

# NATIONAL CONSERVATION AUTHORITY OF SAINT LUCIA

## APPLICATION FOR USE OF OPEN SPACE○/BEACH FRONT○ /PUBLIC PARK○ FOR SPECIAL EVENTS

<b>A. INFORMATION ON APPLICANT</b>							
Full Name of Applicant: (Miss/Ms/Mr/Mrs) .....							
Address of Applicant: .....							
Organisation/Company: .....							
Address of Organisation/Company (if different from above): .....							
Applicant's position within the Organisation/Company: .....							
Applicant's Telephone No. (Day): ..... (Night): .....							
<b>B. EVENT LOCATION AND MANAGEMENT: Which site do you wish to use? (Place a tick <input type="checkbox"/> next to the name of the site requested)</b>							
Vigie Beach	Waves	Trouya	Praslin	Pigeon Point			
Reduit	Choc	Tapion	Roseau	Smugglers Cove			
Ramp/Reduit	Grand Anse	Edgewater	Pointe Sables	Other .....			
Cas En Bas	Dauphin	Soufriere	Rat Island	Other .....			
Title of Event: .....							
Date of Event: .....							
Time of event: From ..... to .....							
Brief description of event including aims and activities: .....							
What admission prices will be charged? Adults \$ ..... Children. \$ .....							
Access to site required: From date: ..... to date: .....							
Times: From: ..... am/pm to ..... am/pm							
Name(s) of person(s) in charge during the event? .....							
Telephone No(s). (Day): ..... (Night): .....							

**C. CLASSIFICATION OF EVENT: (Tick  the correct box). Note that there are *Deposit and User Fee Charges for these events. IS THIS EVENT ... ..***

1. **[E101]** A fundraising event for a Registered Charity? Yes /No

If yes, provide details.

q .....

q .....

2. **[E102]** A commercial event? Yes /No

Will you or any other person or concessionaire acting on your behalf be offering eats and refreshments for sale at this event? Yes /No

3. **[E103]** A private function? Yes /No

Will you or any other person or concessionaire acting on your behalf be offering eats and refreshments for sale at this event? Yes /No

4. Will alcoholic beverages be sold?

Yes /No . If yes list the

beverages which will be sold.

q .....

q .....

q .....

q .....

q .....

q .....

**NB: You may be required to comply with the St. Lucia Solid Waste Management Authority's Policy for Mass Crowd Events by presenting a Garbage Disposal Plan. Application Forms must be submitted in duplicate to the Office of the National Conservation Authority at least two weeks prior to the hosting of the Event to allow sufficient time for processing.**

**Declaration: I have read this form in its entirety and agree to abide by the terms and conditions contained herein. I am aware that additional conditions which are specific to this event may be communicated to me at the time of application. I am also aware that should this event necessitate additional work for litter control or security, these costs will be met by the organisation/company I represent. I am over 18 years of age.**

**Signed: ..... Date: .....**

**A non-refundable User Permit Fee and a refundable Deposit Fee is payable to the National Conservation Authority as part of the terms and conditions of this application.**

<b>FEE STRUCTURE</b>	<b>Deposit/day</b>	<b>Permit Fee/day</b>
<b>Mass Crowd Event/Activity:</b>	<b>\$250.00</b>	<b>\$450.00</b>
<b>Medium-Sized Crowd Event/Activity</b>	<b>\$200.00</b>	<b>\$300.00</b>
<b>Charitable Events</b>	<b>Free</b>	<b>Negotiable</b>

**Payment of fees can be made in cash to the Accounts Department at the National Conservation Authority. In the case of a recognised Commercial Entity, payment can also be made by Cheque, which must be written payable to the National Conservation Authority. A receipt indicating proof of payment and a letter stating the terms and conditions on which the permit is granted will be handed to the applicant upon receipt of payment.**

**FOR OFFICIAL USE ONLY**

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