****

**Notification Form for Private Parties on Land Owned & Managed by**

**Huntingdonshire District Council**

It is great you are using our public open space for your gathering! This is for a private gathering of family and friends but not the general public or other visitors to the site.

For your own safety, and that of others using the open space, please ensure you follow these guidelines.

**Gazebos**

Gazebos are an essential addition to any event in the Great British outdoors, whatever the weather! They can, however cause minor or even major injury, especially in an open space that is less sheltered than most people’s back gardens. Their affordable price means that they are not very strong and don’t always have very strong or long tent pegs to hold them down in gusty conditions.

All safety guidelines for your gazebo must be adhered to – all tent pegs must be used and guy lines extended. Some tent pegs provided are not very strong so you may need to use stronger ones if it is even slightly windy. Ensure the tent pegs and guy lines are visible and marked so they do not become trip hazards – bunting or ribbons can be used and make it look great!

If you are planning to have larger structures or ones put up by an external company then please get in touch – see [www.huntingdonshire.gov.uk/runninganevent](http://www.huntingdonshire.gov.uk/runninganevent)

**Barbecues**

Please ensure any barbecues are safe and securely located so they do not present a hazard. Don’t forget dogs may be attracted to them and could knock into them. BBQs must be kept off the ground at all times (even on bare soil) and off any flammable surface (eg a wooden picnic table). Please ensure they are located away from any buildings or flammable structures and you have at least one bucket of water close by. If you are using disposable BBQs then we ask that you remove them from site once cold enough to handle.

**Food**

Think about food hygiene guidelines to keep yourselves safe, especially in warm weather. This website has some useful information <https://www.foodsafety.gov/blog/perfectfood.html> Be aware food may attract uncontrolled dogs! It is worth keeping food off the ground and covered over.

**Rubbish**

Please take all your rubbish and recycling home with you – remember it will be lighter than when you brought it out! Any bags left adjacent to our bins risk being ripped open by animals causing an unsightly mess and a potential hazard. Invest in some strong bags so you do not have unwanted spillages on the way home!

**Glass**

Please use disposable cups to minimise the chance of broken glass. If you do have an accident you must clear up even the smallest bits of glass as these would pose a hazard to other site users.

**Music**

Remember other people using the site and those living nearby may not appreciate your music volume.

|  |  |
| --- | --- |
| **A handy checklist for you** | Tick when this is all sorted! |
| Gazebos | Instructions available |  |
|  | Stronger tent pegs obtained |  |
|  | Ribbon/bunting for guy lines |  |
| Rubbish | Strong bags for rubbish |  |
|  | Strong bags for recycling |  |
| Food | Enough cool boxes/ice |  |

Please be courteous to you neighbours and have a lovely, safe time!

So we are aware of activities on our land and inform you if there are other activities happening that may affect you please complete the form below digitally (rather than hand-written) and return to alison.gray@huntingdonshire.gov.uk at least two weeks before your planned gathering. If a digital copy is not possible please return to Events & Promotions Officer, Operations Division, Eastfield House, Latham Road, Huntingdon, Cambridgeshire, PE29 6YG.

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.

**If you are planning on having an inflatable please see the separate application form at** [www.huntingdonshire.gov.uk/runninganevent](http://www.huntingdonshire.gov.uk/runninganevent).

**Site Details**

|  |
| --- |
| 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 gathering.

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

**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 gathering and have read and understand the guidance above.**
* **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)