

# Car Boot Sale Application

(for joint applications please complete one form only)

Are you applying for:	
<input type="checkbox"/>	Adur Recreation Ground
<input type="checkbox"/>	Broadwater Green

Details of the Lead Organisation	
Name of Charity	
Charity number	
Contact name	
<b>Contact details for website if different</b>	
Phone number(s)	
E-mail address	
Treasurers name and address for the invoice	
	Postcode
Bank details (account name, sort code, account number) for any refunds	

Details of your Partner Organisation (if applicable)	
Name of Charity	
Contact name	
Contact email address	
Treasurers name and address for the invoice	
Bank details (account name, sort code, account number) for any refunds	

**For Joint Applications only:** Please tell us how you wish to be invoiced for the fee and deposit i.e. to the lead organisation or split between the lead organisation and the partner organisation

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Preferred date(s) between April and September

Services		
	Yes	No
Do you hold Public Liability Insurance of £5 million? If yes, please enclose a copy of the policy with this form		
Risk Assessment attached		

**Note:**

**For Adur Recreation Ground:** in line with covenants placed on the land when it was originally gifted to Adur District Council, priority is given to: charities registered at an address in Shoreham-by-Sea, then charities registered at an address within Adur District.

**For Broadwater Green:** charities should be registered at an address in Worthing.

**Fees for land hire and deposit****Fees for 2024:**

Adur Recreation Ground £590.00

Broadwater Green £425.00

Note: a refundable damage deposit of £300 is also charged

**Return completed application form to:**

Email: [events@adur-worthing.gov.uk](mailto:events@adur-worthing.gov.uk) or send to: Place and Economy Team, Adur & Worthing Councils, Worthing Town Hall, Chapel Road, Worthing, BN11 1HA Tel: 01903 221070

**GDPR Privacy notice**

Adur & Worthing Councils are committed to collecting, using and protecting your personal data appropriately. Data is collected in this case, in order to process your application for the hire of land in Adur or Worthing. By completing this form you are agreeing to the Councils privacy policy which can be found on the main Adur & Worthing Councils website at:

[www.adur-worthing.gov.uk/privacy-notice](http://www.adur-worthing.gov.uk/privacy-notice) .

**Data Protection Act 1998 Declaration**

The data on this form is collected and held in a database on a computer and paper records for administration purposes.

**Note: An application is not confirmation of a booking. The Council reserves the right to refuse or cancel any booking without question and will not be subject to any losses that occur from cancellation.**

I confirm that I have read and accepted the Conditions of Hire. I confirm that the information provided is correct and I apply for permission to hold the event described on Adur District Council or Worthing Borough Council land. If my application is accepted, I agree to pay any fees charged by the Council and adhere to any other requirements which are notified to me by the Council prior to the commencement of the event. In addition, I agree to inform the Council of any changes to the application form.

**Signed:**

*(if returning via email a signature is not required as long as the form is sent by the person name above)*

**Name** *(in block capitals)*

**Position**

**Date**

