



Event Guide – Harbours

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Document Amendment Record

The following table records the complete history of the successive issues of the present document.

Issue Number	Issue Date	Reason For Amendment	Amendment Requested By	Pages Affected
1	11/03/2022	Initial issue	N/A	N/A

Preface

This guide provides information for event organisers who wish to book an event, and the standard terms and conditions applicable to the use of Guernsey Ports' Harbour estates for shows, fêtes, and other purposes at St Peter Port or St Sampson's Harbour .

A number of third-party website links, and legalisation are referenced in this document, Guernsey Ports takes no responsibility regarding the accuracy of third-party content. Legislation, policy advice and guidance covering events can change at any time. This document will be reviewed and updated periodically as part of the Guernsey Ports quality assurance programme.

This guide becomes uncontrolled if printed or stored on a third-party device.

Data Protection

The personal information you provide on paper or electronic forms is required if you wish to book an event on Guernsey Ports' Harbour estate. By providing an email, postal address and telephone number, you are consenting to the relevant party contacting you, via your preferred method, for these purposes. By providing the information, you are consenting to the controller processing and storing the information provided through this gateway. This personal data will be processed in accordance with the Data Protection (Bailiwick of Guernsey) Law, 2017. To see our privacy policy and how we look after your data please visit our website¹. If you do not have access to the internet, please contact us and a paper copy will be provided.

¹ <http://www.harbours.gg/Privacy>

Chapter 1 – Booking An Event

1.1. How Do I Book My Event?

Guernsey Ports can reserve areas of its estate for various events during a calendar year. Provisional bookings may be made up to 12 months in advance of the event-taking place. This means that Guernsey Ports may reserve the area exclusively for your use on a certain day. You will need to confirm your booking as soon as possible, by returning the **Use of Harbours Premises Form** either by post or by e-mail, together with any other required documentation e.g. insurance certificates.

Guernsey Ports
P.O. Box 631
St Julians Emplacement
St Peter Port
Guernsey
GY1 3DL

E-mail: guernsey.harbour@gov.gg

1.2. Payment Charges

Guernsey Ports' tariff of charges for bookings is set out below. Charges for use of areas on Harbours' estate or part thereof are detailed below

1.2.1. Albert Pier²

- Whole Pier, or part thereof - £461 per day.
- Red Light Arm - £224 per day.

1.2.2. Crown Pier

- Whole Pier, or part thereof - £461 per day.
- Hammerhead - £224 per day.
- Careening Hard Arm - £224 per day.

² Available only from October to March due to the cruise ship season.

1.2.3. Castle Emplacement

- Castle Breakwater - £224 per day
- Public parking area - £224 per day
- Grassed area - £224 per day

1.2.4. Salerie Car Park

- Up to 1/3 £224 - per day
- Up to 2/3 £404 - per day
- Whole Car Park - £528 per day

1.2.5 North Beach Car Park

- Up to 1/3 £224 - per day
- Up to 2/3 £404 - per day
- Whole Car Park - £528 per day

Guernsey Ports reserves the right to charge additional sums dependent on the size of the area used.

An invoice for the use of the desired area will be sent to the organisers shortly after the event.

Additional charges will apply if the area in question has not been:

- Completely cleared of all equipment, recycling and waste.
- Left the site in a satisfactory condition, section 6.1³ of this guide.

³ See page 21.

1.3. Recycling And Waste Disposal

Provision of recycling and waste disposal facilities is compulsory. Recycling facilities are available from our contractor States Works⁴ and the charges are non-negotiable. Weekend delivery/collection will incur higher charges compared to weekday delivery and collections.

It is the organiser's responsibility to ensure that the correct recycling facilities have been provided. Recycling and waste disposal facilities outside of those listed above should be obtained from a licenced waste contractor.

No recyclable or waste items are to be deposited on the Guernsey Ports estate after the event. Charges will be incurred and passed on to the organiser should Guernsey Ports have to clear such items.

The size of area and amount of persons attending event will dictate the amount of bins required, i.e. use of a third of the area: up to eight bins, 2/3: 10 bins, the whole pier/car park: 20 bins. Event organisers are responsible for positioning recycling bins in areas that are both accessible and visible to the public.

