WERRINGTON PARISH COUNCIL

Resident Request to Access to Park

1. Purpose

This policy sets out the terms under which Werrington Parish Council permits residents adjoining Meigh Road park permission to access the park grounds to carry out work to their property boundary.

It ensures that all activities meet required health, safety, and legal standards and protect the interests of the community and the Council.

2. Scope

This policy applies to any resident adjoining Meigh Road park that requires access to their boundary to carry out maintenance/repair work.

3. Permission and Approval

- Resident must seek prior written permission from Werrington Parish Council.
- Approval will be at the discretion of the Council and subject to compliance with this policy.
- A completed **Resident Access Form** must be submitted and approved by the Parish Council prior to permission being granted.
- A permit will then be issued to the resident for access once the application form has been approved.

4. General Conditions

- Resident must comply with all relevant legislation including, but not limited to:
    - Health and Safety at Work Act
- Noise levels must be kept within reasonable limits and adhere to local environmental health guidance.

5. Insurance and Risk Management

- Residents that require access to the park and are using a contractor. The contract must hold Public Liability Insurance with a minimum indemnity of **£5 million**.
- A full **Risk Assessment and Method Statement** must be submitted with the application which must be approved by the Parish Council.

6. Site Rules

- The Playing Fields must be left in the same condition as it was found.
- All waste must be removed from the site and is the responsibility of the resident to co-ordinate this with their contractor if using one.
- No vehicles are permitted on the grass unless agreed in writing.
- Any damage to the ground or facilities will be charged to the resident.

Adopted February 2026
Next Review February 2027

Resident Park Access Form

Please complete and return this form to the Parish Clerk for approval prior to permission being granted.
Email: Clerk@werringtonparishcouncil.gov.uk
Address: Werrington Parish Council, Werrington Sports Ground, Leek Road, Stoke on Trent ST3 5BE

1. Resident Details inc Contractor Details

- Resident Name: _____
- Full Address:
  _____
  _____
- Telephone Number: _____

Contractor Details

- Name of Business/Organisation: _____
- Contact Name: _____
- Registered Business Address:
  _____
- Telephone: _____ Email: _____
- Company Registration Number:_____
- VAT Registration Number: _____

2. Description of Work

- Date(s): _____
- Time of Operation: _____
- Description of Work: _____
- _____
- _____
- _____

3. Required Documents (must be attached)

✅ Public Liability Insurance (min £5m cover)
✅ Risk Assessment and Method Statements for your work

4. Equipment List

Please detail any equipment to be brought onto the site:

Will you be using a generator? ☐ Yes ☐ No
Type: _____

5. Waste Management

Please confirm how you will manage waste produced during the work:

Details: _____

_____

6. Declaration

I hereby confirm that I have read and agree to comply with Werrington Parish Council's Policy on obtaining access to the park for maintenance purposes at the rear of my property. I understand that the work undertaken by my contractor is my responsibility.

I also hereby undertake and agree to indemnify of the Parish Council from and against all liability for injury (including death), damage, loss, costs and expenses, which may arise as a result of this permission, provided always that such liability shall not extend to personal injury caused by the act or neglect of the Parish Council.

Signature: _____
Name (Print): _____
Date: _____

This form and associated documentation will be accessed by the Parish Council and any additional requested information will be requested and an outcome will be provided in due course.

Should this be approved a Parish Council Permit will be provided to enable this work to take place.