

APPLICATION FOR THE USE OF MARKET SQUARE, Crewe CW1 2EZ (Charitable)



APPLICANTS SHOULD READ THE STANDARD CONDITIONS FOR THE USE OF MARKET SQUARE
ACCOMPANYING THIS FORM BEFORE COMPLETING ANY PART OF IT

Details of applicant	
Organisation Name	
Representative Name	
Address	
Telephone	
Email	
On site contact (mobile no)	
Reg Charity # (if applicable)	
Purpose	
Date(s) required	
Time required	
Details of activity	
How will you make sure social distancing is adhered to?	
Details of equipment to be used (eg gazebo, generator etc)	
Details of any vehicles to be used on site (weight limit 9 tonnes)	
Number of expected audience at any one time	
Please confirm you are sending the following with this application (Yes/ No) We cannot process your application without them	
(Essential) Copy of Public Liability insurance	Yes No
(Essential) Copy of your risk assessment & method statement	Yes No
Site plan if >30% of area to be used	Yes No
(Essential) Confirmation that all other necessary permissions will be applied for e.g. Collection permit or other licencing	Yes No
I am authorised by the organisation named above to agree to the Council's conditions of use	
Signature	
Date	

WHEN COMPLETE, THIS FORM SHOULD BE RETURNED TO THE OFFICER WHO SENT IT TO YOU
OR support@crewetowncouncil.gov.uk

STANDARD CONDITIONS FOR USE OF MARKET SQUARE



1. **Restricted use.** Use of the square is restricted to local charitable and voluntary organisations plus our partner organisations and the armed forces.
2. **No vehicle shall be stationed on the paved areas of the square** unless it is an approved and integral part of the permitted use. Vehicles used to load or unload must be moved elsewhere immediately after this has been done.
3. **No vehicle which exceeds nine tonne axle weight shall be taken onto the square** except with the express permission and under the supervision of the Town Council. This is to protect the paving of the square and to prevent the surface of the square being damaged, especially in the area around the underground brick chamber (see map).
4. **Do not obstruct pedestrians.** No vehicle or object forming part of the permitted activity shall be sited where it unnecessarily impedes the free passage of pedestrians or other users on the square.
5. **No litter.** All responsible steps shall be taken to avoid excessive litter, damage to or pollution of the area. Full liability must be accepted for meeting the cost of any special cleansing or reinstatement of damage which may be necessary.
6. **No cash collection** may be made on the square unless the booking organisation holds a Street Collection Permit issued by Cheshire East Borough Council.
7. **Direct Debit information must not be collected from anyone, including market traders, on Market Square on Market Days as follows: Monday 9am – 1pm, Friday 9am – 4pm, Saturday 9am – 4pm**
Collecting Direct Debits is permitted in the square Tuesday, Wednesday, Thursday and Sunday only.
8. **On Market Days (Monday, Friday and Saturday) your activity must not purposefully divert customers away from the market stalls, interrupt customers at the stalls or take place in front/close to the stalls. People who make a nuisance of themselves in this way will not be allowed to return and the Market Manager has the final say in this matter.**
9. **Be a good neighbour.** Any reasonable request from local shopkeepers or other traders regarding the level of noise, etc. must be complied with.
10. **Do not park any vehicles on the Disabled Car Park** unless you are registered disabled.
11. **Other events.** Local Authority events may take place on the same day as your booking, we would let you know during the application process. This might affect your risk assessment.
12. **Documentation.** You must provide proof of Public Liability Insurance to £5million, a risk assessment & method statement before a permit can be issued.
13. **Event use:** Where use of the square is for an event, a draft programme must be provided, and more documentation may be needed. Please ask events@crewetowncouncil.gov.uk for more info.
14. **Legal compliance.** The booking organisation is responsible for all legal compliance, including licensing.

Please note access to Market Square via Queensway and Market Street is restricted by gates which are locked 10am to 4pm every day. You should plan to arrive and leave outside of these times.

For further information please contact Crewe Town Council on 01270 756 or support@crewetowncouncil.gov.uk

www.crewetowncouncil.gov.uk



MAP OF MARKET SQUARE, Crewe CW1 2EZ

Click [HERE](#) for interactive map



9/6/2020



MARKET SQUARE, CREWE, CHESHIRE, ENGLAND CW1 2EZ

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