



## CALNE TOWN COUNCIL PUBLIC OPEN SPACES – LICENCE

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### CODE OF CONDUCT

#### PERSONAL TRAINERS AND FITNESS COACHES

Capitalised words and phrases used in this code of conduct have the meanings given to them in the Outdoor Fitness Terms and Conditions, a copy of which can be found on the Council's website.

The purpose of the code of conduct is:

1. To provide the opportunity for visitors to benefit from, enjoy and engage in fitness training in a variety of outdoor environments.
2. To ensure access to and use of public open space is preserved for all visitors.
3. To protect the Public Open Spaces.
4. To avoid conflict between the Licensee, other users and neighbours.
5. To ensure that the Licensee is **responsible for participants' safety**,

#### THE CODE:

1. The Licensee shall not have exclusive rights over any area of the public open space and shall ensure that right of way is given to other users of the area.
2. The Licensee will responsibly manage all matters pertaining to health and safety, and will ensure that thorough risk assessments are completed and that adequate procedures are in place relating to first aid and accident reporting.
3. No large items of fitness equipment shall be used in the public open space. Only hand-held equipment (e.g. Jogging weights, Kettle bells and resistance bands) is permitted.
4. The Licensee will not leave any equipment or rubbish in the public open space following a training session and shall ensure the public open space is left in the same condition that it is found.
5. The Licensee will keep all public open space pathways clear and accessible to other public open space users.
6. The Licensee will not display, produce or distribute any sign or advertisement whilst within the public open space except to clients undertaking training; The Licensee is permitted to wear branded clothing as part of a uniform, however.
7. The Licensee will not overuse any particular area of the public open space or cause unreasonable wear and tear to the fabric of the public open space.



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### **Public Open Space 'No Go' Zones:**

8. The Licensee is not permitted to use:

- Areas within the public open space where training activities would have a negative impact on other users.
- Areas of high pedestrian activity such as pathways.
- Areas set aside for the use of children (The fenced play park and the skate park)
- Areas that are exposed, fragile or vulnerable (e.g. waterlogged, obviously work or muddy areas).
- Areas closed for renovation, planting or upgrading
- Any structures, trees, fixtures and furniture must not be used for training purposes (this includes fixed equipment on the fitness trail)
- The Green

### **Park 'No Go' Activities**

9. The following activities are not permitted:

- Whistles and loud shouting or other intrusive, noisy activities.
- Aggressive, intimidating or unreasonably noisy training activities.
- Use of objects that mark out an area to imply exclusive use.

The Licensee and its Trainers must abide by this code of conduct at all times while in the public open space. Noncompliance with the code may result in your licence being terminated and you being asked to leave the public open space immediately.



## CALNE TOWN COUNCIL PUBLIC OPEN SPACES – LICENCE

### CONDITIONS FOR PERSONAL TRAINERS AND FITNESS COACHES

#### 1 Interpretation

In these terms and conditions: -

“Application” means the application form submitted by the Licensee as varied by any amendment agreed by the Licensee and the Authority or any direction issued by the Authority

“Approval” and “Approved” means the written acceptance by the Authority.

“Authority” means Calne Town Council and includes any person nominated to act as the Authority’s Representative.

“Authority’s Property” means the following: trees, shrubs, railings, fences, lampposts, litterbins, benches, signs and signposts, footpaths and all other such items located within the public open space.

“Code of Conduct” means the Outdoor Fitness Code of Conduct published on the Authority’s Website.

“Condition” means a clause within these Terms and Conditions

“Commencement Date” means the date of Approval of the Licensee’s Application pursuant to conditions 2.1 and 2.2, or such later date as the Authority and the Licensee may agree in writing;

“Fitness Camps” means a focused number of back-to-back sessions with different participants in each.

“Licensee” means the individual or company named as the applicant in the Application

“Licence” means the Approved Application and these terms and conditions read together

“Licence Period” means the period described in condition 4.1

“Outdoor Fitness Fees and Charges” means the breakdown of fees and charges payable by the Licensee to the Authority as consideration for the granting of the Licence, as published on the Authority’s website.

