



# Event Permit Application Form



## For events on Parks and Open Space

- Please provide the information requested in the following application form. This will secure your provisional booking and allow the Park Activities and Engagement Team to assess what further information will be required.
- Please email the completed application form to [parkactivities@enfield.gov.uk](mailto:parkactivities@enfield.gov.uk) or post to:

London Borough of Enfield  
ENVIRONMENT  
Parks Activities and Engagement Team  
Civic Centre  
Enfield  
EN1 3XA

- Following a review of the submitted information a Park Activities and Engagement Team Officer will contact you to confirm what further information will be required to process your permit application.
- You will receive written permission for your event, subject to terms and conditions. A non-refundable administration fee will be payable within a month of receiving the permission letter. Please note you will be advised if a bond is required for your event. Cheques must be made payable to the London Borough of Enfield for the appropriate amount. Alternatively you can contact the Park Activities and Engagement Team to arrange online payment.
- You will need to provide a risk assessment for your approved event. For further information regarding risk assessments please visit [www.hse.gov.uk](http://www.hse.gov.uk).
- Event organisers must maintain a public liability insurance with a limit of indemnity of not less than £10,000,000 for the set-up, duration and dismantling of the event.
- Please be aware that Enfield Council prohibits the release of balloons, Chinese lanterns and floating candles on land owned or controlled by the Council.
- If you have any questions please contact the Park Activities and Engagement Team on [parkactivities@enfield.gov.uk](mailto:parkactivities@enfield.gov.uk)
- The London Borough of Enfield reserves the right to cancel the event due to considerations regarding safety or suitability of ground conditions prior to or on the day(s) of the event and/or should the organisers fail to disclose all details regarding the event which may potentially affect safety or impact on local community.



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## 1. Event Information

Event name:

Venue:

Event date/s:

Event start time/s:

Event finish time/s:

Set up date:

Set up start time:

Pack down date/s:

Pack down finish time:

Number of adult participants (approx.):

Number of junior participants (approx.):

Charge per Adult: £

Charge per Junior:

If this is an annual event, how many visitors attended last year?

What is the purpose of your event? i.e. why are you holding it

Description of activities: Please attach a copy of your event programme if applicable. If the event is part of a series please list other event dates and venues.

Is the event targeting awareness/section of the community in terms of (tick if applicable):

Ethnicity  Gender  Disability  Age (children ≥16)

Please provide references/previous experience for this or similar events within the past five years.

# Event Permit Application Form

## 2. Contact Information

Organisation:

Type of Organiser(s):

Postal address (incl. postcode):

Main contact:

Tel:

Email:

Contact on the day:

Tel:

Email:

Registered Charity number (if applicable):

## 3. Effects on the environment (please tick all boxes applicable to your event)

Structures: (Please write the quantity and dimensions beside each structure if applicable)

Marquees/gazebo

Stages

Chairs/tables

Fencing

Other (including signage)

Toilets:

Will toilets be provided? *It is recommended that you provide your own toilet provision for events and not reliant on park toilets*

What arrangements have been made for disabled users?

**Amusement:** (Please attach a list of rides and side shows that will be operating. Please supply copies of ADIPS certificates/public liability insurance certificates and risk assessments. The Organiser shall submit a copy of the annual inspection report and a risk assessment in relation to any inflatable structures. Note that circuses have to be an active member of the Association of Circus Proprietors and do not include live animal acts including birds, reptiles or equines in their programmes. Funfairs are not permitted to give live animals and fish as prizes.)

Funfair; no. of rides:

Inflatable

Circus

Other (specify):

**Noise:** (If you tick any of the below, it is your responsibility to ensure that you apply for and obtain any licence/authorisation required. It is an offence to carry out any licensable activity without the authorisation of the appropriate licence. Where a licence/authorisation is required, you must obtain such a licence in advance of the event. Please note that there may be other activities that require a licence/authorisation – this is not an exhaustive list. Any required licence/authorisation must be applied for from the Licencing Authority (at least ten days before the event).

Public music  Live band  Recorded music  Public performance of plays  Public dancing

Public entertainment of any kind (please specify):

Other (please specify):

Name and mobile number of contact person responsible for noise control:



# Event Permit Application Form



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Describe arrangements in place to prevent noise nuisance during the event:

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Does your event include fireworks and/or special effects?

Yes (specify):

No

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Do you expect litter to be generated by your event?

(Please note that if Enfield Council is required to clear litter and waste generated as part of your event, staff time will be either charged to the Organiser or deducted from the bond. The cost of removing any litter and waste as a result of your event will also either be charged to the organiser or deducted from the bond. For a commercial event you must ensure that the disposer has a "Waste Transfer Licence")

Yes (please specify):

No

Contact of the day:

Contact for litter disposal after event:

How will the litter be collected and stored during the event:

How will the litter be disposed of after the event:

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Do you require off-street vehicle access or Parking?

Yes (please specify): Forty Hall carpark

No

#### 4. Food, drink and trading (please tick all boxes applicable to your event)

**Catering:** (if you answer "yes" to providing hot and cold/high risk food catering, please provide details of which Local Authority the caterer is registered with, a copy of the most recent food hygiene inspection report and accompanying food risk ratings with a rating of 3 or higher and copies of basic food hygiene/Level 2 certificate for operatives who will be handling food on the day of the event. Where a park already has a catering concession, permission must be sought from the concessionaire and the Council to supply additional catering).

Yes (please specify and describe access requirement to and from the venue):

Name and mobile number of contact person responsible for catering on the day:

No

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**Drinks** (if you answer "yes" to providing alcoholic drinks, you shall need to apply for the appropriate licence from the [Licencing Authority](#))

Alcohol:  Yes  No

Non-Alcoholic:  Yes  No

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**Trading** (sale or distribution of goods, services, collecting money etc. Specify type of goods e.g. craft/homemade, electrical, clothing, accessories):  Yes (please specify):  No

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#### 5. People and traffic management and parking (please tick all boxes applicable to your event)

How many visitors are expected in vehicles?

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Where will they park?

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# Event Permit Application Form



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Are you applying to alter parking?

Yes (please specify):

No

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Are you applying to close a road?

Yes (please specify):

No

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Does your event involve any activities on a road?

Yes (please specify):

No

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How will visitors enter/leave the venue?

## 6. First Aid/Emergency procedures and stewarding

Details of First Aid provider (please provide copies of First Aid certificates):

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Main contact details (name and ph) Senior Steward (Company):

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How many stewards:

How will they be identified:

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How will event officials communicate:

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Will a control point be provided? Provide location details:

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Describe arrangements for emergency evacuation:

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Describe arrangements to deal with lost children:

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