Details of alternative recycling and waste disposal arrangements should be provided on the booking form including quantity and type of recyclable waste, specific details of recycling provisions and disposal plans for collected recyclable waste. Failure to act in accordance with stated waste and recycling policies may result in a penalty payment.

1.4. Cancellation And Changes To Bookings

Guernsey Ports reserves the right to cancel or change the date of bookings. In deciding whether to grant an application Guernsey Ports shall take into account all of the matters including:

- The nature of the event and impact on the area and neighbours.
- Duration and timing of the event and impact on the area and neighbours.
- Date of the event and impact on other events.

⁴ Event organisers should email steven.lemessurier@swd.gov.gg or simon.lewis@swd.gov.gg or call 01481 226263 to organise waste disposal and recycling facilities for events.

- Arrangements in respect of hygiene and sanitation, safety and first aid provision, waste removal, gambling, sale of alcohol, noise control, crowd and security control measures, and reinstatement of the area.
- Previous experience of the event organisers in holding events of a similar scale and complexity.
- Provision of adequate recycling and waste disposal facilities.

1.5. Insurance And Liability

Organisations must undertake to indemnify the States of Guernsey, its servants, agents, or officers, against **all** claims by any person or persons in respect of personal injury or damage to property caused directly or indirectly through their use of harbour premises.

Furthermore, such organisations must undertake that they will make against the States of Guernsey or against any other person or persons no claim of any kind in respect of personal injury to them in this connection. The cost of making good any damage to plant or property owned by the States of Guernsey for which they are legally liable will be borne by them.

Organisations must provide evidence that their public liability insurance covers a limit of indemnity of at least five million pounds, on any one incident, and has been arranged in their name to cover the period of their usage and that an indemnity to the States of Guernsey is included within such cover.

1.6. Charitable/Events For Good Causes

Guernsey Ports may not charge for **hire only** where it is satisfied the event is being held wholly for charitable purposes. For not-for-profit events, Guernsey Ports may accept a reduced rate of £224 per day where:

- The organisation responsible is a non-profit making organisation which is registered with the Guernsey Registry as a charity and/or applicable charity regulator for England and Wales, Scotland or Northern Ireland.
- The event is not being held for commercial reasons and no commercial profit whatsoever is being made from the event.
- It is satisfied the event is of social benefit to St Peter Port, St Sampson's or Guernsey generally.

In all other circumstances and in particular where there is any commercial gain resulting to any company or individual because of an event, no waiver or discount will be available.

Reduced rates do not apply to recycling charges, these are subject to periodic review.

Chapter 2 – Compliance

2.1. Health, Safety And Security

Event organisers have a duty of care that reasonable and practicable measures have been taken to ensure the health, safety and security of the public, officials, entertainers, stallholders, volunteers, contractors, and employees whilst they are on site during both the event and the setting up/dismantling stages. Event organisers must meet the requirements of legislation⁵ in force at the time of the event, together with any other applicable local legislation in force.

A risk assessment of how others may be affected by your activities and how you will mitigate against any identified risk(s) must also be provided. Event organisers should visit the Health and Safety Executive's website www.gov.gg/eventsafety before completing and submitting an Event Management Plan and risk assessment as it provides a comprehensive range of useful information and examples to assist event organisers. Further information or clarification on event safety can also be obtained by contacting the Health and Safety Executive⁶.

If no applicable risk assessments are included, Guernsey Ports will refuse an application until such documents are produced.

2.2. Emergency Access

In the interests of safety and security, organisers are advised to ensure public highways (e.g. roadways and paths) can be cleared quickly in the event of emergency services requiring rapid access to an area of Guernsey Ports' estate. In the case of major events, the utilisation of handheld radios, which are not dependent on mobile phone telecom networks by officials at strategic points is strongly advised. There is to be strictly no parking or obstruction caused on the main access roads to the buildings.

