

**Parks and Green Spaces Licensed Activities**

**Application Form**

**Personal Details**

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

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| --- | --- |
| Applicant’s Full Name |  |
| Email Address |  |
| Mobile Number |  |
| Address |  |
| Post Code |  |

**Business Details**

|  |  |
| --- | --- |
| Company / Trading Name |  |
| Website |  |
| If you are not a manager/organiser, please provide the name of the manager(s) / organiser (s) |  |
| Business address/ addresses  **Please note**: If there is no current business address, please write n/a. If the business is based at a home address, please provide this address. If the business is currently mobile, please state where it currently operates. |  |
| Primary contact telephone number(s) |  |
| Primary email address(es) |  |
| Preferred method of contact (phone call or email) |  |
| Please provide a detailed overview of your business and services.  If the business is not yet formed, please provide an overview of your current business plan. |  |

**Activity Details**

**This section is to be completed by any applicant who wishes to be licensed for any regular activity or class. If this does not apply to you, please leave this section blank.**

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| --- | --- |
| If applicable, please indicate your predicted maximum group sizes.  If you intend to offer one-on-one activities, please state this.  If group sizes are likely to vary by more than a few individuals per session, please include details on this range. |  |
| Please provide details on your location preference. More than one location can be listed, and we are open to considering spaces for licensing that are not on the list.  If you do not have a location preference, please write n/a. |  |
| Please indicate your predicted regularity of park and/or green space usage, as well as how long you plan to use the space on each occasion.  Additionally, if usage will be seasonal, please indicate the months you wish to operate. |  |
| Please indicate your desired start date. |  |

**Fees Payable**

**The fees payable will depend on the type of operator as defined below. Community or Charity operators may qualify for a concessionary rate on the annual licence fee. We may ask you to provide further information, including company accounts, on why you feel you fall into one of the categories below prior to approving your activity licence fee.**

Commercial – a regular activity with commercial benefit and intended to generate a profit.

Charity – a regular activity that is organised with the sole purpose of raising money for charity. All proceeds (over and above costs) will be for charity.

Community – a regular activity that is organised by a charity, voluntary or community group in support of the community, for the benefit of the district or local residents. A community activity is either free for the public to attend or an activity that has no significant commercial benefit opportunities for profit-making businesses.

Please select and provide evidence on which category you feel your activity falls under. Useful details include description of your operations and activities provided, registered charity / CIC number, pricing schedule (if applicable), number of staff employed (paid or voluntary) and information on any concessions offered e.g., for those on low incomes.

|  |  |
| --- | --- |
| Commercial |  |
| Charity |  |
| Community |  |

Supporting Information:

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**Food and Drink Concession Details**

**This section is to be completed by any applicant who wishes to be licensed for a concession service. If this does not apply to you, please leave this section blank.**

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| Please provide details on your desired concession site. More than one location can be listed, and we are open to considering spaces for licensing that are not on the list.  If you do not have a location preference, please write n/a. |  |
| Please indicate your predicted regularity of park and/or green space usage, as well as how long you plan to use the space on each occasion.  If usage will be seasonal, please indicate the months you wish to operate. |  |
| Please indicate your desired start date. |  |

**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 |  |
| Qualifications - copies of Personal Training certification at REPs or equivalent, if relevant to your activity |  |
| Passport-Sized Photo x1 |  |
| Original Photo ID (Passport or Full Driving Licence) |  |

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.

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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.

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Additionally, dependent on the nature of the activity, the following may be requested:

1. Food and/or drink hygiene certificates
2. Equipment safety certificate(s)
3. Sustainability Impact Assessment

**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 – Licenced Activities – 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).