



Tetbury

Town Council

Policy for organised use of premises, parkland and public open space

If you would like to use Council premises, parkland or other public open space for an event or any other organised activity (including Parkruns), you will need to apply for permission to do so. Informal events organised and attended by friends and family members are exempt from the need to obtain permission unless (a) the event is open to the public or (b) the event will be attended by more than 30 people.

The event organiser is also legally responsible for checking with the Cotswold District Council Licensing team to see if a temporary events notice or any other licence is required. Further information can be found on the District Council's web page: [Cotswold District Council - Licensing Public Events](#)

How to apply for permission to book public open space

Before you complete your event booking form, you must ensure you have read

- Appendix A - [General Regulations for the organised use and hire of Premises and Public Open Space](#) carefully and ensure you understand and comply with the regulations.

The following documents may also be relevant, depending on the type of event or activity you are looking to hold:

- Appendix B - [Guidance for the Safe Use of Barbecues](#)
- Appendix C - [Regulations for Setting Up a Geocache](#)

Once you have read the necessary conditions, please complete the following documents:

- Appendix D - [Event Booking Form](#)
- Appendix E - [Event Plan incorporating Risk Assessment](#)

What happens next?

The Council may use these documents to identify the need for more detailed information from you, possibly including a more in-depth risk assessment.

For larger events we will also require a site location plan showing an accurate representation of where you intend to place equipment/staging/stalls and more.

Please return the event booking form, a copy of your event plan and risk assessment(s) and site location plan (if required) to admin@tetbury.gov.uk. You must ensure to include all of the essential information required in the application form in order for us to process your application as quickly as possible.

Should your event be being held on a site which has been leased to a third party (e.g., some of the grassed area around the Goods Shed is part of the area leased to

Tetbury Rail Lands Regeneration Trust) then the existing leaseholder must be consulted prior to Tetbury Town Council, as they will have their own timetable of events and you may need to discuss with them any hire charges of their own. Tetbury Town Council will then, if the leaseholder approves, give Landlords approval.

For smaller events, we require a minimum of fifteen working days to process your application. For larger events we will require up to six weeks to process your application. Assessment as to whether an event is to be considered 'smaller' or 'larger' is at the discretion of the Town Council.

We will not begin to process your application until we have received all of the relevant information.

Outdoor Learning and Forest Schools

The Council encourages event organisers wishing to arrange Outdoor Learning and Forest Schools to make use of the St Mary's Playgroup facility at Ilsom House, Cirencester Road.

Fees and charges

The Council does not charge a fee for occasional use of community land or buildings. However, applicants should be aware that the Council will charge for: any costs incurred when determining the suitability of a new activity; any damage resulting from a letting; or if it is necessary for the Council to undertake extra cleaning after the booking. Further details are provided in the General Regulations.

Advice and any other queries

Please contact us at:

Tetbury Town Council
63 Long Street
Tetbury
Glos GL8 8AA

Telephone: + 44 (0)1666 504670

Email: admin@tetbury.gov.uk

Website: www.tetbury.gov.uk