



# (1) Student Project Application Form

## **Project Details**

Date of project: \_\_\_\_\_

Title and description, use this space to tell us the aim of your project and list all elements of activities taking place. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Start time: \_\_\_\_\_ Finish time: \_\_\_\_\_

Student contact name: \_\_\_\_\_

School/Organisation: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Email: \_\_\_\_\_

Contact address: \_\_\_\_\_

\_\_\_\_\_

## **Details of persons attending site** (please provide an estimate if exact figures are not known).

Number of adults: \_\_\_\_\_ Number of children: \_\_\_\_\_

Expected number of cars: \_\_\_\_\_

## **Documentation** (to be provided with this application form).

Public liability insurance: £2 million provided.

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Risk Assessment: for your project taking into account risk to other park users.

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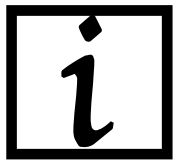
Signed release form from the university/tutor.

☐

**Please return this form to: The Visitor Centre,  
Hartsholme Country Park,  
Skellingthorpe Road, Lincoln. LN6 0EY  
hartsholmecp@lincoln.gov.uk 01522 873 577  
Hartsholme Country Park and Swanholme Lakes LNR  
are owned and managed by the City of Lincoln Council**



CITY OF  
**Lincoln**  
COUNCIL



# Organisers Notes

Park Rangers must be contacted as soon as possible to discuss the application process.

## ***Health and Safety***

It is the responsibility of the organiser to ensure that adequate and proper arrangements are made to protect the safety of participants, spectators and all others likely to be in the vicinity of the project.

You must have Public Liability Insurance and carry out a Risk Assessment. If you need help completing a risk assessment contact the Park Rangers. A template is available. Your School/University should also be able to help

Public Liability Insurance. Minimum cover 2 million pounds. Please be aware that depending on the type of project you may be required to hold 5 million pounds cover.

Your risk assessment should include adequate communications arrangements when on site out of hours.

## ***First Aid***

You must make adequate arrangements for your own safety.

## ***Accidents***

The project organiser should advise the Senior Ranger within 24 hours of the end of the event of any accident to a participant or third party.

## ***Bylaws***

Please be aware that the site by-laws may prohibit part or all of the project. Copies of the bylaws are available in the Visitor Centre or online using the address above.

## ***Children and your project.***

If you are taking responsibility for children it is advisable to have the parent or guardians written permission. If the activity lasts longer than two hours the parent or guardian must remain with any child under the age of 8 years. Children's activity leaders may need CRB checks.

For film projects you must have written permission to film any person not part of your project group.

## ***Information/Signs***

Organisers should provide sufficient signage advising of their project when necessary. Consideration should be given to multi-lingual notices. Signage will need to be removed after the event.

## ***After the event***

The event organiser must clear all litter, posters and equipment used as within their project.

## ***Cancellation***

Please inform the Park Rangers as soon as possible if the project is to be cancelled.

## ***What happens next?***

Your documentation needs to be sent to the Park Rangers and other City of Lincoln Council Officers. Ultimately permission will be granted by the Open Spaces Officer with guidance from the Park Rangers. We endeavour to contact you within one month of receiving the application.

**Completion of the application process does NOT confirm permission for the event to take place.**