



# Peacehaven Town Council

## COMMERCIAL HEALTH & FITNESS ACTIVITIES IN PARKS

### Terms & Licence Application Form

#### Introduction

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

Peacehaven Town Council has introduced a charging scheme for commercial activity providers (i.e. who charge clients for services) who wish to use its parks and greenspaces. This licence is primarily intended for health & fitness class operators.

In recent years outdoor personal health & fitness classes, boot camps and other forms of commercial activity have become increasingly popular in our parks and greenspaces. Whilst acknowledging that these types of activities can be good for the health and wellbeing of residents the Council wants to ensure that activities are appropriate to the site and cause no nuisance.

This scheme will ensure that residents can easily determine whether an operator has a relevant qualification, has appropriate insurance and has addressed relevant health and safety requirements.

If your activity is classed as a one-off event, as opposed to a short term or ongoing activity class, different rules apply. Please contact the Information Officer:-

**Email:** [info@peacehaventowncouncil.gov.uk](mailto:info@peacehaventowncouncil.gov.uk)

**Telephone:** 01273 585493

Peacehaven Town Council, Meridian Centre, Meridian Way, Peacehaven,  
East Sussex, BN10 8BB

#### Fees

There is an annual nominal fee to cover administration costs of £25 plus VAT.  
There is an annual licence fee of £25 (zero rated VAT).

All fees are payable in advance with the application form. If your application is unsuccessful, the licence fee will be refunded. If your application is approved, you will be issued with a licence to operate.

## Commercial Health & Fitness Activity in Parks

### Terms

1. All sections of this Licence Application Form must be fully completed to ensure you have considered the safety of all those participating in your classes.
2. Please return the Licence Application Form **at least 4 weeks prior to the proposed start date of the classes.**
3. Your activity can only proceed once your request is granted by Peacehaven Town Council.
4. We aim to acknowledge your application within five working days of receipt.
5. Licences are valid for twelve months from the date of issue.
6. Please note that on occasions, one-off special events will take priority and you may need to amend your normal operational procedures on such occasions.
7. Any activity or equipment that you use must not cause any damage to the park or the park furniture.
8. Park furniture is not permitted to be used to aid the activity.
9. Equipment should not be left unattended after the completion of sessions.
10. All litter should be removed or placed in the bins provided.

## Commercial Health & Fitness Activity in Parks

### Licence Application Form

<b>Contact Details:</b>			
Name of Organisation / Company name			
Applicants Name			
Address			
Telephone Number:		Mobile Number:	
Email address:			

<b>You will need to provide copies of the following documents:</b>	
Risk Assessment	Attached? <input type="checkbox"/>
Proof of Public Liability Insurance (with a minimum indemnity of £5million)	Attached? <input type="checkbox"/>
A site map showing where the activity will take place within the venue	Attached? <input type="checkbox"/>
Safeguarding and Child Protection Policy (where relevant)	Attached? <input type="checkbox"/>
DBS checks (where relevant)	Attached? <input type="checkbox"/>
Details of your emergency procedures (e.g. emergency arrangements, access points, named responsible person, contact details, first aid arrangements, nearest hospital)	Attached? <input type="checkbox"/>
Copies of relevant health and fitness sector qualifications	Attached? <input type="checkbox"/>
Copies of first aid certificate	Attached? <input type="checkbox"/>

Please complete one form for each venue and activity

<b>Venue / Activity Details:</b>							
Venue (including a precise location)							
Description of Activity							
Name of person responsible for delivery							
Proposed Start Date				Proposed Finish Date			
Start Time				Finish Time			
Days of the Week	Mon <input type="checkbox"/>	Tue <input type="checkbox"/>	Wed <input type="checkbox"/>	Thu <input type="checkbox"/>	Fri <input type="checkbox"/>	Sat <input type="checkbox"/>	Sun <input type="checkbox"/>
Are you proposing to use any special equipment or temporary structures?						Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes please provide details							
Will you be using any amplified instruction?						Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will you be using any amplified music?						Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you proposing to play any copyrighted recorded music?						Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, have you obtained any necessary permission for the use of copyrighted material?						Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have a General Data Protection Regulation (GDPR) Policy in place?						Yes <input type="checkbox"/>	No <input type="checkbox"/>

Please complete one form for each Trainer / Operator / Member of staff involved in the delivery. Include all relevant Health and Fitness and First Aid qualifications.

<b>Trainer / Operator / Staff Qualifications:</b>
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Name:		
Qualification & Level	Awarding Organisation	Date of Issue

**New/Additional Trainers**

If any new trainers will be delivering or supporting you in delivering your classes and you have not already advised us you should complete a copy of this page of the registration form and submit it and any supporting documentation prior to starting delivery.

## Declaration

<b>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.</b>	
Signature:	
Name:	
Date:	

Please send the completed form to:

Information Officer, Peacehaven Town Council, Meridian Centre, Meridian Way,  
Peacehaven, East Sussex, BN10 8BB  
Email: [info@peacehaventowncouncil.gov.uk](mailto:info@peacehaventowncouncil.gov.uk)

If you have any queries, please contact us on 01273 585493.

