the City of London Open Spaces Events Policy Part One & Two. I apply for permission to hold the event as described in this application form. I confirm that the information provided is correct and will inform the City of London if the details change.

Signed (please type on emailed documents)	
Print name	
On behalf of (organisation)	
Date	

Please return this form together with your supporting documentation, by post, email or fax, to:

Post: City of London Highgate Wood  
Licence Applications  
Heathfield House  
432 Archway Road  
London, N6 4JH

Email: [hampstead.heath@cityoflondon.gov.uk](mailto:hampstead.heath@cityoflondon.gov.uk)

Fax: 020 8348 1677

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### ***For office use only***

**Confirmed by Officer Events Group:** \_\_\_\_\_

Date of the Event \_\_\_\_\_ 2019    Time of the Event \_\_\_\_\_

Place of the Event \_\_\_\_\_

No of people \_\_\_\_\_

Route Map \_\_\_\_\_

Liability Insurance \_\_\_\_\_

Risk Assessment \_\_\_\_\_