

Kirkbymoorside Town Council

Information for the meeting on Monday 21 July 2025

17. To consider the cost of £300 (charged by the Parking Authority North Yorkshire Council), to offer free parking in Town Farm car park on the day of the Christmas market, in the absence of any concessionary offers

The Christmas Market takes place on the last Saturday in November each year and is a great boost to our market town. In previous years the Town Council has been offered (upon request) a concessionary agreement by North Yorkshire Council, of free parking on the day of the market. This arrangement is no longer available and it is necessary to apply for use of North Yorkshire Council off street parking spaces.

The charge for use of the public car park on Saturday 29th November will be **£300**, covering the period from 8:30am to 6:00pm. Application is made by completion of the form below and submission to parking.sca@northyorks.gov.uk to finalise the booking.

As this is a public event, it will also be necessary to notify the **North Yorkshire Safety Advisory Group (SAG)**. They provide guidance to help ensure events are safe and well-managed. Event details and access planning resources can be accessed via their website: [North Yorkshire Council – Planning an Event](#).

Parking Services
The Town Hall
St Nicholas Street
Scarborough
YO11 2HG

Web - www.northyorks.gov.uk

Request For Use of North Yorkshire Council Off Street Car Parking Spaces



Please be aware that there may be a charge for the use of the car parking spaces

Please allow a minimum of 28 days for your application to be considered

To be completed by applicant

Name of Organising Body - Who are you and what is the nature of your organisation?
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Kirkbymoorside Town Council

Contact Name and Address – please include telephone number and e-mail address

Lisa Bolland Church House 7 High Market Place Kirkbymoorside YO62 6AT

What car park(s) does the request relate to?
Town Farm car park, Kirkbymoorside

Please give details of event – including dates (please include set-up and dismantling time)
Annual Christmas Market on Saturday 29 th November 2025 from 8.30am to 9pm

Please give the approximate number of spaces required – if all car park please state
Full car park

What is the nature of the use to which the spaces will be put?
Visitor parking for the Christmas market shoppers

What will be the principal benefits and who will be the principal beneficiaries – please give details
The Christmas market is a popular annual event, appreciated by both residents and visitors with the added benefit of boosting the local economy. The local businesses, including retail, hospitality and the stall holders are the principal beneficiaries and the Town Council and the community as a whole also benefit from the positive, festive promotion of the town.

Do you hope to achieve any direct/indirect income from the use of these spaces – please give details
None.

Please provide a copy of your Public Liability Insurance (this should be for a minimum of £5m)

If approval is given to your request, by signing this application you are agreeing to ensure that the car park is cleaned prior to your departure and that appropriate security measures are put in place to ensure the safety of persons and equipment on site.

The Council reserves the right to recharge the applicant for cleaning costs or for any damage caused to the car park if it has not been left in a satisfactory condition at the end of the event.

The Council accepts no responsibility for any loss and/or damage caused during the time of the event.

The Council reserves the right to withdraw the use of the facility at any time without notice. If a fee has been paid this will be refunded in full.

A separate contract may be required if the car park is required for filming, this would be done through the Council's Legal Services Department

Using your personal information

We will process your personal information in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. We may use your personal information in a number of ways, but only for the purposes for which it was given, for example to provide you with the information or services requested or to administer and protect public funds. We may share your information with, and obtain information about you from, other departments of the Council or other organisations where it is lawful to do so, for example to check the accuracy of information or to prevent or detect crime. For further information on how we collect, use, share, secure and retain your personal information, and your legal rights, please see our Privacy Notice at <https://www.northyorks.gov.uk/privacy>. Our Data Protection Officer can be contacted at Veritau Ltd, County Hall, Racecourse Lane, Northallerton (tel 01904 55 2848) or email infogov@northyorks.gov.uk

By signing this form you are agreeing to the conditions laid out above. Any applications not signed will be rejected.

Signed_____ (should be same as contact name)

Print Name_____

Position in Organisation_____

Date_____

For Office use only

Officer Observations and Recommendations

Financial Implications

Number of spaces lost

Time of Year

Existing cost per space

Effect on available car parking

Name Of Officer

Position within Organisation

Decision of Relevant Cabinet Member

Approval Given Yes or No

Should a charge be made Yes or No

If Yes please indicate level of charge

Signed by

Portfolio Holder for Environment and Transport