⁵ [Guernsey Health and Safety at Work Ordinance, 1987 \(as amended\)](#)

⁶ <https://www.gov.gg/article/154282/Contact-Us---Health--Safety-Executive>

2.3. Fire Regulations For Marquees And Tented Structures

Organisers must ensure that they comply with the requirements of legislation in this area. You must ensure all marquees and tents, **which will hold 100 people, or more** are registered with the Guernsey Fire and Rescue Service. The relevant form can be downloaded from the States of Guernsey's website⁷.

2.4. Refuelling And Storage Of Energy

Storage of fuel and refuelling of generators including renewable energy generation and battery systems, etc. must comply with the relevant legislation which is enforced by the States of Guernsey's Health and Safety Executive.

2.5. Water, Gas And Electricity

Permission must be sought from Guernsey Ports before arrangements can be made to draw water off the mains supply. Please state in your application if you require mains water. Event organisers are not allowed to connect to any mains supplies on the estate without Guernsey Ports' permission.

2.6. Firework And Other Displays

Individuals or organisations wishing to direct light sources, pyrotechnics or fireworks into the air from permitted locations are to do so in a safe and sensible manner, as mandated by The Air Navigation (Bailiwick of Guernsey) law 2012⁸. The Office of the Director of Civil Aviation (ODCA)⁹ is responsible for policy regarding light displays, permanent laser sites, other light source installations, and their effects on aviation.

If you are planning an event which involves the release of fireworks and other displays outlined above, a separate risk assessment document for the proposed display is required as part of your event application. Without this assessment, permission will not be granted until one has been produced to the satisfaction of Guernsey Ports.

⁷ <https://gov.gg/CHttpHandler.ashx?id=96046&p=0>

⁸ <https://www.guernseylegalresources.gg/CHttpHandler.ashx?id=84827&p=0>

⁹ <https://cidca.aero/>

Lasers and searchlights make use of a generated light source to produce intense and directional beams of light, which can dazzle pilots and have the potential to cause damage to the human eye, and which can be exacerbated should a pilot be wearing night-vision goggles or similar devices. Unexpected fireworks could distract and confuse pilots and could endanger aircraft in flight.

2.7. Hygiene And Sanitation

It is the responsibility of the event organiser to ensure that there is sufficient sanitary provision for their event (e.g. toilets, waste clean-up, etc.). For guidance please contact the Office of Environmental Health and Pollution Regulation (OEHPR)¹⁰.

2.8. Toilets

Limited public toilet facilities are available on the Guernsey Ports estate. Event organisers (especially of large events) are strongly advised to ensure that they provide additional temporary toilets, including disabled provision.

2.9. Ballast Hire/Installation

Due to damage caused to tarmac surfaces, staking of tents/marquees is prohibited. Ballast (in the form of large heavy concrete/water blocks) is the only method permissible in securing tents/marquees. These are available to hire from Guernsey Ports along with the labour to install, if necessary, at the following rates:

Ballast Hire: £8 per day per ballast.

Plant Hire: Forklift and Operator - £78 per hour. Road Mobile Crane hire plus driver £56.21 per hour or part thereof. Lorry & Driver - £107.00 per hour or part thereof.

Tent providers may also supply ballast. Please liaise with such suppliers to ascertain the relevant charges concerning ballast for your event. The charges also apply to setting up or dismantling periods.

Charges may also be raised by other parts of the States of Guernsey e.g. Traffic and Highways Services for the erection of signage for traffic management and signs for parking suspension. All users should be aware that the above charges are generally applicable to all.

¹⁰ <https://www.gov.gg/article/150761/Contact-Us---Environmental-Health-and-Pollution-Regulation>

2.10. Security And Policing

Event organisers must ensure there are appropriate security and policing arrangements in place as part of the application process. If applications for demonstrations, protests, or rallies are submitted, evidence of a policing plan from Bailiwick Law Enforcement may also be required.

2.11. Signage/Banners

Permission is required from Guernsey Ports, if you wish to erect any signs or banners on the perimeter of the area advertising the event two weeks before and during the event.

