

Park & Green Space Fitness Permit

Application Form

All sections of this booking form must be completed to ensure you have fully considered the safety of all those participating in your classes.

Please return this this form at least 4 weeks prior to the proposed start date of the classes. Adequate time is required for your application to be processed by relevant Council services, and if necessary you may be required to produce further information to ensure you have given full consideration to the safety of all those participating in your event.

No activity must take place on Council land without written permission from the Council and without the relevant fees being paid by the applicant.

This form is primarily for the use of fitness classes and forest schools, if you are considering applying for any other activity please contact us first.

Please note, as a general rule, the council does not currently permit use of its venues for commercial activities or events which are not promoted to the general public.

We aim to acknowledge your application within two working days of receipt. It could take up to four weeks to provide you with a decision particularly during busier times of the year and you should not begin promoting a class until you have received written approval from us. Please feel free to contact us at any time to follow up on your application.

Once your application has been approved we will send you a quote confirming the fees applicable. If you are unsure what fees will apply and would like to know sooner please contact us. If you have a pdf version of this form and would like a word version please contact us. Please read our [Privacy Notice](#Privacy_notice) before completing this application.

Please send the completed form to:

Events Team, The Core, Homer Road, Solihull, B91 3RG

**Email:** [**events@solihull.gov.uk**](mailto:events@solihull.gov.uk)

If you have any queries please contact us on 0121 704 8000

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| Your Registration/Contact Details | |
| Organisation/  Company/Trading Name |  |
| Registrant Title |  |
| First Name |  |
| Last Name |  |
| Position in Company |  |
| Address 1 |  |
| Address 2 |  |
| Village |  |
| Town |  |
| Postcode |  |
| Daytime telephone |  |
| Mobile/evening  Phone number |  |
| Email address |  |
| Is your Company VAT registered? |  |

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| Your Billing details if different  **If you are unsure if charges will apply please contact us** | |
| Title |  |
| First Name |  |
| Last Name |  |
| Company/Trading Name |  |
| Address 1 |  |
| Address 2 |  |
| Village |  |
| Town |  |
| Postcode |  |
| Email address |  |
| Is your Company VAT registered? |  |
| Do we need a purchase order number to be able to invoice you? | Yes  No |

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| Details for publication on Solihul Council website and park noticeboards  If your application is successful we will place contact details for your sessions on our web site and within the park notice board for greenspace you are operating in where one exists. Noticeboards can only be updated quarterly. Please confirm below the details you would like to appear. | |
| Website |  |
| Other social media address |  |
| Email |  |
| Phone number |  |

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| What activities do you want to deliver and where? | | | | | | | | | | | | | | |
| Class/Session Name | Venue requested | Start  Time | Finish time  Format | Number of trainers/  staff per class | Maximum class size | Class/  session open to unaccompanied under 18’s/  vulnerable adults? | Under  18’s  only | Days of operation  Indicate which days of the week you would like the class to take place by placing X in the column*. (A permit will be issued for each session)* | | | | | | |
| MO | TU | WE | TH | FR | SA | SU |
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| Period of operation & billing preferences | | |
| **Class/Session name** | What date would you like to commence operation | If the class is for a closed group such as a nursery school please tick the box |
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| Additional information – if answers do not apply to all sessions please specify which session(s) you are referring to | |
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| Please tell us which part(s) of the greenspace you have requested that you will be using. Please note that approval does not grant you exclusive use. On occasions one off special events will take priority and you may need to amend your normal operational procedures on such occasions. i.e. Summerfest in Tudor Grange Park |  |
| Do you propose to cordon this area off in any way and if so how? |  |
| Please give brief details of the activity that will be taking place. |  |
| Are you proposing to use any special equipment or temporary structures?  If yes please provide details. |  |
| Will you be using any of the existing park equipment as part of your session/class? If yes please specify. |  |
| Have you previously delivered any outdoor activity classes in Solihull or elsewhere? If yes, please list the most recent? |  |
| Is there any other supporting information you would like to supply in support of your application. |  |
| Will you be using any amplified instruction? | **Yes  No** |
| Will you be using any amplified music? | **Yes  No If yes please complete the Music Licence section below.** |

