

Clerk: Mrs Sarah Rimell

Illogan Parish Council Community Office, Trevelyan Road, Illogan, TR16 4RG

Telephone: 01209 711433

Email: enquiries@illoganparishcouncil.gov.uk



Use of Open Spaces (Owned or Managed by Illogan Parish Council) for Events Policy.

1. Purpose.

The purpose of this policy is to establish guidelines and procedures for the use of open spaces for public and private events. This ensures safety, accessibility, sustainability, and equitable access while minimising disruptions to the environment and community.

2. Scope.

This policy applies to all open spaces managed by Illogan Parish Council, including parks, woods, sports fields, and other publicly accessible outdoor areas.

3. Definitions.

- **Open Space:** Any outdoor area owned, leased, or managed by Illogan Parish Council that is accessible to the public.
- **Event:** Any organised activity, gathering, or performance, including but not limited to festivals, concerts, sports competitions, markets, community gatherings, and private celebrations.
- **Event Organiser:** The individual, group, or organisation responsible for planning and executing the event.

4. Eligibility for Use.

Open spaces may be used for events by:

- Registered community organisations.
- Non-profit organisations.

Page 1 of 9

Adopted: 25.03.26

Minute Number: GR26/03/9.2

Clerk: Mrs Sarah Rimell

Illogan Parish Council Community Office, Trevelyan Road, Illogan, TR16 4RG



Telephone: 01209 711433

Email: enquiries@illoganparishcouncil.gov.uk

- Commercial entities with approved permits.
- Private individuals with prior authorisation.

5. Application and Approval Process.

1. Event organisers must submit a completed Event Application Form at least 8 weeks prior to the proposed event date.
2. Applications must include:
 - Event description and purpose.
 - Expected attendance.
 - Date and time.
 - Equipment and structures (stages, tents, etc.).
 - Security and safety measures.
 - Environmental impact mitigation plan.
3. Approval will be based on availability, compatibility with other scheduled activities, safety, and potential environmental or community impact.
4. A signed Event Agreement outlining responsibilities and liabilities is required before the event.

6. Fees and Charges

- Rental fees, security deposits, or service charges may apply depending on the nature, size, and commercial intent of the event.
- Discounts or waivers may be considered for non-profit or community-benefit events.

7. Permitted Activities

Event activities must:

Page 2 of 9

Adopted: 25.03.26

Minute Number: GR26/03/9.2

Clerk: Mrs Sarah Rimell

Illogan Parish Council Community Office, Trevelyan Road, Illogan, TR16 4RG

Telephone: 01209 711433

Email: enquiries@illoganparishcouncil.gov.uk



- Comply with all laws and regulations.
- Avoid harm to flora, fauna, and infrastructure.
- Not interfere with regular public access unless explicitly approved.
- Respect noise and public nuisance regulations.

8. Prohibited Activities

The following activities are prohibited unless prior written authorisation has been obtained:

- Fires, bonfires, open flames, fireworks, firework displays, and other pyrotechnic activities.
- Trading, vending, or the sale of goods and services without appropriate licensing or permission.
- Permanent alterations or modifications to the landscape, vegetation, or site infrastructure.
- Any activity that presents a risk to public health, safety, or welfare.
- Rave events or similar large-scale music gatherings.
- Political campaigning or organised political activities.
- Organised religious activities or ceremonies.
- Events involving animal circus acts or the sale of animals.
- The release of Chinese lanterns or similar airborne lantern devices.

9. Safety and Security

Event organisers are responsible for:

- Adequate crowd management and supervision.
- Provision of first aid and emergency response plans.
- Compliance with fire safety, electrical, and structural safety standards.

Page 3 of 9

Adopted: 25.03.26

Minute Number: GR26/03/9.2

Clerk: Mrs Sarah Rimell

Illogan Parish Council Community Office, Trevelyan Road, Illogan, TR16 4RG

Telephone: 01209 711433

Email: enquiries@illoganparishcouncil.gov.uk



- Coordination with local authorities when necessary.

10. Environmental and Community Considerations

- Organisers must minimise litter, damage, and disruption to wildlife or vegetation.
- All temporary structures, signage, and waste must be removed immediately after the event.
- Noise, traffic, and parking impacts must be mitigated.

11. Insurance and Liability

Event organisers must provide proof of liability insurance covering the event as Illogan Parish Council will not be liable for damages, injuries, or losses arising from the event.

