SOUTH LUFFENHAM PARISH COUNCIL

Policy for the Use of Parish Council Land for Events

Adopted by Council	3rd September 2026
Minute reference	40 – 2627(a)
Next review date	September 2028
Policy owner	South Luffenham Parish Council

Organised events on Parish Council land require prior permission. Commercial use may attract a fee or agreed contribution for the benefit of the village.

1. Purpose and scope

South Luffenham Parish Council welcomes appropriate use of its land for community, private and other organised events. This policy sets out a simple process to protect users, Council assets and nearby residents.

It applies to organised events on land owned or managed by the Council. Ordinary informal use, such as a family picnic or small gathering, does not normally require permission provided the land remains open to others, no structures or equipment are installed, no trading takes place and the activity does not create unusual risk, damage or nuisance.

2. When permission is required

Prior written permission is required for organised events or activities that reserve or make particular use of Council land, involve equipment or structures, include trading or fundraising, charge admission, use amplified sound, involve vehicles on the land, or otherwise create additional risk or impact.

Applications should normally be submitted at least six weeks before the proposed event. More notice may be needed where licences or other external permissions are required.

3. Applications and approval

Applications must be made using the Council's Permit to Use Parish Facilities form in Appendix 1. The organiser must provide enough information for the Council to understand the event, expected attendance, activities and any relevant safety arrangements.

Straightforward, low-risk applications may be approved by the Clerk where authority has been delegated by the Council. More complex, commercial or higher-risk applications may be referred to Full Council.

The Council may approve an application, impose reasonable conditions, request further information or refuse permission. The venue should not be advertised as confirmed until written approval has been received.

4. Community and commercial events

The Council supports appropriate events that benefit South Luffenham and its residents. Genuine local community or charitable events may be permitted without a land-use fee, although organisers remain responsible for any direct costs incurred by the Council.

Where an event is held wholly or partly for commercial gain, the Council may require a hire fee, contribution towards a village project, reimbursement of Council costs, or another agreed community benefit. The amount

will be considered proportionately having regard to the nature, duration and scale of the event and the commercial benefit involved.

5. Insurance and risk management

The organiser is responsible for the safe planning and management of the event. A suitable risk assessment should be completed and supplied to the Council where requested.

Unless the Council agrees otherwise for a genuinely small and low-risk activity, organisers must hold appropriate public liability insurance, normally with cover of at least £5 million. Contractors, caterers, traders and other third parties must hold suitable insurance for their own activities where relevant.

The Council may request additional information for larger, more complex or higher-risk events, including a site plan, first-aid arrangements, traffic or parking arrangements, contractor documentation, equipment inspection records or evidence of licences.

6. Conditions of use

Organisers must:

- use the land only for the event and activities approved by the Council;
- take responsibility for the organisation, management and control of the event;
- keep reasonable public and emergency access clear unless otherwise agreed;
- ensure any structures, equipment, vehicles, signs or temporary installations are approved and safely managed;
- avoid unreasonable noise, nuisance, obstruction or damage to neighbouring property;
- not use glass items where this could create a hazard;
- remove all litter, equipment and signs and leave the site clean and safe; and
- notify the Clerk promptly of any significant change to the approved arrangements.

7. Licences and legal requirements

The organiser is responsible for identifying and obtaining any licence, registration, notice or permission required for the event. This may include authorisation relating to alcohol, regulated entertainment, food, trading, road closures, lotteries or collections.

Parish Council permission relates only to use of the land and does not replace any approval required from Rutland County Council or another authority. Evidence of relevant permissions must be supplied to the Clerk where requested.

8. Damage, cleaning and costs

The organiser is responsible for leaving the site in good condition and for the reasonable cost of repairing damage, additional cleaning or reinstatement arising from the event.

The Council may require a refundable damage deposit or payment of direct costs where this is proportionate to the event.

9. Withdrawal of permission and liability

The Council may withdraw or vary permission if required information or insurance is not provided, approved conditions are not followed, the event materially changes, the land becomes unsuitable, or there is a risk to public safety or an unreasonable impact on the area.

The organiser remains responsible for the event, its contractors and equipment. Nothing in this policy limits any liability which cannot lawfully be excluded.

10. Review

This policy will be reviewed periodically and may be amended by resolution of the Parish Council. Fees, deposits and standard conditions may be reviewed separately where required.

APPENDIX 1

Permit to Use Parish Facilities

The Parish Council welcomes and encourages appropriate use of parish facilities for events that benefit individual parishioners and the community. Please complete this form and return it to the Parish Clerk at clerk@southluffenham-pc.gov.uk

A. Applicant	
Name of organiser(s)	
Address	
Telephone	
Email	
Person responsible on the day	
Mobile number	

B. Event Details	
Description / name of event	
Facility required	☐ Parish Field ☐ Pond Close ☐ Recreation Ground ☐ Village Green
Date(s)	
Start and end times	From: _____ To: _____
Anticipated number attending	
Activities taking place	

C. Income / Commercial Use	
Is the event intended to generate income or commercial gain?	☐ Yes ☐ No
Will admission, tickets, pitches, goods or services be charged for?	☐ Yes ☐ No
Who will receive the income?	

Estimated gross income (if known)	
Proposed contribution or benefit to the village	

Please indicate / attach where relevant	**Yes / N/A**
Risk assessment	☐ Yes ☐ N/A
Public liability insurance	☐ Yes ☐ N/A
Temporary Event Notice / other licence (if required)	☐ Yes ☐ N/A
Other supporting information requested by the Council	☐ Yes ☐ N/A

D. Organiser's Declaration

By signing this form, I/we agree to:

I/we will use the facilities only for the approved event, take responsibility for its organisation and risks, obtain any required licences or permissions, comply with Council conditions, keep reasonable public and emergency access clear, leave the site clean and in good condition, meet reasonable costs arising from damage or additional cleaning, and notify the Clerk of any material change.

Name	
Signature	
Date	

COUNCIL USE ONLY	
Decision	☐ Approved ☐ Approved with conditions ☐ Refused
Conditions / notes	
Fee / community contribution (if applicable)	
Authorised by	
Date	