| Trainer/Operator/Staff Qualifications  Please attach evidence showing an appropriate nationally recognised (eg Ofqual/SkillsActive/REPS) qualification for each trainer, session leader or member of staff. Please add additional lines as necessary. Changes to staff during your licence period should be notified to us in advance of their commencing work.  To operate outdoors a Boot Camp or fitness class operators must have a level three or above Fitness Trainer Qualification  Forest School leaders should have a level 3 Forest School accreditation or above. | | | | | | |
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| Trainer Name | Qualification | Level | Date of issue | Accrediting Body | Please also attach a first aid Qualification and insert the expiry date below | Please attach DBS check evidence if classes are open to under 18’s or vulnerable adults |
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| First Aid Plan  If you no first aid qualifications are held please provide details of you First Aid Plan below |
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| Risk Assessment  You must provide a risk assessment with your application covering your proposed activities this should be site specific. | |
| **Copy enclosed?** | Yes |

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| Public Liability Insurance  Solihull Council require organisations operating on its property to have Public Liability Insurance with a minimum indemnity of £5 million.  We can approve your application in principle without seeing your insurance but we will not issue a permit without evidence of insurance. If your application is approved It is your responsibility to send us evidence of renewal of insurance prior to the expiration of your current policy. | |
| **Copy of policy enclosed?** | Yes  to follow |
| **Who is your policy with?** |  |
| **Policy number** |  |
| **Expiry Date** |  |

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| **Music Licences** | |
| **PPL** collects and distributes money on behalf of performers and record companies for the use of their recorded music. **PRS for Music** collects and distributes money on behalf of songwriters, composers and music publishers, for the use of their musical compositions and lyrics.  If your activity is approved, including permission to play music, you must contact both PPL and PRS to see if you need a licence.  PRS: <https://www.prsformusic.com/aboutus/contact_us/Pages/GeneralEnquiries.aspx>  PPL: <http://ppluk.com/Contact-Us/> | |
| Yes  No | Are you proposing to play any copyrighted recorded music? |
|  | **If you have selected yes you must now confirm the following** |
|  | I confirm if I receive permission to operate and play music I will contact PRS and PPL and obtain the necessary licences to cover any copyright music I will use. |

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| Fees & Charges 2023/24 (12 month permit per session) | |
| Sessions are up to 90 minutes maximum | |
| **Up to 10 clients** | **Up to 20 clients** |
| £120.00 | £200.00 |

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| Trial Period (new classes) |
| **Only applies to classes open to the general public**  If your application is approved, once you have paid your Permit Fee, we will issue you with a free permit for four weeks for one session trial session.  This will mean that your first permit will be valid for a 13-month period. The free trial period does not apply to applicants who may have inadvertently been operating without a licence for more than four weeks. |

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| Publicising your Activity | |
| We list details of providers activities on our website. Please fill in the information below if you would like your activity to be included. | |
| Company Name: |  |
| Activity Description (Max 100 words): |  |
| Location of sessions: |  |
| Dates and times: |  |
| Contact details (name, number, email, website): |  |

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| **I confirm that the information I have provided on this form is true, complete and accurate and that I have read, understood and agreed to the accompanying terms and conditions.** | |
| Signature\* |  |
| Name |  |
| Date |  |

\*We need a physical signature so you may prefer to scan in this page and email it to us a pdf or jpg

**Data protection -** **Privacy Notice**

How we use any information you give us about yourself and others:

It will only be used in the processing of your application and to collate anonymised statistics. Information may be shared with; other council departments, the council’s service delivery partners, the Police and PPL & PRS music licensing organisations. We will not reveal personal details to anyone else unless:

• You ask us to reveal the information, or we have your permission to do so

• We are required or permitted to do so by law

• It is required by law enforcement agencies

• There is a duty to the public to reveal the information, e.g. to other government bodies, tax authorities or regulatory bodies

Details of the Council’s overarching Privacy Policy can be found using this link:

[Solihull Council Statement](https://www.solihull.gov.uk/About-the-Council/Solihull-Council-Statement)