



# Organised Sports: Licence Application Procedure

## Open Spaces

Registered Charity

### Sports Activities on City of London Corporation Open Spaces

Our Open Spaces serve as inspiring locations for a wide variety of sporting activities. This application form is for requests for a licence to hold a Sports Activity **involving up to 500 participants** and spectators with no or limited infrastructure requirements on Open Spaces owned and managed by the City of London Corporation.

**Any Sports Activities involving more than 500 participants and spectators and/or a number of infrastructure requirements, are classed as events.** Please refer to our Events Policy for further details [www.cityoflondon.gov.uk/openspaces](http://www.cityoflondon.gov.uk/openspaces)

### SCOPE

This licence application form covers sports that do not generally require **formal facilities\*** such as pitches, courts or tracks. Activities could include; running, walking, cycling and horse events. Activities may be competitive races or fun runs. Licences for School sports days, charity matches, sports and personal fitness training as well as group exercise classes should also be applied for via this form.

#### **\*Formal facilities**

Visit [www.cityoflondon.gov.uk/openspaces](http://www.cityoflondon.gov.uk/openspaces) and click on the name of your local Open Space to find out what's available and for details of how to book facilities. Formal facilities provided vary from site to site and may include: football, cricket & rugby pitches, tennis, rounders and softball courts, bowling greens, athletics tracks, swimming pools, golf courses and croquet lawns.

### Principles

#### **In considering applications for Sports Licences we will:-**

- I. Only approve sports activities where the organisers can clearly demonstrate they are able to deliver effective planning which is robust and safety focussed.
- II. Ensure all sports activities are run effectively and with due regard to relevant and current legislation and byelaws as well as industry good practice.
- III. Consider the cumulative impact of multiple Licenced Sports Activities on our Open Spaces, visitors and resources.
- IV. Limit disturbance and disruption to residents and businesses.
- V. Require sports activities to be planned and run with sufficient environmental protection conditions in place to minimise impact on the Open Space(s) and the wider environment.
- VI. Seek appropriate cost recovery and income from sports activities in accordance with our agreed fees and charges.
- VII. Have a fair and transparent application process for all enquiries.
- VIII. Protect the reputation and promote a positive image of the City of London.

## **Making an application**

Please complete the application form below. Please also provide a site plan of the proposed location for your sports activity. **Please note that we can only accommodate sports activities in certain locations and that primary consideration will be given to the impact the activity may have on the sites other recreational activities, heritage assets and wildlife interests.**

## **Charges for Organised Sports Activity**

The holding of sports activities gives rise to costs for the charitable funds from which the City of London manages the Open Spaces. These costs arise from administration, staff support, works which are required to facilitate the sports activity and any required remediation works. Sports organisers will generally be expected to meet the full costs associated with their activity, although this requirement may be relaxed for sports activities that are considered to provide strong benefits for the site or its users and which are held on a non-profit basis.

For sports activities involving an element of profit, or which are considered to provide limited benefit for the site or its users, a hire fee may be charged in addition to full cost recovery, in order to ensure wider benefit for the site.

Applicable charges will be determined in accordance with the charging structure set out below. The rates charged will be in accordance with the Divisional Schedule of Fees and Charges which is revised and approved by the City of London annually.

### Application Fee

Your completed application form must be accompanied by a cheque made payable to **City of London** for £50, or £25 for registered charities and not for profit organisations\*. **The Application Fee is non-refundable.**

\*The reduced rate is for groups and organisations that are constituted as 'not for profit'. This applies to registered charities, schools, Community Amateur Sports Clubs and statutory bodies (e.g. Town/Parish Council) but may also apply to other groups if they can provide proof that all money is reinvested into their cause, along with a copy of their constitution clearly stating it is a NFP organisation.

Individuals, sole traders and organisations that are aimed at generating profit for private distribution are not eligible for the reduced rate.

### Remediation deposit

A remediation deposit may be required, in advance, for each sports activity. The type and size of the sports activity and consideration of any potential remediation works will be relevant to the deposit required. The deposit will be used to fund any remediation works required and any additional costs incurred by the City of London for which the sports organiser did not pay a charge.