2.12. Noise - Generators/Loudspeakers/Public Announcement Systems

The Guernsey Ports estate is long established as a venue for major events in Guernsey's social calendar. It is the responsibility of the event organiser to consult and comply with the rules enforced by the OEHPR for advice on preventing noise nuisance before using amplified music or entertainment systems, generators and other plant equipment which creates noise. **It is better to get advice from the OEHPR before you start planning for an event.** The OEHPR has legal powers to abate and prevent nuisance noise. If an Abatement of Nuisance Notice is served on you and it is contravened, you are liable to prosecution.

Chapter 3 – Traffic And Transport

3.1. Vehicles

Vehicles are only permitted to drive inside or park inside non-public areas with prior permission of Guernsey Ports. Permission for vehicles to be left in any areas must be sought from Guernsey Ports in advance of the event so that Guernsey Ports can assess the suitability of the location against any operational and/or security requirements.

3.2. Traffic Management

Organisers should liaise at an early stage with the States of Guernsey's Traffic and Highways Services¹¹ team and Guernsey Ports concerning traffic arrangements for 'special events'. As a matter of courtesy, residents affected by any revised traffic flows should be notified in advance of the proposals by the organiser as early as possible. Event organisers must submit in writing, as soon as possible, details of the types of events to be held on the day concerned. Guernsey Ports reserves the right to refuse permission for any of the events included in the programme and to designate specific areas for any of the events. Maps should be supplied in respect of parking arrangements and traffic flow as appropriate by the event organiser.

In the event that more than twenty car parking spaces are required to accommodate an event, the application must be referred to Traffic and Highways Services for their consideration.

3.3. Access To The Area

Relevant persons, including authorised Guernsey Ports staff, contractors and its tenants, shall be permitted free entry to all areas at all times, during the period of hire. **Guernsey Ports reserves the right to refuse admission to or evict any person from the area.** Organisers wishing to refuse entry to members of the public wishing to use other areas within the designated event area, should stipulate this requirement on the booking form, as Guernsey Ports will need to advise members of the public in advance. Organisers will need to marshal these areas, as Guernsey Ports cannot guarantee that members of the public will be aware that the areas are closed.

¹¹ <https://www.gov.gg/article/135165/Contact-Us---Traffic-and-Highway-Services>

Chapter 4 – Use of Unmanned Aerial Systems (UAS) (Drones and Model Aircraft)

4.1. Safe Operating Requirements

Any proposal to use a UAS is required to apply for permission of Guernsey Ports and if required the Office of the Director Civil Aviation (ODCA). Applicants should use the form found on the Ports' harbours website¹².

Operators of a UAS shall:

- Not recklessly or negligently, cause or permit an aircraft to endanger any person or property.
- May only fly the UAS if reasonably satisfied that the flight can safely be made.
- Maintain direct, unaided visual contact with the UAS sufficient to monitor its flight path in relation to other aircraft, persons, vehicles, vessels, and structures for avoiding collisions. UAS operators must give way to manned aircraft at all times.
- Not fly the device above 400 feet (121.92 metres) above ground and territorial seas of Guernsey, Alderney, and Herm or the territorial seas of Sark unless the written permission of the Guernsey Air Traffic Control, or where applicable, Guernsey Harbours and/or the ODCA has been obtained.
- Not fly the aircraft within the Aerodrome Traffic Zone, this is within a two nautical miles radius of Guernsey and Alderney Airports, from the surface to 2,000ft (609.6m) above ground, unless Guernsey Air Traffic Control permission has been obtained.
- Not fly a UAS in the Guernsey Vessel Traffic Service Zone (VTS) and over properties or land which are owned or managed by the Harbour without their prior permission, Guernsey Air Traffic Control and if applicable, the ODCA.

Any operation of a UAS within two nautical miles of Guernsey or Alderney Airports, and within designated approach and departure sectors, must be authorised by Guernsey/Alderney Air Traffic Control prior to flight.

¹² <http://www.harbours.gg/drones>

In addition to maintaining direct, Visual Line of Sight (VLOS) and keeping to a height of no more than 400 feet (121.92 metres) above the surface. UAS operators should avoid and give way to manned aircraft at all times.

