



APPLICATION FOR USE OF SITE: WORCESTER WOODS COUNTRY PARK
HEALTH & SAFETY – INFORMATION EXCHANGE

Name of Organisation / Group:		
Organiser's / Applicant's Details:	Name:	
	Position:	
	Address:	
	Tel:	
Site / Area required:		
Type of Event / Activity:		
Date of Event:		
Time of Event:		
Start:		
	Finish:	
Number of attendees (if not known please estimate):		
Supervisor on day:	Name:	
	Address:	
	Tel:	
Will you need to exclude other visitors from the event area?:	YES/NO	
Will anyone need to bring vehicles onto the site, other than car parks?:	YES/NO	
What equipment will be used (if any)?:		
What arrangements will you make for First Aid incidents?:		
Does your organisation have Public Liability Insurance?:	YES/NO	
If so, who with?:	Name:	
	Address:	
	Tel:	
Policy No:		
Policy Expiry:		
Amount of Cover:		

Facilities requested	Country Park staff involvement:	YES/NO
	If Yes, Give details:	
	Access to locked gate/barrier:	YES/NO
	If Yes, which one?	
Other (Please State):		

There may be an opportunity for joint publicity. If you would like your event to be considered, please tell us why this event would be suitable.

The Orchard Café at the Country Park is open every day and provides a wide range of catering. Selling refreshments and other goods on Countryside Service Sites must be requested and agreed in writing.

In general the following activities are not acceptable:

- * Any activity likely to damage a SSSI
- * Any activity likely to damage an archaeological or historic environment feature
- * Any activity that will permanently damage or mark site facilities
- * Any activity likely to cause prolonged disturbance to other site users not taking part in the activity
- * Any activity likely to cause prolonged and /or 'out of hours' disturbance to neighbours
- * Illegal activities
- * Activities likely to cause offence to core visitors
- * Campaigning or recruiting by a political party or group
- * Campaigning by a pressure group
- * Balloon or "Chinese lantern" releases
- * Fly posting vehicles
- * Activities which dominate the site and make it largely inaccessible to other visitors except where the event has obvious benefits to visitors or where there is an overriding financial imperative

In general the following activities are acceptable:

- ✓ Socially inclusive activities
- ✓ Activities promoting healthy living
- ✓ Activities supporting economic regeneration
- ✓ Activities to help community safety
- ✓ Educational activities
- ✓ Activities relating to countryside recreation
- ✓ Activities promoting conservation of habitats and features
- ✓ Activities promoting responsible dog ownership

It is up to the activity organiser to provide specific risk assessments for the activities.

Reviewer: Liz Nether

Last Review: March 2010; updated 30 June 2010 & 4 January 2011

Next Review: March 2011

The charge for the use of the site is variable. The site manager will contact you to confirm any costs.

There is limited parking on site and a confirmed booking does not guarantee parking for your event. Please look at alternative ways of travelling to us such as car sharing or public transport or Park & Ride. Below is the link that will give you more information.

<http://www.worcestershire.gov.uk/cms/transport-and-streets.aspx>

I agree to the above terms and conditions as set out, to liase closely with the designated staff, and to leave the site in a clean and tidy condition:

Signed.....Print Name:.....

Position:.....Date:.....

Please return this completed form to: Worcester Woods Country Park, Wild Wood Drive, Worcester, WR5 2LG, Tel: 01905 766155, Fax: 01905 766479

For office use only

A: I DO NOT CONSENT TO THE EVENT PROPOSED ABOVE FOR THE FOLLOWING REASONS:
B: I CONSENT TO THE EVENT PROPOSED ABOVE, PROVIDED THAT THE FOLLOWING CONDITIONS ARE OBSERVED:

SIGNED.....POSITION.....DATE.....

Reviewer: Liz Nether
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