



PULHAM MARKET PARISH COUNCIL

Mrs L. Shulver, 59D High Road, Wortwell, Harleston, Norfolk, IP20 0HA, Telephone 01986 788048

Pulham Market Parish Council

1. Booking Request Form

Overview

Pulham Market Parish Council ("The Council") will consider on a case-by-case basis applications for requesting the use of a Parish Council Asset (or land) and in doing so will take into consideration the village's other amenities and events, disturbance, noise pollution and littering

Process

The completed application (form attached to this policy) is sent to the Parish Clerk for inclusion on the next meeting's formal agenda.

The Council will consider the application during a formal Council meeting.

If an application is refused:

- the Clerk will note the comments from the meeting and advise the applicant accordingly
- the Clerk will minute the action for the record.

The Applicant will be informed of the Council's decision by email.

The Clerk will minute the action for the record.

This Policy was approved at a meeting of Pulham Market Parish Council on the 12th February 2024.

Signed

Cllr S Hewitt

Chair of Pulham Market Parish Council

See the footer for the renewal date.



PULHAM MARKET PARISH COUNCIL

Mrs L. Shulver, 59D High Road, Wortwell, Harleston, Norfolk, IP20 0HA, Telephone 01986 788048

APPLICATION FORM

Name of Organisation Applying to use a Parish Council area.			
Company Name		Web Address	
Main Contact of Applicant		Name	
		Address	
Telephone Number		Email	

Total Duration of the Event	Anticipated Start Date	Anticipated Completion Date

What are the aims of your project in no more than 50 words

--

Summary of Event for which permission is being sought in no more than 200 words

In preparing your summary you should also address the following questions when submitting your application

- What the event about?*
- Who will benefit from the event? How will Pulham Market residents benefit? How many people will benefit?*
- What will the benefit/s be?*
- Who will be responsible for delivering the event?*

--



PULHAM MARKET PARISH COUNCIL

Mrs L Shulver, 59D High Road, Wortwell, Harleston, Norfolk, IP20 0HA, Telephone 01986 788048

For More than on date or request for regular usage, please complete the following

Total Duration of the Project	Anticipated Start Date	Anticipated Completion Date

Conditions

1. All rubbish must be taken off site and disposed of by the event co-ordinator.
2. Noise and disturbances must be kept to a minimum.
3. Any damage made to the Parish Council's asset of land must be reported to the Clerk immediately.
4. The Parish Council can refuse the use of any assets or land at any time.

I confirm that this information is correct to the best of my knowledge

Signed on behalf of the Applicant:

Signed

Date