

Permit to Work

This Permit to Work form needs to be completed by the volunteer then approved and authorised by Parks and Open Spaces before work commences on site. We would like to take this opportunity of thanking you for the work you / your group has volunteered to do and hope you find it an enjoyable experience.

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Group / Organiser			
Contact Details	Phone:	Email:	
2 nd Contact			
Site / Location			
Start / finish dates and times			
Description of works			
✓if attaching	<input type="checkbox"/> Plans <input type="checkbox"/> Drawings <input type="checkbox"/> Other Permits/Permissions		
Number of volunteers		Number of children (under 18)	
Machinery / equipment used			

✓

Please complete and provide:	Risk Assessment	
	Volunteer Agreement	
	Method Statement	
	Insurance (if you are providing your own)	
Please indicate that you have the correct:	First Aid Cover	
	Personal Protective Equipment	
	Site Security	
	Welfare (organised toilet and wash facilities)	
Do you require:	Personal Protective Equipment	
	Traffic Control	

Signed:	Date:
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For office use:

Approved		Additional comments:
Provisional Approval		
Declined		
Signed:	Date:	