**Application Form for Private Parties having Inflatables on Land Owned and Managed by Huntingdonshire District Council**

Please complete the form below digitally (rather than hand-written) and return with all the documents listed below to [environmentalservices@huntingdonshire.gov.uk](mailto:environmentalservices@huntingdonshire.gov.uk) at least two weeks before your planned event. If a digital copy is not possible please return to Development Team, Operations Division, Eastfield House, Latham Road, Huntingdon, Cambridgeshire, PE29 6YG. Please ensure you have read all the information on the [running an event](http://www.huntingdonshire.gov.uk/runninganevent) page.

If you are not sure if your location is HDC land or if you have any queries please contact the Development Team on the above email or call 01480 388388.

**A member of the inflatable provider’s staff MUST stay with the equipment at all times. If this is not possible you will not be able to hold your event.**

| **Site Details** |
| --- |
| Name of event: |
| Town/village where event is to take place: |
| Street name and postcode and description of location (if possible please supply a map with an X to mark the location of your event): |
| **Dates and times**  Date and time of arrival:  Date and time of departure: |
| **Main Contact** – we will contact this person for any queries we have about this event |
| Name of applicant: |
| Address:  Postcode: |
| Telephone number (daytime):  Telephone number (mobile): |
| Email address: |
| Likely number of people attending: |
| **Inflatable providers information** (please see list of essential documents we will need to see from the provider) |
| Type of inflatable (Please list each you hope to have): |
| Provider’s/company name:  Address:  Postcode: |
| Telephone number (daytime):  Telephone number (mobile): |
| Website: |

I confirm that:

* the above details are correct and I am over 18 years of age
* I understand I am completely responsible for all aspects of this event
* a member of the inflatable providers staff will stay with the equipment at all times
* I will inform HDC if anything changes

Signature:

Date:

Print name:

The following documents will be required from the inflatable provider at least 2 weeks in advance, although we recommend including them with this document if possible and at least 4 weeks in case there are issues with them. If we do not receive these documents in time, or they are unsuitable, you may not be able to go ahead with your event.

Please indicate whether you have sent the following along with this application form:

Risk assessment (for each piece of equipment)

Proof of current annual test certificate (such as PIPA or equivalent)

Copy of insurance certificate to £10million public liability

Method Statement (how they intend to access the site, prevent damage etc)

**Privacy Notice**

All personal information that you provide to us is managed in accordance with our Privacy Policy. Please visit the [Privacy Notice](https://www.huntingdonshire.gov.uk/privacy) where you can find information about how we handle your personal information and your rights of access.