The cost of any remediation works will be deducted from the deposit before it is returned. Should the deposit not be sufficient to pay for the remediation works and related additional costs incurred by the City of London, the sports organisers will remain liable for the same.

### Hire charge

A hire charge may be applied to sports activities to reflect the value of hiring this unique outdoor space to sports organisers. Days associated with set-up and break-down in addition to the duration on the sports activity will be charged for to offset the loss of amenity for that period.

A holding deposit is included within the hire charge to secure a sports location on a specific day. Late cancellation may result in the forfeit of this deposit.

#### Service charge

Where services are provided by City of London to support sports activities, the cost of those services will be borne by the sports organiser. Rates for services that require staff time or equipment and other services, such as waste disposal, will be based on full cost recovery, as set out in the annual Divisional Schedule of Fees and Charges.

#### Environmental impact

This is an upfront charge for sports activities that are likely to have a non-permanent environmental impact.

#### Donation

Sports organisers may wish to make additional voluntary contributions to a specific City of London Open Space registered charity to support the cost of managing the Open Space.

### **Decision Making**

All applications will be reviewed within ten days working days of us receiving a completed application form.

Applications may be:-

- **Agreed** immediately and the licence issued for signatures.
- **rejected** based on not meeting our licence principles.
- **deferred** subject to obtaining further information.
- **deferred** pending agreement of requested Discretionary Items (see page 4) and payment of the associated fees.
- **referred** to a wider meeting of City of London Officers for review, particularly in the case of large or major sports activity.

### **Application Timescale**

Application Forms should be received at least 6 weeks before the commencement of the proposed Sports Activity. Applications received at shorter notice may be declined.

### **Cancellation Policy**

The City of London has the right to cancel approval previously given for a Sports Licenced Activity (either an individual or regular activity), on its own authority or the advice of the Police or another appropriate Authority. Examples of the reasons why the City of London may cancel a Sports Licenced Activity in advance or during the activity, include:

- An emergency situation has arisen.
- The Sports Licenced Activity differs from the details provided on the application form.
- The activity is unsafe.
- The activity does not have the required insurance.
- The weather is or is forecast to be very poor or extreme and will impact on the site conditions and or public safety.
- The ground conditions are poor or unsuitable.

In cases where a Licenced Sports Activity is cancelled on the advice of the Police, any other appropriate Authority or for any of the reasons mentioned above, the City of London will not be liable for any fees, costs or damages incurred. It is therefore highly advised to take out separate cancellation insurance.

**The City of London** reserves the right to require the licence holder to alter the date of use if it should become necessary for any reason, provided reasonable notice is given of such alteration (except in the case of an emergency when the clause above will apply). In the event the licence holder is unable to alter the date, the City of London will repay all monies paid by the hirer to the City (except for the application fee, which is non-refundable). The City of London will accept no liability for any other fees, costs or damages or any consequential loss whatsoever.

**What if the licence holder cancels the sports activity?**

If a Licenced Sports Activity is cancelled by the organisers more than **20 working days** before the date of the Activity, the City of London will repay, without interest, all sums paid by the licence holder minus any costs incurred by the City of London (except for the application fee, which is non-refundable). No refunds will be given for any cancellations **20 working days or less** to the date of the Licenced Sports Activity, and the City of London will be entitled to recover any additional costs incurred.



# Organised Sports: Licence Application Form

## Open Spaces

Registered Charity

### Contact Details

Name of organisation / individual	
Nature and purpose of organisation:- i.e. Registered Charity, community group, sports club, social activity club, school etc. (if applicable)	
Registered Charity Number or Community Amateur Sports Club Registration Number (if applicable)	
Main contact name(s)	
Email address	
Address	
Invoice address (if different from above)	
Telephone number - landline	
Primary mobile number (to be contactable throughout the sports activity)	
Secondary mobile number (to be contactable throughout the sports activity)	