4.2. ODCA Requirements

Bailiwick of Guernsey jurisdictions have adopted laws and policies that regulate the operation of UAS. UAS with surveillance or data gathering capability (most commonly a camera) are subjected to rules that are more stringent. Non-private use of UAS requires an aerial work certificate. For the avoidance of doubt, non-private use is any use of an UAS during a business, club, association, charity, governmental body or where any transaction is affected or promised in respect of the flight – this includes where materials obtained during the flight (such as photographs or video recordings) are used by a commercial or charitable undertaking. UAS operators wishing to obtain an aerial work certificate should apply to the ODCA in writing. Application forms are available on the ODCA's website¹³ and permits are issued under the Aviation Permit System.

UAS operators will be required to submit evidence to the ODCA of a pilot qualification, an operation manual, which must include an elementary safety management process including flight risk assessments and proof of public liability insurance cover.

Temporary or short-term operations by individuals or organisations based outside the Channel Islands will be permitted where the operator can provide evidence of appropriate certification from an acceptable jurisdiction. In such cases, a temporary permit will be issued by the ODCA.

The operator of a UAS shall not fly the aircraft for the purposes of aerial work except in accordance with a permission granted by the ODCA.

The operator of a UAS shall not fly the aircraft in any of the circumstances described below except in accordance with a permission issued by the ODCA:

- Over or within 150 metres (492 feet) of any congested area.
- Over or within 150 metres (492 feet) of an organised open-air assembly of more than 1,000 persons.

All proposals for UAS flying and flight plans should be emailed to: airport@gov.gg and guernsey.harbour@gov.gg.

¹³ <https://cidca.aero/article/166736/Forms--Support>

4.3. Harbours

Vessels are entering or leaving St Peter Port and St Sampson's Harbours on a constant basis. Both harbours are used by a wide variety of ships and vessels – from small recreational craft through to passenger and cargo ro-ro ferries and larger bulk cargo and tanker vessels.

Unregulated and careless UAS use carries many potential hazards – ranging from risk of injury to passengers and crew on vessels through to collisions with oncoming ships. There are also hazards to users of St Peter Port or St Sampson's Harbours as a sizable chunk of Guernsey Ports' harbour estate is open to the public.

Consequently, areas including harbour mouth entrances, and the Guernsey Vessel Traffic Service area (VTS zones are not safe places for the routine use of any type of UAS without prior permission of Guernsey Ports and, if required, the ODCA. This VTS zone was formally established on the publication of Local Notices to Mariners - LMTM 014/2019 – Subject: Guernsey VTS¹⁴).

Any use of UAS from all vessels from a dock, mooring, or berth in St Peter Port or St Sampson's Harbour is prohibited under the Guernsey Harbours Code of Practice¹⁵. This also applies for local private vessel mooring holders and visiting non-commercial vessels.

¹⁴ <http://www.harbours.gg/CHttpHandler.ashx?id=119738&p=0>

¹⁵ <http://www.harbours.gg/code-of-practice>

Chapter 5 – Food, Beverages And Gambling

5.1. Food And Drink

All catering must comply with local legislation in force in respect of food hygiene and in accordance with standards enforced by the OEPHR. Caterers and those involved with food preparation for public consumption are obliged to comply with local environmental health legislation governing the food hygiene and preparation in force at the time of the event. The OEHPR has published guidance¹⁶ on this topic.

5.2. Sale Of Alcohol Products

The Office of the Committee for Home Affairs ("The Office") is responsible for regulating liquor licensing legislation within Guernsey and Herm. The sale and supply of alcohol in Guernsey and Herm is regulated by local legislation.

It is an offence under local legislation for a person to sell intoxicating liquor unless they hold a licence. An application can be made by an individual, a limited liability company, a club or an association.

The Offices' website¹⁷ has further information on alcohol licensing.

5.3. Gambling

The permission of the Office of the Committee for Home Affairs ("The Office")¹⁸ must be obtained, in respect of any type of gambling in any event on the Ports estate.

This includes the historic game of Crown and Anchor which is found at regattas and the traditional North and West Shows. It also applies to raffles and lotteries to be held during an event on the Guernsey Ports estate. All such events must comply with local legislation in force in respect of gambling.

Guernsey Ports reserves the right not to permit gambling and applications will be considered on a case-by-case basis.

