

Harlow Town Centre Promotional Pitch Hire Application

This form must be completed in full by all persons or organisations wishing to gain access to Harlow Town Centre for the purposes of holding an event, carrying out works, promotions, or having vehicular access.

The completed form must be received at least 10 working days prior to the proposed date of the activity along with copies of Public Liability Insurance, Risk Assessment and Method Statement (if applicable).

If you would like to find out more about how Harlow Council may use any personal data you provide on this application form, please go to <https://www.harlow.gov.uk/privacy-notice>

Contact information

Contact name	
Name of organisation	
Registered company number	
Full postal address	
Telephone number	
Email address	

Details of proposed activity

Date				
Proposed activity times	Start		Finish	
Entering and vacating times	Start		Finish	
Alternative date				
Number of people involved in activity				
Preferred location of proposed activity (see Pitch Locations)				
Full description of proposed activity (including details of all equipment to be used)				
If your activity includes a musical performance, please provide a copy of your PRS licence which is required by law.				

Charities / Not-for-profit organisations

Is this a non-profit making organisation?	Yes	No
Is this organisation a registered charity?	Yes	No
Charity registration number		
Please give details of the aim of the not-for-profit organisation / charity		
Will you be performing a street collection?	Yes	No
To obtain a collections licence please contact the Licensing department on (01279) 446005		

Sale of items

Is the proposed activity a sale of goods?	Yes	No
Please give details of which goods are to be sold		

Promotions or surveys

Is the proposed activity a promotion?	Yes	No
Is the proposed activity a survey?	Yes	No
Please give details of the promotion or survey and what benefit is hoped to be obtained		
Please enclose examples of the surveys to be completed		

Vehicle access

Note: Vehicular access to the pedestrianised areas is restricted

Will the proposed activity require vehicle access to the pedestrianised areas of the town centre?	Yes	No
Number of vehicles entering the site		
Please be aware there should be no vehicle movement between 08:30 – 16:30		

Declaration

I declare that to the best of my knowledge all information provided on this form is correct. I have read and understood the Charges and Terms and Conditions for the use of the Town Centre and agree to abide by these and any special conditions imposed in the Permission to Enter application.

Signature of applicant: (Or if the applicant is a company, signed by the duly authorised representative of the company)		
Date of application:		
Please return form to:	Email	
	Address	

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.