### **General Data Protection Regulation 2018 - Privacy Notice**

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

The personal information which you give in your application will be managed in accordance with General Data Protection Regulation 2018. 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 partner Amey, 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

Electronic records relating to event applications are normally held for a maximum of 36 months.

When you give us information about another person, you need to ensure you have the consent of that person to pass these details on to Peacehaven Town Council.

Further details of how we handle your data can be found at <https://www.peacehaventowncouncil.gov.uk/privacy-cookie-statement>

Details of the Council's overarching Privacy Policy can be found at <https://www.peacehaventowncouncil.gov.uk/policies>

Commercial-Health-Fitness-Activities-in-Parks

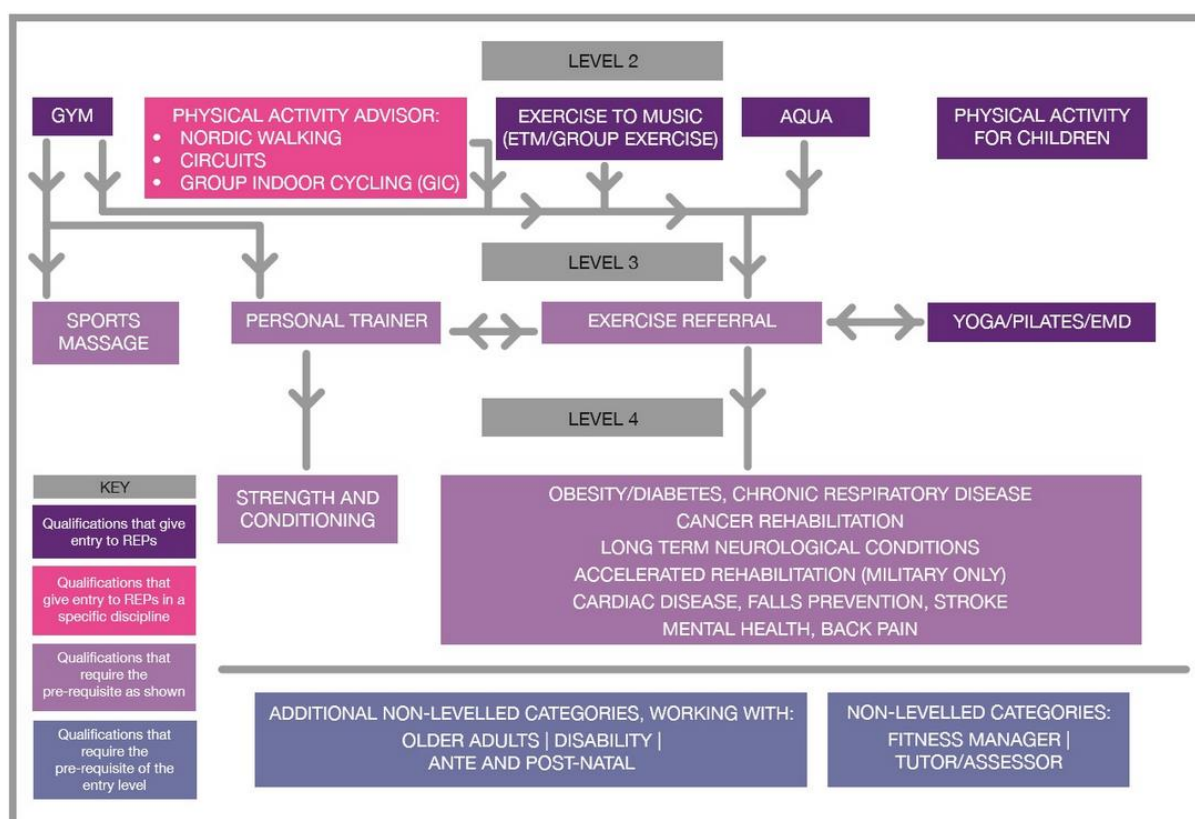
Adopted at Policy & Finance Committee PF1052 17<sup>th</sup> September 2024

## REPs Categories

The REPs Categories framework is built on standards developed by the industry for the industry that underpin job roles within the health and fitness sector. They are the entry point for new members coming in as qualified exercise professionals.

As you join the register at Level 2 you can see a career pathway through to Level 4, with additional Level 3 categories should you want to work with these specific populations, and non-levelled categories for other career areas.

All categories are underpinned by qualifications, and your qualification will indicate your level of membership. Any industry experience or continuing professional development (CPD) that you undertake will be at the same level of your qualification, so your qualification acts as a prerequisite to further develop your skills and knowledge. As you move up the register, you will be able to increase the level of training in accordance with the new qualifications you achieve. At the same time, you can have the confidence that new skills learnt at each level are covered by your REPs insurance.



<https://www.exerciseregister.org/reps-categories>