## Activity Details

<b>Brief description of proposed Organised Sports Activity and the target market</b>	
<b>Proposed location:-</b> Site name and location (add plan or use grid reference to be as clear as possible) <b>Please state why you have chosen this site and location.</b>	
Have you previously organised this Sports Activity at this site/location? If yes, provide details...	
<b>Charges for participants/competitors</b> How much will each participant/competitor be charged to take part in this Sports Activity? Detail how income will be used.	£
<b>Date</b> <b>Start/finish times including any pre or post activity set-up &amp; clear-up</b>	
<b>Overall expected attendance</b> Participants: Spectators (if applicable):	

## Discretionary Items

<b>Please give details below of any facilities you propose to provide for the successful running of your Sports Activity. We will then advise you on site suitability and any further permissions needed. Further charges may apply.</b>		
		<b>Details</b>
<b>Site Setup</b>	Barriers/fencing, etc.	
<b>Vehicle Movements</b>	Please set out a schedule of vehicle movements to facilitate the sports activity.	
<b>Marquees</b>	If yes, please give number and sizes	
<b>Domestic gazebos</b>	If yes, please give numbers	

<b>PA System</b>	
<b>Catering</b>	
<b>Waste Disposal</b>	<p>You are responsible for clearance of all litter produced by participants <u>and</u> spectators. Please describe how you intend to keep the area free of litter. All waste must be completely removed from the City of London land at the end of the sports activity.</p> <p>Please describe how you will promote waste recycling.</p>
<b>Do you require electricity?</b>	<p>Give details of how you intend to supply it or where you would like to source power from (on most sites you will have to provide power through a silent generator).</p>
<b>Do you require a water supply?</b>	<p>Give details of how you intend to supply it or where you would like to source it from (some sites do not have this facility).</p>
<b>Do you require use of our changing rooms (if available at the proposed location)?</b>	<p>Give details of time periods through the day when changing facilities will be needed.</p>
<b>First Aid</b>	<p>An important part of any organised Sports Activity is adequate provision of first aid. What first aid cover will be provided and who will provide it?</p>
<b>Temporary Toilet Facilities</b> (you are fully responsible for arranging the delivery/collection, servicing and security of any temporary toilet facilities).	<p>How many temporary toilets do you propose to bring onto the site?</p> <p>Please note: Some of our sites may not have suitable areas for the provision of temporary toilets.</p>
<b>Environmental Impact</b> You must actively encourage participants and spectators to travel to your sports activity by public transport.	<p>Please give details of how you will do this.</p> <p>How else will you minimise the environmental impacts of your activity?</p>

<p><b>Officials/Marshalls Parking</b> Will you require on-site access for official vehicles?</p>	<p>Where will these vehicles park?</p> <p>How do you intend to manage the parking of these vehicles?</p>
<p><b>Participant/Spectator Parking</b> Limited parking may be available on-site for participants and spectators, which may incur an additional fee. Parking must be provided free of charge.</p>	<p>Where will these vehicles park?</p> <p>How do you intend to manage the parking of these vehicles?</p> <p>How will you promote the use of public transport?</p>
<p><b>Do you require specialist services from City of London staff (e.g. grass cutting/ line marking)?</b> Please note these will incur additional charges.</p>	



**Application Checklist**

Please confirm that the following documents are attached to your completed Application Form. Failure to comply may result in the City of London refusing to grant permission for your Sports Activity.

Document	Attached
Risk Assessment / Emergency Plan / evidence of relevant qualifications or accreditations.	
Copy of your Public Liability Insurance - minimum £2million is required: (valid for all proposed activity date(s)).	
A site plan.	
Application Fee cheque for £50 (£25 for registered charities and not for profit organisations*) *Please provide evidence of not-for profit status.	

**Declaration**

By returning this form, I apply for permission to hold an Organised Sports Activity as described in this application form. I confirm that the information provided is correct and will inform the City of London immediately if any details change.

Signed	
Print name	
On behalf of (organisation)	
Date	

Please return this form together with your supporting documentation to:

**City of London**  
**Sporting Licence Applications**  
**...local address...**