



Request to gain access to property via a **Lawford Parish Council** Playing Field.
Please complete and return to the Parish Council.

Date: **School Lane/Riverview/Waldegrave Way*** **Delete as appropriate*

Please note: Meetings at which access will be discussed/agreed are held monthly on the third Monday of the month – please bear this in mind when making a request for access.

Name of Resident:	
Address:	
Contact telephone no:	
Email address:	
Date and time access required:	
Date and time access required to remove plant/machinery:	
Detailed reason for access and the works to be carried out:	
If for building or other works name and address of builder (include a contact name):	Company:
	Designated Contact:
	Address:
Contact telephone Numbers:	Tel:
	Mob:
Email address:	
Third Party / Public Liability Insurance: <i>Please supply a copy – works will not be approved until received</i>	
Risk Assessment Completed? <i>Please supply a copy – works will not be approved until received</i>	

The above information will only be used for the purpose it was collected.

AGREEMENT between RESIDENT and LAWFORD PARISH COUNCIL

I agree that if any damage occurs to the area (turf or other amenity) that it will be my responsibility to restore the area to the condition prior to access being given. In order to ensure there is no dispute regarding the condition prior to access, I understand photographs will be taken of the area, before and after works are carried out.

I understand that the council reserve the right to ask me, or my contractor, to attend a full council meeting before access is granted to explain the schedule of works.

I understand that the council will arrange to meet me and/or my contractor at an agreed place and time, so that the gate(s) can be unlocked and re-locked immediately after access has been gained. **I understand keys will NOT be available directly to me or my contractor.** I understand that the council reserve the right to make a charge for each of these meetings, at a minimum rate of one hour, based on the current council handyman's rate. This is currently **£13.50** per hour. The meeting place and time will be arranged through the council's clerk, by telephoning 01206 395898 or emailing lawfordpc@btconnect.com

I understand that access will NOT be given before this agreement has been signed.

Print Name:	Signature:	Date:
--------------------	-------------------	--------------

For Lawford Parish Council

Lawford Parish Council (LPC) agrees to give access to its playing field, in order that **ONLY** the works described above are completed.

Print Name:	Signature:	Date:
--------------------	-------------------	--------------

Agreed at Council meeting of:	Minute ref:
--------------------------------------	--------------------