

Parks & Open Spaces - Permit to Work

If you are planning an organised/guided walk or tour in your park or open space, you only need to notify us about this. Either call the office on 01865 252240 or email parks@oxford.gov.uk.

If you are planning a mid to large scale event, please contact the events team on 01865 252264, or visit www.oxford.gov.uk/events.

For all other activities, please complete this Permit to Work form.

For cyclical or planned programs of work, one form can be completed, covering up to 12 months.

Once completed and returned to the office each form will be checked. Once approved a copy will be returned to you and should be kept by the individual/group and produced is asked.

No activities should take place until your permit has been approved.

We would like to take this opportunity to thank you for the work you/your group has volunteered to do and hope you find it an enjoyable experience.

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:		Please indicate that you have correct:	
Risk Assessment		First Aid Cover	
Volunteer Agreement		Personal Protective Equipment	
Method Statement		Site Security	
Insurance (if you are providing your own)		Welfare (organised toilet and wash facilities)	
Signed:		Date:	

For office use:

Approved		Additional comments:
Provisional Approval		
Declined		
Signed:		Date:

Parks and Open Spaces, Cutteslowe Park, Harbord Road, OX2 8ES
Tel: 01865 252240, Out of Hours 07711 439090

Integrated Management System				OM02 External Works	
Issue No	Date	Revision	Drafted by	Approved by S Fitzsimmons Manager	
01	17.01.13	02	M Legg		