

## APPLICATION TO HOLD AN EVENT ON WESTERHAM TOWN COUNCIL LAND

|                       |          |
|-----------------------|----------|
| 1. Applicant details  |          |
| Name of Organisation: |          |
| Named contact:        |          |
| Your current address  |          |
|                       |          |
| Post town             | Postcode |
| Other contact details |          |
| Telephone numbers     |          |
| Daytime               |          |
| Evening               |          |
| Mobile                |          |
| E-Mail address        |          |

|                                                                                                      |
|------------------------------------------------------------------------------------------------------|
| 2. Event details                                                                                     |
| Name of event:                                                                                       |
| Is the event charitable?                                                                             |
| Date of event:                                                                                       |
| Timings:                                                                                             |
| Please identify the site where you would like to hold your event:                                    |
| Please describe the nature of the event below (include details of stalls, rides, entertainment etc): |

Please provide a sketch of the layout proposed:

Will a charge be made for access to the event?  
If yes, what will this be?

Special permission is required for any vehicles to be taken onto land owned by Westerham Town Council. Is vehicle access required? Please give details:

Is a Temporary Event Notice (TEN) required? *(A TEN is required if the event includes music or alcohol and can be acquired from the Licensing Team at Sevenoaks District Council).*

Bouncy Castles must have separate insurance and be operated by trained operators at all times – please give operator details:

Fairground rides must have separate insurance and hold up to date ADIPS – please give operator details:

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| 3. Checklist                                                                                                                                                                                   |  |
| I have: (please tick the appropriate boxes)                                                                                                                                                    |  |
| Enclosed a copy of the organisation's Public Liability Insurance to cover this event                                                                                                           |  |
| Enclosed a risk assessment for the event                                                                                                                                                       |  |
| Enclosed a clean-up plan for the event                                                                                                                                                         |  |
| Enclosed a Temporary Event Notice (if required)                                                                                                                                                |  |
| Bouncy Castle – enclosed a copy of the separate insurance                                                                                                                                      |  |
| Fairground rides – enclosed a copy of the separate insurance and the ADIPS                                                                                                                     |  |
| <b>Note:</b><br><b><i>If enclosures are not included at the time of application, they should be submitted to Westerham Town Council at least four weeks before the date of your event.</i></b> |  |

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| 4. Conditions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <ul style="list-style-type: none"> <li>Any permission granted may be revoked in the event of: poor weather conditions, failure to provide the necessary paperwork or to pay the required fee.</li> <li>Permitted users will need to make the Police, the Community Warden and, if an evening event, the local residents aware of the event and must not cause undue annoyance or inconvenience to local residents.</li> <li>The Council reserves the right to make a charge for any remedial works necessary in the event of damage incurred.</li> <li>A hire charge may be payable</li> </ul> |  |

|                                                                                           |  |
|-------------------------------------------------------------------------------------------|--|
| 5. Declaration                                                                            |  |
| The information contained in this form is correct to the best of my knowledge and belief. |  |
| Signature                                                                                 |  |
| Date                                                                                      |  |

**The completed form should be returned to Westerham Town Council at the address below**

**For completion by Westerham Town Council**

**WESTERHAM TOWN COUNCIL**  
 Russell House, Market Square,  
 Westerham, Kent TN16 1RB  
 Tel 01959 562147  
 Email [office@westerhamtowncouncil.gov.uk](mailto:office@westerhamtowncouncil.gov.uk)

|                                                                                                                            |                                     |
|----------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| 6. Event Approval                                                                                                          |                                     |
| Event:<br><br>On:<br><br>At:<br><br>Was approved at the meeting of the Allotment Playing Fields & Open Spaces Committee on |                                     |
| Fee payable:                                                                                                               |                                     |
| Conditions of use:                                                                                                         |                                     |
| Signature                                                                                                                  | On behalf of Westerham Town Council |
| Date                                                                                                                       |                                     |
| Position of Officer signing                                                                                                |                                     |

**Reviewed by OSA: 12<sup>th</sup> January 2026**

**Approved by Council: 19<sup>th</sup> January 2026**

**REVIEWED: 4 yearly – January 2030**