



Oadby & Wigston

BOROUGH COUNCIL

Application to use a public park for non-pitch based Fitness Sessions or Outdoor Activities.

Our parks and open spaces are available for individual members of the public to use free of charge. However, if you wish to use our parks for organised activity or fitness sessions you will need to apply for a licence and pay the appropriate fee. If your activity or session is free for the public to attend we may be able to provide a free licence but you will still need to complete an application form and provide further details such as public liability insurance and your activity risk assessment.

You should not begin your activity or fitness session(s) until you have submitted your application and received approval from us in writing.

Section 1: Hirers details and contact Information

Name of hirer	
Address and postcode	
Telephone number - landline	
Telephone number - mobile	
Email address	
Website Address	

Section 2: Session details

Brief description of fitness session or activity	
Proposed park and location within park	
Session series start date	
Session series end date	
Number of sessions per week	

Session times	
Approximate number of people expected to attend each session	

Section 3: Guidance & Additional Information

Insurance: Hirers are required to hold a current policy of insurance in respect of public liability or third party risks. The relevant limit of indemnity must be no less than £5 million and the Council reserves the right to require a higher limit if deemed necessary. A copy of this insurance is required to be submitted to the council with this application form.

Risk assessment: You will need to carry out a risk assessment on the activity or fitness session you are proposing and this should be submitted with your application.

Safeguarding: If your activity or fitness session includes children or vulnerable adults you will need to submit a DBS certificate with your application.

Park protection: To protect our parks and open spaces activities and fitness sessions must not take place on or within 3 metres of marked sports pitches. Park infrastructure such as fencing, goal posts, benches etc must not be used as fitness equipment. Music is not to be played without permission.

Keep Your Information Updated: If any details change once your application has been submitted, please inform us.

Section 4: Declaration

I confirm that I have read and accept the above conditions and apply for permission to hold the fitness session or activity as described in this application form. I will inform Oadby and Wigston Borough Council of any changes in the above details.

Signed (not essential on emailed documents)	
Print name	
On behalf of (organisation)	
Date	

Please email or return this form together with your supporting documentation to:

corporateassets@oadby-wigston.gov.uk

Corporate Assets

Oadby and Wigston Borough Council

Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR

Tel: 0116 288 8961



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