

# **CHESHIRE EAST GREEN SPACES MAINTENANCE 3<sup>rd</sup> PARTY REQUEST APPLICATION FORM**

**[Note for Members: this proforma is being finalised with colleagues in Legal and Property teams]**

<b>Site Name:</b>	
<b>Site Reference Number:</b>	
<b>Date of Application:</b>	
<b>Applicant:</b>	
<b>Applicant Contact Name:</b>	
<b>Applicant Details:</b>	Organisation / community group / individual *delete as appropriate
	Job Title (if applicable):
	Address:
	Telephone:
	Email:
<b>CEC Contact Officer (if known):</b>	
<b>Guidance Notes:</b>	<p><b>Please read this section first prior to completing the remainder of the form.</b></p> <p>Please ensure all fields are completed – if they are not the application will be automatically rejected.</p> <p>The Council cannot under any circumstances grant permission for 3<sup>rd</sup> parties to undertake maintenance to sites which are not registered in its ownership.</p> <p>This application can only be used to undertake maintenance on those green spaces contained within the published site schedule. It cannot be used to request to undertake maintenance works to any part of the public highway.</p> <p>In the event of any queries or to submit an application please return this completed form to the Environmental Services Commissioning Team who will arrange for it to be processed.  <a href="mailto:environmentalcommissioning@cheshireeast.gov.uk">environmentalcommissioning@cheshireeast.gov.uk</a></p>

<b>Activities not permitted:</b>	<p>The following activities are not permitted under this agreement;</p> <ul style="list-style-type: none"> <li>- Any works to existing trees including but not limited to felling, pruning or crown lifting – these will continue to be undertaken by Cheshire East Council;</li> <li>- Installation of hard / paved surfacing;</li> <li>- Installation of street furniture (benches, bins, bollards etc);</li> <li>- Installation of play / outdoor gym equipment;</li> <li>- Installation of signage;</li> <li>- Installation of any services including lighting of the site;</li> <li>- Erection of fencing, hedging or other forms of boundary treatment to prevent access to the site;</li> <li>- Any excavation deeper than 300mm below existing ground levels</li> <li>- Any creation of water features and / or alterations to existing watercourses</li> </ul> <p>Subject to further detail and additional formal consents to be <u>obtained in advance</u> certain activities in the above list may be permitted at specific sites.</p>
<b>Scope of proposed maintenance works</b> (*tick all that apply)	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Grass cutting (pedestrian mowers) – including strimming / edging</li> <li><input checked="" type="checkbox"/> Grass cutting (ride on mowers) – including strimming / edging</li> <li><input checked="" type="checkbox"/> Hedge trimming / pruning</li> <li><input type="checkbox"/> Planting - Bedding plants</li> <li><input type="checkbox"/> Planting – low level shrubs</li> <li><input type="checkbox"/> Planting – maximum of 10 trees</li> <li><input type="checkbox"/> General – creation of raised planter beds in timber</li> </ul>
<b>Brief Description of Proposed Maintenance works:</b>	<i>Please insert description of proposed maintenance activities including frequencies and types of equipment to be used.</i>
<b>Number of people to undertake maintenance activities</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> One individual only</li> <li><input checked="" type="checkbox"/> Two to five individuals</li> <li><input checked="" type="checkbox"/> Up to ten people</li> <li><input type="checkbox"/> More than 10 people – please state number .....</li> </ul>
<b>Proposed start date:</b>	<i>Please insert proposed start date (allowing a minimum of 4 weeks after application date)</i>
<b>Proposed duration of agreement:</b>	<i>Please insert – maximum of 3 years duration will be considered</i>

# DISCLAIMER

## 1. **IMDEMNITY:**

CEC Legal drafting suitable form of words

## 2. **HEALTH AND SAFETY REQUIREMENTS**

The following information is to be held by the applicant;

- Completed risk assessments and method statements for the proposed maintenance activities;
- Copies of all relevant training certificates and;
- Operator licenses required for the plant and equipment proposed to be utilised (as appropriate)

**It is the applicants sole responsibility to ensure that these documents are in place, are regularly reviewed and remain valid for the duration of the agreement.**

## 3. **INSURANCE REQUIREMENTS**

The Council will require the applicant to provide the following insurances for all applications;

- Minimum £1M public liability insurance

**No applications can be approved in full without receiving a valid insurance certificate which will be requested from the applicant following an initial review of the application details.**

## **SUBMISSION**

I hereby submit this application having taken due regard to all of the indemnities, health and safety and insurance requirements and in doing so confirm acceptance of these conditions.

The application has been completed to the best of my knowledge in respect of the green spaces maintenance activities proposed to be undertaken.

<b>Signed:</b>	
<b>Title:</b>	
<b>Print Name:</b>	
<b>Date:</b>	