

Wantage Town Council VC Forecourt Use Policy



Introduction

This policy sets out the terms and conditions under which Wantage Town Council permits the use of the VC Forecourt by community and not for profit groups. The Council is committed to supporting local initiatives and providing opportunities for groups to engage with the public in a safe and organised manner.

The VC Forecourt is the area of land located in front of Greggs and The Bear Hotel, in the market place. It is owned and managed by Wantage Town Council and may be used for temporary stalls, displays, and public engagement activities by approved groups.

2. Who Can Apply

Use of the VC Forecourt is strictly limited to:

- Local community groups
- Registered charity organisations
- Not for profit organisations

Businesses, political groups, and religious organisations are not permitted to use the VC Forecourt for any activities.

Approved groups may use the space for informational displays and fundraising activities (such as raffles, bake sales, or selling items. Registered charities are also permitted to conduct public collections/donations to their charity.

This policy does not apply to council run or council supported events, where separate event arrangements may permit commercial traders and other activities.

3. Food Stalls

If your stall is selling food, you must:

- Hold the relevant food hygiene certificates (issued by your local authority)
- Have appropriate insurance cover that includes food-related activities

A copy of the relevant certificates and insurance must be provided with your booking request, and the Council reserves the right to request proof of compliance before approving the booking.

4. Waste Removal

All waste generated by the stall (e.g packaging, food waste, promotional materials) must be removed from the VC Forecourt by the group or organisation after the event.

The bins located on the forecourt must not be used for waste disposal.

Failure to remove waste or improper disposal may result in a refusal of future bookings.

5. Booking Process

All groups wishing to use the space must:

- Submit a booking request in advance using the Council's booking form (available on request or via our website)
- Bookings are made on a first come first served basis.
- Pay a £10 administration fee per booking. Multiple booking incurs a £10 charge per date.

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- Provide proof of valid Public Liability Insurance covering the duration of their use
- For food stalls, provide a copy of the food hygiene certificate and food-related insurance.

Bookings are considered on a first-come, first-served basis. It is recommended to submit requests at least two weeks in advance of the intended date.

6. Terms of Use

Groups using the VC Forecourt must:

- Leave the area clean and tidy, including the removal of all waste
- Ensure no obstruction to the public highway, nearby businesses, or access routes
- Not use amplified sound or music without prior written consent
- Adhere to all relevant health and safety requirements

Any materials or structures used (e.g. gazebos, tables) must be stable, secure, and safely installed.

Gazebos must be securely weighted by sandbags or gazebo weights

7. Council Rights

Wantage Town Council reserves the right to:

- Refuse any booking request at its discretion
- Cancel a booking if necessary, due to unforeseen circumstances, including adverse weather or essential maintenance
- Request immediate removal of any display or stall that is deemed unsafe, inappropriate, or in breach of this policy

8. Contact

For enquiries or to request a booking form info@wantagetowncouncil.gov.uk or call 01235 763459

Date of Policy	Approving Committee	Date of Committee Meeting	Policy Reference Version	Supersedes	Adopted by Council	Date for next review
May 2025	Council	04/08/2025	V1	N/A	04/08/2025	May 2026
May 2026	L&A	11/05/2026	V2	V1	18/05/2026	May 2028