

Licence to access and use of Standhill Road car park for a community Christmas light switch on

The following terms have been agreed for a temporary licence to Carlton Hill Action Group.

Description: Licence to access and use Standhill Road car park for a community Christmas light switch on.

Licensee: Carlton Hill Community Action Group

Date and times: 28th November 2025 at 8am-8pm.

Legal Fees: No fee to be charged.

Background:

The Carlton Hill Action Group will be providing a community Christmas light switch on and this will be held on 28th November 2025 at Carlton Hill and Standhill Road Carpark.

An application form has been received detailing the activities as being a light switch on with craft stalls, food stalls and street performers. They will need to set up and take down and will require the car park area to be sectioned off from public parking from 8.00am – 8.00pm on 28th November 2025. They anticipate an attendance of between 300 – 2000 people but not all at once. An Event Management Plan, a Risk Assessment and their Public Liability Insurance has been provided. They have obtained consent from VIA at Nottinghamshire County Council for a temporary traffic restriction for the top of Mayfield Road and have provided a letter to confirm this.

The caterers being used for the event are independent and hold food hygiene certificates and insurances. There will be no alcohol sold within the car park.

The main licence terms are as follows:

- The area of the car park requiring access and use is outlined red on the attached plan.
- The area outlined red must be left in good repair and all rubbish removed from site.
- The Carlton Hill Action Group would be liable for any damage or injury caused by their equipment.
- The permitted use is:
 - To set up, run and take down a Christmas lights switch on and Christmas market stalls on Standhill Road Car Park.
 - Access to and use granted for one day on 28th November 2025 from 8.00am - 8:00pm only.

Request for approval

As this is a community event and for the benefit of Borough residents, I would be grateful if you would confirm your approval by email and also forward a copy (together with all of the attachments) to Legal Services so that the Licence can be completed.