¹⁶ <https://gov.gg/CHttpHandler.ashx?id=101310&p=0>

¹⁷ <https://www.gov.gg/liquor-licensing>

¹⁸ <https://www.gov.gg/article/152326/Gambling>

Chapter 6 – After The Event

6.1. Repair And Restoration

Guernsey Ports reserves the right to recover from the organisers any costs necessitated for the repair and restoration of the area or any part thereof to the condition in which it had been prior to the event. Guernsey Ports also requires that its authorised staff shall, in the course of their duties, be guaranteed free access to all areas of its estate and the organisers shall without delay take such action as may be required by those staff, in the interest of protecting the property of Guernsey Ports.

6.2. Penalties

If the organiser fails to abide by the conditions stated within this document (e.g. non-clearance of litter by the specified time), then Guernsey Ports reserves the right to repair any damage and reinstate the site to its satisfaction. All expenses incurred by Guernsey Ports by having to employ contractors in this respect will be charged to the event organiser. Any additional amount incurred will be invoiced to the organisers.

6.3. Rubbish And Waste Disposal

Organisers are responsible for the clearance of all litter and rubbish from the area as soon as possible after the event concerned and not later than 10 am the following day. Guernsey Ports will not be responsible for providing and emptying of litterbins. All rubbish and waste must be stored in appropriate containers e.g. wheelie bins with secure lids. Rubbish and waste must not be left on the ground as this poses numerous health and safety issues and attracts vermin. Rubbish and waste containers must be emptied regularly by licensed waste contractors and disposed of appropriately. If Guernsey Ports is unsatisfied with the waste disposal arrangements, it will arrange for its contractor to remove the refuse immediately and all costs incurred charged to the organisers.

6.4. Recycling

Facilities for recycling permitted items are included as part of the contract of hire.

Appendix One – Application Form



Use Of Harbour Premises- Event Notification

Please read and understand our Event Guide – Harbours document found on our website - <http://www.harbours.gg/events> before submitting an application

It is important that you visit the Guernsey Health and Safety Executive’s website www.gov.gg/eventsafety, before completing and submitting your Event Management Plan and risk assessment as it provides a comprehensive range of useful information and examples to assist with your event planning. Please complete in block capitals.

EVENT MANAGEMENT PLAN	
<p>An Event Management Plan, in conjunction with your risk assessment, must be received no later than two weeks prior to your event. Documentation received after this period may not be processed and may result in the event or elements of the event not being approved by Guernsey Ports.</p>	

Event			
Organiser			
Organisation			
Address			
		Postcode	
Contact telephone number			
Contact telephone during event			
E-mail			

Details Of Event

Date(s) of Event	
Proposed Time of event	
Setting up date and time	
Dismantling date and time	
Estimated no. of persons to attend	

Arrangements

Unmanned Aerial Systems (UAS or Drones and Model Aircraft)
<p>If you wish to apply for permission to use and operate a Drone within Guernsey Ports estate, you must complete and sign the Application Form which can be downloaded from our website: http://www.harbours.gg/drones</p> <p>Completed application forms should be returned to Guernsey Ports along with the following:</p> <ul style="list-style-type: none"> • CAA and ODCA Certification • Proof of Guernsey Airport Air Traffic Control approval • Certificate of Public Liability Insurance • Map of proposed flight path <p>Please be aware applications can take at least 2 weeks for a decision.</p>

AREA OF HIRE
Please indicate below the area(s) you plan to use and enclose a site plan if necessary.
Albert (available only from October to March due to the cruise ship season)
<ul style="list-style-type: none"> • Whole Pier, or part thereof <input type="checkbox"/> £461 per day • Red Light Arm <input type="checkbox"/> £224 per day
Crown Pier
<ul style="list-style-type: none"> • Whole Pier or part thereof <input type="checkbox"/> £461 per day • Hammerhead <input type="checkbox"/> £224 per day

- Careening Hard Arm £224 per day

Castle Emplacement

- Castle Breakwater £224 per day
- Public parking area £224 per day
- Grassed area £224 per day

Salerie Car Park

- Up to 1/3 £224 per day
- Up to 2/3 £404 per day
- Whole Car Park £528 per day

North Beach Car Park

- Up to 1/3 £224 per day
- Up to 2/3 £404 per day
- Whole Car Park £528 per day

See Event guide on our website: <http://www.harbours.gg/events> for charging details for charitable/not for profit events. Please state the name of the charity/good cause in the organisation section of this form.

