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**Application Form for Private Parties having Inflatables on Land Owned & Managed by**

**Huntingdonshire District Council**

Please complete the form below digitally (rather than hand-written) and return with all the documents listed below to alison.gray@huntingdonshire.gov.uk at least two weeks before your planned event. If a digital copy is not possible please return to Events & Promotions Officer, Operations Division, Eastfield House, Latham Road, Huntingdon, Cambridgeshire, PE29 6YG. Please ensure you have read all the information on [www.huntingdonshire.gov.uk/runninganevent](http://www.huntingdonshire.gov.uk/runninganevent).

If you are not sure if your location is HDC land or if you have any queries please contact the Events & Promotions Officer on the above email or call 01480 388245.

**A member of the inflatable provider’s staff MUST stay with the equipment at all times. If this is not possible you will not be able to hold your event.**

**Site Details**

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| --- |
| Name of event:  |
| Town/village where event is to take place:  |
| Street name & postcode & description of location: ***If possible please supply a map with an X to mark the location of your event.*** |

|  |  |  |
| --- | --- | --- |
| **Dates & Times** | Date | Time (24 hour clock) |
| Arrival on site |   |   |
| Depart Site |   |   |

**Main Contact** – we will contact this person for any queries we have about this event.

|  |
| --- |
| Name of applicant:  |
| Address: Post Code:  |
| Tel No (Daytime):  | Tel No (Mobile):  |
| Email Address:  |
| Likely number of people attending:  |

**Inflatable Provider’s Information**

**Please see the list of essential documents we will need to see from the provider.**

|  |
| --- |
| Type of inflatable (please list each you hope to have):  |
| Providers/Company Name: Address: Post Code:  |
| Tel No (Daytime):  | Tel No (Mobile):  |
| Website:  |

**I confirm that:**

* **The above details are correct and I am over 18 years of age**
* **I understand I am completely responsible for all aspects of this event**
* **A member of the inflatable providers staff will stay with the equipment at all times**
* **I will inform HDC if anything changes**

**Privacy Notice**

Why are we asking for your personal information?

We require your personal data to process your enquiry about an application for or about the use of Public Open Space.

This is a (Public Task) Statutory Duty as laid out in Public Spaces Protection legislation. We cannot process your request unless you provide this personal information. If you do not or if you refuse to allow us to share information we will not be able to carry out the service for you and cannot be held responsible for any consequences to you of it not being carried out. This may result in your application not being processed or your event not being given consideration for approval. You hold the following rights with regard to the personal data you provide us:

* Right to Access – You have the right to access (receive a copy) of your personal data and supplementary information.
* Right to Rectification – You have the right to have any inaccurate or incomplete personal data rectified.
* Right to object to us processing your personal data where you have an objection on “grounds relating to your particular situation”.
* Right to Restriction – You have the right to request a restriction of the processing of your personal data in situations where it is inaccurate, unlawful, and no longer needed for the purposes for which it was originally collected, or if a withdrawal of consent has been made.

Sharing your information

We share information within the council to ensure services are provided appropriately. We may share your personal data with other agencies such as the police, social services etc, if there is a legal reason do so.

We may process the information you provide to prevent and detect fraud in any of our systems and may supply information to government agencies, credit reference agencies, audit or other external bodies for such purposes. We participate in the government’s National Fraud Initiative.

If any of the information we have about you is incorrect, please tell us, we are reliant on you assisting us to keep your information accurate and up to date.

Retention of your personal information

We only keep your information as long as necessary, for some items this will be dictated by law. You can find out more by looking at the council’s Retention Policy on the website.

We do not routinely process any information about you outside the European Economic Area (EEA), except in rare cases, where we use all appropriate safeguards.

Huntingdonshire District Council is a registered Data Controller with the Information Commissioner’s Office.

You can find out more about how we handle your data by visiting the council’s [Privacy Notice page](http://www.huntingdonshire.gov.uk/council-democracy/council-open-data-and-information/data-protection/privacy-notice/). If you have a query regarding your rights please contact the Data Protection Officer who can be contacted by emailing infogov@3csharedservices.org or you can write to the council and mark your letter for the attention of the Data Protection Officer. Alternatively you can call 01480 388388.

You have the right to lodge a complaint with the Information Commissioner’s Office (ICO) should you believe any part of this statement to be unlawful.

Signature: Date:

Print name:

(a digital signature is acceptable)

**The following documents will be required from the inflatable provider *at least* 2 weeks in advance, although we recommend including them with this document if possible and at least 4 weeks in case there are issues with them. If we do not receive these documents in time, or they are unsuitable, you may not be able to go ahead with your event.**

Please indicate whether you have sent the following along with this application form:

|  |  |
| --- | --- |
| Risk assessment (for each piece of equipment) | [ ]  |
| Proof of current annual test certificate (eg PIPA or equivalent) | [ ]  |
| Copy of insurance certificate to £10million public liability | [ ]  |
| Method Statement (how they intend to access the site, prevent damage etc) | [ ]  |
|  | [ ]  |