APPLICATION FOR USE OF CITY CENTRE – COMMERCIAL USE

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|  |  | ***For Official Use Only*** |
| 粃ⶪ |  | **Last Date for Consideration:**Date Received:Receipt No.Date to Officers: |  |

**THIS APPLICATION MUST BE LODGED NOT LATER THAN 28 DAYS PRIOR TO EVENT**

**PLEASE READ THE GUIDANCE FOR SAFE AND LEGAL EVENTS WHICH CAN BE FOUND AT** [**www.dundeecity.gov.uk/a2z/s/**](http://www.dundeecity.gov.uk/a2z/s/)

**PLEASE NOTE THAT ALL NECESSARY PAPERWORK AND APPROVALS FROM COUNCIL DEPARTMENTS OR OTHER AGENCIES MUST BE IN PLACE 7 DAYS BEFORE THE EVENT IS TO TAKE PLACE OR THE APPLICATION WILL BE REFUSED.**

**PLEASE READ THE NOTES OVERLEAF CAREFULLY**

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| **1.** | **Name and Address of Organisation:****(including Head Office Address and Business Hours Telephone No and E-mail address)** |  |
| **2.** | **Name and Home Address and position within the Organisation of the Event Manager ie the Person who will be responsible for the event on the day (including Business Hours Telephone Number and Mobile No):** |  |
| **3.** | **(a) Date(s) and Time(s):****(b) Brief Description of Event****(c) Is it intended to collect money and, if so, has permission been granted?** |  |
| **4.** | **Is a Temporary Raised Structure to be erected eg a stage.** | **YES/NO****(delete as appropriate)** |
| **5.** | **Number of Stalls, Tables, Staging etc. Please also give dimensions and weight of all equipment/staging etc being used for the event.** |  |
| **6.** | **Are any vehicles involved?****(If yes, give weight and size of each vehicle)****NB PLEASE NOTE VEHICLES ARE NOT PERMITTED ON DISPLAY AREA 2. DROP OFF IS PERMITTED VIA THE HATCHED AREAS ON THE ATTACHED PLAN.** | **YES/NO****(delete as appropriate)** |

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| **7.** | **Are there any fairground/carnival type rides?****(If yes, give details)** | **YES/NO****(delete as appropriate)** |

The following must be lodged with the application.

1. Current Certificate of Insurance for Public Liability (Minimum of £5,000,000).

2. Site Plan.

**DEPENDING ON THE PARTICULAR EVENT YOU MAY BE REQUIRED TO SUBMIT THE FOLLOWING**

* Event Risk Assessment
* Event Safety Manual
* Event Health and Safety Plan
* Copy of the organisations latest accounts
* Copy of the organisations current membership and details of Office Bearers

**DATA PROTECTION ACT 1998 - YOUR PERSONAL DATA**

Dundee City Council respects your personal information and undertakes to comply with the Data Protection Act 1998. The personal data you have provided will be used to process the application in terms of the Act stipulated on this form. Your data may be disclosed to Police Scotland and other Council departments involved in the processing of the application and elected members when considering the application. The data (with the exception of details of any convictions) will also be kept in a register which is open to public inspection. Dundee City Council is the registered Data controller. Any queries regarding the processing of your personal data by Dundee City Council should be directed to the Legal Manager, on (01382) 434000. A copy of the Council's Data Protection Policy can be obtained by writing to the Legal Manager, 21 City Square, Dundee DD1 3BY.

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| --- | --- | --- | --- | --- |
| Date: |  |  | Signature |  |
|  |  |  |  | Applicant/Agent |
|  |  |  | Address of Agent (if any) |  |
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**NOTES FOR USERS**

1. Vehicles are **NOT** permitted on City Square (Display Area 2). Vehicles can be accommodated in the 'D' Area (Display Area 1). Vehicular access is from the **east** (Castle Street) and **all** vehicles **must** leave **north** via Reform Street. Please note that due to road traffic regulations all vehicles must be on site prior to 11.00 am and may not leave until after 4.00 pm. Vehicles which are not part of the event are not permitted to remain on site.

2. Any costs incurred in repairing/cleaning surface areas will be recovered from user.

3. Access and egress to the buildings surrounding the City Square must be kept clear for use by emergency services as outlined on the attached plan. (Hatched area. The area hatched in red on the plan must be kept clear at all times).

4. Organisers must comply with any instructions issued by on duty Police Officers, or any Authorised Officer of the City Council.

5. No unnecessary vehicles to remain on site.

6. If cabling is to be used across pedestrian areas, a suitable safety covering must be used. Any equipment must be tested for the day of use and must be outdoor HOFR/BS7919 cable 16 amp.

7. The Council reserve the right to withdraw consent immediately if noise levels become excessive.

8. Access to electricity is not available.

9. **Lodging of Application**

This application can be lodged at the Licensing Office, 20 City Square or Dundee House, 50 North Lindsay Street, Dundee.

**The Licensing Office cannot accept cash payments. Card and Cheques payments are accepted. Anyone lodging a form here and wishing to pay by cash will be issued with an invoice which will have to be paid at Dundee House. Cheques can be made payable to Dundee City Council. All forms of payment can be accepted at Dundee House. The fee is £140 which is non-refundable.**