Other (please give details below)

Will there be a need to suspend any parking spaces? (circle/highlight as appropriate.)

YES

NO

If YES, please state how many

If you require the suspension of more than **20** car parking spaces, you must first obtain the agreement of the States of Guernsey's Traffic And Highways Services team. (Tel 01481 202221).

Do you intend to store fuel or refuel generators, vehicles etc at the event? (circle/highlight as appropriate.)

YES

NO

If the answer is YES, then please give details of where and how you intend to comply with Guernsey Water/Health and Safety legislation and regulations.

Do you wish to hold a fireworks display as part of the event? (circle/highlight as appropriate.)

YES

NO

If the answer is YES, then please give details below **(This activity MUST also be included in your RISK ASSESSMENT)**

What hygiene/sanitary provision have you made in respect of the following?

Litter (please describe including names of contractors – NB litter bins should be positioned near to the recycling facilities):

Toilets/WCs (please describe including names of contractors):

Are utility connections required? If so, please provide details below (NB charges are applicable)

Provision of recycling facilities is compulsory. Recycling bins are available from States Works. Please contact States Works on 01481 226263 or email steven.lemessurier@swd.gov.gg or simon.lewis@swd.gov.gg

Alternatively, please provide details of your recycling plans including quantity and type of recyclable waste, specific details of recycling provisions (including details if using an existing establishment's recycling facilities and details of any changes to meet requirements of the event) and disposal plans for collected recyclable waste:

You must enclose a copy of your public liability insurance certificate with this form (bookings will not be confirmed without a copy of this certificate).

Do you plan to erect any signs/banners to advertise the event? (circle/highlight as appropriate.)

YES

NO

If YES then please list below the proposed number of signs/banners, their size and proposed location:

What is the admission charge for the event if any?

ADULT _____

CHILD _____

SENIOR CITIZEN _____

Check List For Event Organisers

	YES	NO	N/A
Have you researched the event guidance provided on HSE’s website?			
Application for Use of UAS/Drone enclosed?			
Public Liability Insurance details enclosed?			
Risk Assessments provided?			
Plans enclosed?			
Recycling Facilities detailed			
Tents/marquees holding 100 persons or more – have these been registered?			
Has approval been given for a PA system?			
Has Liquor licence been approved?			
Has Gambling Control licence been issued?			
Has Traffic and Highways Services approved suspension of parking?			

I/We (please delete as appropriate) hereby agree to:

- a) be responsible for any damage caused to any person at any time, whether as a result of any damage caused to the surfaces of public highway/car park/land, drainage system, walls, and or/facilities including traffic signs and lines and will make good any damage arising during the period of hire or use at my/our expense.
- b) ensure that no hazard is caused to any person at any time, whether as a result of damage caused in or to the public highway/car park/land or any spillage of oil, fat or any other material during the hire period or otherwise and indemnify the States of Guernsey against any claims by third parties arising from any such act or omission by or on behalf of the applicant
- c) immediately notify the Guernsey Ports of any accidents occurring within the public highway/car park/land/for which the applicant is responsible, during the period of hire/use and/or of damage sustained to the public highway/car park/land and/or any of the associated facilities.
- d) ensure that the area is left in a clean and tidy manner and all litter disposed of. There will be no recyclables (i.e. cardboard) left in the area. I/We acknowledge that Guernsey Ports/States Works will invoice me/us accordingly should this not be the case.

OFFICIAL

I/We have read and understood the above terms and conditions therein and the Event Guide – Harbours document found here: <http://www.harbours.gg/events> .

SIGNED	
POSITION IN ORGANISATION	
DATE	
Please return to the Business Support Team, Guernsey Ports, PO Box 631, St Julians Emplacement, St Peter Port, GY1 3DL. Email: guernsey.harbours@gov.gg	