

## **Policy for Licence of Property or Land Owned by Millbrook Parish Council**

### **Licence Conditions**

#### **1. Approval process of property and use**

Advanced permission must be sought ahead of an event, as all requests are considered by Millbrook Parish Council at the next scheduled full Parish Council meeting. It is therefore recommended to contact the council at least 4 weeks before the date of your event. In certain situations, and in consultation with the Chair and Vice Chair, The Clerk will consider smaller event requests for use of council land and update the Council under Chair's announcements at the following meeting.

#### **2. Registration**

All traders must complete an application for a licence to use or place tables/trestles/equipment/seating and receive a licence from the Council before commencing to trade in or use Land or Property owned by Millbrook Parish Council; any subsequent changes to the details/information provided must be notified to Millbrook Parish Council (MPC) in writing.

#### **3. Insurance**

##### **a. Public Liability Insurance**

All traders are required to have a minimum of £5,000,000 Public Liability Insurance. Proof of the liability insurance must be provided to MPC on application, and it must cover the duration of the licence.

##### **b. Indemnity**

The licensee indemnifies the landlord of all claims.

#### **4. Use of Council owned land or property**

##### **a. Hours of use**

The duration and hours of any licence will be at the discretion of Millbrook Parish Council.

##### **b. Exclusive use**

The agreement does **not** entitle exclusive use Parish Council land or property.

#### **5. Range of Goods**

Ongoing licences: For the consumption of pre-bought food and drink from local businesses.

One-day licences: Subject to the nature and location of the application.

#### **6. Table Charges**

There is no fee for use.

#### **7. Trader vehicle parking**

All vehicles must be parked legally.

#### **8. Rubbish**

All traders are expected to provide litter bin facilities for their customers, keep their area tidy during the trading day, and clear the area used of all litter at the end of the trading day.

#### **9. Damage**

All damage to MPC property and that leased by MPC caused by the traders/users or their customers using the site will be paid by the Licence holder to the value of the repair.

#### **10. Period**

The period of the Licence will be clearly stated on the Licence up to a maximum of 1 year.

**11. Notice**

MPC reserves the right to withdraw a licence following review of compliance to the above conditions. Otherwise notice of a month is to be given by either party to terminate the licence.

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| Reviewed and approved during the meeting held on 18 <sup>th</sup> November 2025 | Minute, 121  |
| Reviewed and approved during the meeting held on 17 <sup>th</sup> June 2025     | Minute, 33.6 |
| Reviewed and approved during the meeting held on 16 <sup>th</sup> May 2023      | Minute 10j   |
| Approved during the meeting held on 15 <sup>th</sup> February 2022              | Minute 140a  |