

**Community Right to Grow**

**Application Form**

**Group Details**

**NB: Licences can only be entered into with community groups that are legal entities; applications from anyone else will not be taken forward.**

**This section is to be completed by all applicants.**

|  |  |
| --- | --- |
| Group Name |  |
| Group Contact Name: |  |
| Email Address |  |
| Mobile Number |  |
| Correspondence Address inc postcode. |  |
| Website |  |

**Activity Details**

**Please provide as much detail as possible on this section regarding the site you are interested in and how you envisage using this site.**

|  |  |
| --- | --- |
| **Group Details**  Please provide further details of the community group e.g:  -number of people that have joined  -how the group is managed/organised |  |
| **Objective/Purpose**  Please provide an overview of the groups objective and purpose in making this application. |  |
| **Location**  Please indicate which site you are applying for and give an indication of the extent of the site you wish to cultivate. |  |
| **Cultivation**  Please provide further detail on how you intend to cultivate the site e.g. planting plans, site arrangement, pathways and surface treatments.  Please note that digging into the ground is not generally encouraged with the use of raised beds for cultivation favoured. |  |

**Fees Payable**

Legal and surveyor fees for setting up the necessary legal agreement will be discussed and agreed with you as part of the application process.

Supporting Information:

|  |
| --- |
| Please provide any other supporting information you feel is relevant: |

**Along with this form you will be required to provide the following information.**

**Checklist:**

|  |  |
| --- | --- |
| **I have provided:** | **Tick to Confirm** |
| A copy of Public Liability Insurance Certificate (Minimum £10 Million) |  |
| Risk assessment, Health & Safety method statement which includes emergency procedures, accident reporting, and first aid. |  |
| Safeguarding – Basic Disclosure Barring Service Certificate |  |

Sustainability

St Albans City and District Council is committed to undertaking its services and operations in the most environmentally sustainable way. We are making sure we embed the principles and practices of sustainability into all aspects of the Council activities. We aim to demonstrate strong performance in managing our own environmental impacts and leadership in influencing others to do the same.

Please outline in the box below how you manage the environmental impacts of your service. This includes impacts such as waste, transport, energy and the products and materials used in your service.

|  |
| --- |
|  |

Equality

St Albans City and District Council has made equality, diversity and inclusion central to our approach in everything we do. Please outline in the box below how your service is open and accessible to all.

|  |
| --- |
|  |

**I confirm that the information contained within this form is a true and accurate representation of the business submitting this Expression of Interest form and I agree to the conditions set out above.**

Signed……………………………………………………………………………..

Print name.……………………………………………………………………..

Date………………………………………………………………………………..

Please email completed form to: [estates@stalbans.gov.uk](mailto:estates@stalbans.gov.uk)

**Privacy Notice – Community Right to Grow – Expression of Interest Form**

This privacy notice explains how St Albans City & District Council (the Data Controller) will use any personal information we collect about you when you use our services.

**What information do we collect about you?**

The information that the Council will collect varies depending on how you use the Council’s Services. We are using the information provided in this case for a public task (Art. 6(1)(e) of General Data Protection Regulation and contract or to deal with any pre-contract enquires [Art 6(1)(b) of General Data Protection Regulation (GDPR)]. This means we collect your personal information from you so that we can carry out our statutory functions and deal with pre-contract enquiries. In this case we are collecting personal information so that we can assess your application to conduct licenced activities from the Council.

If you’re providing us with special category personal information (such as details about your health) we will be processing this under Art. 9(2) GDPR.

**How will we use the information about you?**

We use the information to process your application to purchase amenity land. We may share the information with other departments at the Council to enable us to deal with your application. We will only share the information to enable us to deal with this matter.

We may share the information with ward and parish councillors for the purpose of updating them on requests relating to land in their wards or parish boundaries. We may also share this information with councillors upon request to effectively deal with their enquiries regarding acquisition requests. We may share the information with Hertfordshire County Council if the request relates to land that they have an interest in.

We will not share the personal information we hold with any external organisations except for partner organisations. By partner organisations we mean contractors, for example valuers, where sharing your data is necessary to deal with your matter. We may be required to share your personal information with the Police, Internal Audit or similar agency, or another Council for the purposes of preventing and detecting fraud.

We will ensure that all personal information is kept securely.

**How long will we keep this information?**

We will destroy this personal information in accordance with our Disposal Schedules. We consider what the legislation states and what is good practice to determine how long we need to keep your information. This means we will securely destroy the information once we no longer need it. If you would like to know the specific period of time that relates to your personal information please contact [GDPR@stalbans.gov.uk](mailto:GDPR@stalbans.gov.uk)

**Individuals’ Rights**

You have a right to request a copy of the personal information that we hold about you. If you would like a copy of some or all of your information, please contact [foi@stalbans.gov.uk](mailto:foi@stalbans.gov.uk) and ask for a subject access request.

If you consider we hold inaccurate personal information about you, you can contact us to ask for this information to be corrected. If you consider we are using your personal information incorrectly, you can object. We will consider your request and respond within one month. Please contact [GDPR@stalbans.gov.uk](mailto:GDPR@stalbans.gov.uk).

You can find out more about your [rights on our website](https://www.stalbans.gov.uk/sites/default/files/documents/publications/privacy-notices/Individual%20Rights%20GDPR%20Website%20Notice.pdf).