



CHIPPING NORTON TOWN COUNCIL POLICY FOR USE OF COUNCIL OWNED OR MANAGED PUBLIC OPEN SPACES

1. Introduction

1.1 Chipping Norton Town Council (the Council) owns and manages various open spaces across the town.

1.2 The Council receives requests from organisations to utilise these areas for events or activities.

1.3 This policy aims to establish transparent criteria for assessing such requests while ensuring public safety and protecting the Council's interests.

2. Objectives

2.1 Ensure open spaces remain safe for public use.

2.2 Allow organisations to use these spaces appropriately, without significant detriment to public access.

2.3 Protect existing income streams and identify potential additional revenue sources.

3. Scope

Areas: Council-managed areas within scope include but are not limited to:

- Pool Meadow
- New Street Recreation Area
- Cotswold Crescent Play Area
- Cornish Road Play Area
- Evans Way Play Area

Activities: The policy applies to events or activities considered standard for open spaces, including but not limited to:

- Fitness classes
- Dog training
- Sports events
- Entertainment
- Fundraising

Certain activities such as releasing sky lanterns or balloons and using live animals as prizes are prohibited.

This policy must be used in conjunction the Council’s current event booking and hire policy which can be read here:

<https://www.chippingnorton-tc.gov.uk/wp-content/uploads/2024/03/Event-Booking-and-Venue-Hire-Policy-V.1-2023.pdf>

4. Assessment Criteria

4.1 Applications will be assessed based on the following criteria:

- **Safety:** Ensuring the event does not compromise public safety. Larger events may require an Event Management Plan.
- **Insurance:** It is likely that Public Liability Insurance will be required.
- **Accreditation:** Organisers may need to be members of relevant professional associations.
- **Type of Activity:** Consideration of purpose, attendance, duration, facilities, and equipment.
- **Prevent:** Compliance with Prevent Duty Guidance to prevent extremist use of public venues.
- **Traffic Management:** Mitigation measures for potential traffic impacts.
- **Impact on Existing Use:** Consideration of existing permissions and potential negative impacts on other events or users.
- **Location:** Suitability of the proposed location, considering nuisances and restrictions.

5. Submission Requirements

Organisations must submit the following documents along with their application:

- Completed application form (Appendix A)
- Risk assessment
- Disclosure and Barring Service (DBS) certificate (if young people/vulnerable adults attending)
- Public Liability Insurance (PLI) certificate

6. Charging (Effective 1 April 2024 – 31 March 2025)

An administration fee applies based on the type of event

Type of event	Administration fee
Commercial	£55
Charity or community (not for profit)	£27.50

7. Process, Consultation, and Decision

Events Application Form: A single application form should be used for both one-off and regular events.

Decision: The Council will inform applicants of its decision, with provisions for appeal.

Approved: 15th April 2024

Review: April 2028

8. Unauthorised Events

Unauthorised events will be shut down, and organisers may be liable for damages. Future applications may be influenced by past unauthorised events.

9. Approval and Review

The policy will be reviewed every 4 years.



Application form

Your name:

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First Name

Surname

Organisation name:

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Address:

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Phone:

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Email:

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Location:

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Please give details of the open space and address you would like to hire. Google Maps location link can be pasted in here.

Type of booking:

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Please describe the activity you will be undertaking which this booking applies to.

Date(s) and time(s) of the bookings:

Day(s):
Time(s):

Estimate numbers attending your sessions:

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e.g.: 1 to 1, up to 15, 15 – 30

Will you be charging for your sessions:

Yes	
No	