****

Voluntary Litter Pick

**Use this form to tell the Council who, when and where.**

| **Event Name** |       |
| --- | --- |
| **Please enter the full address, including postcode**. |       |
| **Estimated total number of people attending (volunteers, staff etc.):** |       |

**Dates and times:**

| **Event Start Date:** |       | **Event finish date:** |       |
| --- | --- | --- | --- |
| **Event Start time:** |       | **Event finish time:** |       |

**Contact Details:**

**Details of the person who is organising the litter pick**

*Data Protection- we are collecting your personal details to allow us to provide this service effectively and to allow us to contact you if we require further information. The information you provide will be processed and stored in accordance with General Data Protection Regulation.*

|  |  |
| --- | --- |
| **Print Name:** |       |
| **Email:** |       |
| **Tel:** |       |

**Risk Assessment:** You should have a risk assessment and you must include one with this form.Risk assessment examples are readily available at [Litter Action](https://www.litteraction.org.uk/infocentre/organising-a-cleanup).

**Insurance**

Obtaining public liability insurance is very important and strongly recommended. This will provide cover for your legal liability arising from accidental damage or injury that may occur during the event, including damage or injury to a member of the public or their property. If you are an individual organising a tidy up your current household insurance may cover you for public liability. You will need to check your policy to ensure you are covered. If not you will need to take out a separate public liability insurance. Please provide proof of your insurance when you submit this form.

If you have the involvement of your Local Councillor, you may be covered by the Council’s insurance.

**Signed:**

**Date: 12 March 2020**

*(by submitting this form, we will consider it signed and dated by the person named in Contact Details above and take it as confirmation that you have read the* [*litter pick guidance*](https://www.nelincs.gov.uk/wp-content/uploads/2020/02/Litter-pick-guidance-A11y-Feb-20..docx) *and will comply with all the requirements outlined within that guidance)*

*Please send this form and the risk assessment and proof of insurance to* *CSSU@nelincs.gov.uk* *with “Litter Pick” in the subject line.*