12. Compliance and Enforcement

- Violations of this policy may result in event cancellation, denial of future applications, or fines.
- Authorised personnel may inspect events to ensure compliance.

13. Review and Amendment

This policy will be reviewed annually or as required due to changes in legislation, community needs, or organisational priorities.

Clerk: Mrs Sarah Rimell

Illogan Parish Council Community Office, Trevelyan Road, Illogan, TR16 4RG

Telephone: 01209 711433

Email: enquiries@illoganparishcouncil.gov.uk



Application Form Use of Open Spaces for Events

(Owned or Managed by Illogan Parish Council)

Please complete this form if you wish to hold an event in an open space owned or managed by Illogan Parish Council.

Section 1: Contact Details

Event Name:

Organisation Name (if applicable):

Name of Event Organiser:

Address for Correspondence:

Contact Number (before the event):

Contact Number (during the event, if different):

Email Address:

Section 2: Event Details

Date of Event:

Start Date:

End Date:

Page 5 of 9

Adopted: 25.03.26

Minute Number: GR26/03/9.2

Clerk: Mrs Sarah Rimell

Illogan Parish Council Community Office, Trevelyan Road, Illogan, TR16 4RG

Telephone: 01209 711433

Email: enquiries@illoganparishcouncil.gov.uk



Event Times

Start Time:

Finish Time:

Access to the Site

Please provide details of any additional access needed for setting up or taking down the event.

Example: early access for equipment setup, vehicle access for deliveries, etc.

Description of the Event

Please describe the event in full. Include:

What the event is about:

What activities will take place:

Who can attend or participate:

Page 6 of 9

Adopted: 25.03.26

Minute Number: GR26/03/9.2



Clerk: Mrs Sarah Rimell

Illogan Parish Council Community Office, Trevelyan Road, Illogan, TR16 4RG

Telephone: 01209 711433

Email: enquiries@illoganparishcouncil.gov.uk

Whether there will be any charges to attend or take part:

How any money raised will be used:

(Attach additional pages if necessary.)

Expected Attendance

How many people do you expect to attend?

Section 3: Supporting Documents Checklist

Please confirm that the following documents are attached:

- Proof of appropriate insurance
- Health and safety information (for example, risk assessments)
- Payment of deposit
(Cheques should be made payable to Illogan Parish Council)

Section 4: Declaration

I apply to hold an event in _____ as described in this form.

By signing below, I confirm that:

I am responsible for organising and managing the event.

Page 7 of 9

Adopted: 25.03.26

Minute Number: GR26/03/9.2

Clerk: Mrs Sarah Rimell

Illogan Parish Council Community Office, Trevelyan Road, Illogan, TR16 4RG

Telephone: 01209 711433

Email: enquiries@illoganparishcouncil.gov.uk



I will complete appropriate risk assessments to identify and reduce potential risks.

I will ensure suitable planning and Public Liability Insurance is in place with a minimum cover of £5,000,000.

I understand that if litter or rubbish remains after the event, the Council may charge the organiser for its removal.

Illogan Parish Council is not responsible for loss or damage to items brought onto the site.

I will ensure the event complies with this Policy.

I understand that I may be invoiced for repairs if the event causes damage.

I confirm that I have received, read, and understood the Use of Open Spaces for Events Policy.

Print Name:

Signature:

Date:

After You Submit Your Application

If you make any changes or additions to your event, please inform the Council as soon as possible.

Where to Send Completed Forms

Email your completed form and supporting documents to enquiries@illoganparishcouncil.gov.uk

Page 8 of 9

Adopted: 25.03.26

Minute Number: GR26/03/9.2



Clerk: Mrs Sarah Rimell

Illogan Parish Council Community Office, Trevelyan Road, Illogan, TR16 4RG

Telephone: 01209 711433

Email: enquiries@illoganparishcouncil.gov.uk

If you cannot send by email, please post to:

Illogan Parish Council, Illogan Parish Council Community Office, Trevelyan Road, Illogan, TR16 4RG

What Happens Next?

After receiving your application:

The Council will review your form and supporting documents.

Council officers may contact you if additional information is required.

You will receive written confirmation once the Council approves or declines the event booking.

Data Protection

The information provided in this form will only be used to notify Council services and relevant agencies about your event.

Your information will be kept secure and will not be shared with organisations that are not involved in the event notification process.