

# Regular Sessions Application Form



<b>Name of Session</b>	
<b>Proposed Session location</b>	

## Section 1 – Organiser Details

Name of organisation		
Name of applicant <sup>(1)</sup>	<sup>(1)</sup> Over 18 years	
Position <i>(if applicable)</i>		
Contact Address	Post Code:	
Is the above address to be used for invoices?    YES <input type="checkbox"/> NO <input type="checkbox"/> If NO please provide details on a separate sheet		
Contact Details	Home Number	
	Work Number	
	Mobile Number	
	Email Address	
Organisation Website Address		
Charity registration number (if applicable)		

## Section 2 – Session Details

Please give a brief description of proposed activity
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Session series start date	
Session series end date	
Number of sessions per week	
Session times	

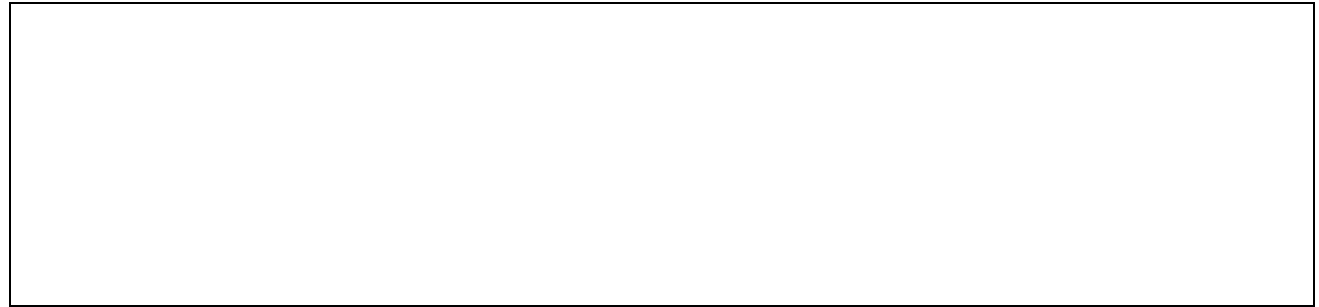
Approximate number of people expected to attend each session	
Charge per person	
What parking arrangements will be made with session attendees?	
What first aid cover/qualification do you have in place?	
Publicity – on site advertising	Yes <input type="checkbox"/> No <input type="checkbox"/>

If yes, please give details
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Please identify the method to be used in order to maintain the area free of litter and refuse.

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Hart District Council are attempting to reduce the use of single use plastics across the district. Please could you detail how you aim to reduce or manage plastic waste produced by yourself and your attendees?



### **Section 3 – Fees and Charges**

Each activity is assessed on an individual basis. Commercial activities may be subject to charge. Please see <https://www.hart.gov.uk/council-finances> for our current fees and charges. We will be able to calculate your charge once we have received your application form. Our fees and charges are reviewed on an annual basis and may be liable to change at this time. Payments become due upon receipt of an invoice from the Council.

### **Section 4 – Insurance**

Event Organisers are required to hold a current policy of insurance in respect of Public Liability or Third-Party risks (including products' liability where appropriate). The relevant limit of indemnity shall be an amount approved by the Council's Head of Finance. Under no circumstances shall this be less than £5 million and the Council reserves the right to require a higher limit if deemed necessary.

Organisers will be required to produce evidence of their insurance cover.

NOTE: All documentation must be produced at least 14 days before the start date of the sessions. Failure to comply may result in the Council refusing to grant final permission for holding the sessions.

You will also be expected to produce a risk assessment for your activities. If your activity varies substantially between sessions, we may ask you to produce a risk assessment for each one.

## Section 5 – GDPR

### PROCESSING WITH CONSENT

Hart District Council is the data controller for the personal information you provide on this form. You can contact the council by phone on 01252 622122, via email to [enquiries@hart.gov.uk](mailto:enquiries@hart.gov.uk) or by writing to us at Hart District Council, Harlington Way, Fleet, Hampshire, GU51 4AE. The council's Data Protection Officer can be contacted at 01252 622122.

The personal information you provide will be used in connection with your application to book or hire countryside sites for any event or activity.

We need your permission so that we can hold your information and contact you in relation to this booking. You can withdraw your permission at any time by contacting 01252 622122.

- We may share your information with other teams within the council in order to provide a service to you, to ensure our records are kept up to date or otherwise where we are required to do so
- We will not disclose any information to other organisations unless we are required by law to do so or to prevent fraud
- Your personal details will be held in accordance with our retention policy for one year. We will contact you in January to check that your information still needs to be held and is up to date.

For further details on how your information is used; how we maintain the security of your information and your rights, including how to access information we hold on you and how to complain if you have any concerns about how your personal details are processed, please visit [www.hart.gov.uk/privacy](http://www.hart.gov.uk/privacy)

Visit <https://www.hart.gov.uk/privacy> for more information and contact [countryside@hart.gov.uk](mailto:countryside@hart.gov.uk) to opt out at any time.

**Declaration:**

I give my permission for Hart District Council to process my booking. I understand that I can withdraw my permission at any time.

In addition, I hereby:

- Agree to comply with the conditions set out in this form, including the terms and conditions of hire and all reasonable instructions given by any authorised Officer of the Council should this activity be granted approval.
- Give my permission for Hart District Council to hold my information in connection with my application to book or hire countryside sites for any event or activity. I understand that I can withdraw my permission at any time.

*Signature:* ..... *Date:* .....

PRINT NAME .....

Please send the completed form, together with the required supporting documentation to: -

**Visitor Services Manager,  
Hart District Council,  
Civic Offices  
Harlington Way  
Fleet  
Hampshire  
GU51 4AE**

**Tel: 01252 622122**

I have enclosed, where necessary, the following: -

<b>Documentation</b>	<b>YES</b>	<b>NO</b>	<b>Evidence of Insurance</b>	<b>YES</b>	<b>NO</b>
Risk Assessment/s	<input type="checkbox"/>	<input type="checkbox"/>	Insurance for organiser	<input type="checkbox"/>	<input type="checkbox"/>
First Aid certificate	<input type="checkbox"/>	<input type="checkbox"/>			

If you have answered NO to any of the above, please explain why?

**Keep Your Information Updated**

If any of your application details change once your application has been submitted, please inform us. No additional items/activities may be included without the express consent of the Countryside Service.