“Public Open Space” means the public open spaces and other open spaces named in the Approved Application.

“Session” means one period of fitness training and/or instruction lasting for no more than 60 minutes OR until there is a change of participants (whichever is the earlier or occurs first).

### OUTDOOR FITNESS – TERMS AND CONDITIONS

The interpretation and construction of the Licence shall be subject to the following provisions:

- A reference to any statute, enactment, order, regulation or other similar instrument shall be construed as a reference to the statute, enactment, order, regulation or instrument as subsequently amended or re-enacted;
- The headings to Conditions are for ease of reference only and shall not affect the interpretation or construction of the Conditions;
- References to Conditions are references to Conditions in the section of the Terms and Conditions in which they appear, unless otherwise stated.
- Where the context allows, the masculine includes the feminine and the neuter, and the singular includes the plural and vice versa.

#### Notices

Any notice to be served on the Licensee shall be sent by letter or email to the contact details set out in the Application until the Authority receives written notification of different contact details

#### 2 Registration

2.1 The Licensee’s **Application must be Approved by the Authority before the** Licensee will be entitled to conduct training sessions in the Public Open Space.

2.2 In order for the Licensee’s **Application to be considered by the Authority**, the Licensee must have:

2.2.1 Completed the application form in full;

2.2.2 Paid the applicable licence fee stated in the Outdoor Fitness Fees and Charges; and

2.2.3 Submitted all supporting documents required by the application form.

2.3 Failure to comply with condition 2.2 shall entitle the Authority to reject the Licensee’s **licence** application or, where the Licensee’s **Application has been Approved, terminate this Licence in** accordance with condition

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2.4 The Authority shall be under no obligation to Approve an Application.

2.5 The Authority reserves the right, when Approving an Application, or at any time during the Licence Period by giving written notice to the Licensee, to limit the Licensee's access to the public open space.

2.6 Following Approval of the Application the Licensee may carry out training sessions in the public open space subject to these terms and conditions and then only during the hours which the public open space is open to members of the public or as specified in any direction issued by the Authority.

2.7 The Licensee acknowledges that:

2.7.1 This Licence does not guarantee that the public open space will be open or that there will be space in the public open space for the Licensee to carry out training sessions. The public open space may be closed without notice in extreme circumstances for example extreme weather or unforeseen events. No claim shall be considered under such circumstances.

2.7.2 This Licence does not grant the Licensee priority over any other lawful user of the public open space and that any pitch bookings, events or booked group activities will take priority over the Licensee's **training sessions and the** Licensee is expected to relocate if a conflict of interest occurs.

### 3 Licence fee

3.1 The Licence fee payable by the Licensee shall be that set by the Authority:

3.2 Where the Application is approved after the 1st April the Licence fee shall be reduced on a pro-rata basis.

### 4 Duration

4.1 This Licence shall come into force on the Commencement Date and remain in force for one year, subject to earlier termination pursuant to condition 8.

4.2 On or before the end of the Licence Period the Licensee may apply for a licence for a further year but nothing in this Licence shall imply any obligation on the Authority to approve such an application.

### 5 Licensee obligations

5.1 The Licensee will at all times exercise the rights and duties under this Licence in a proper and **responsible way, having regard to the safety of users of the public open space the Authority's staff** and other third parties.

5.2 Any equipment used for the purpose of fitness training must be hand-held only; any equipment used or activities undertaken must not be detrimental to the Public open space, the Authority's Property or any wildlife.

5.3 The Licensee shall not use the **Authority's Property for the purpose of fitness** training.

5.4 The Licensee must not leave any equipment or rubbish in the Public open space following a training session and shall ensure the Public open space is left in the same condition that it is found. The Authority reserves the right to charge the Licensee the cost of reinstating the public open space to its original condition where the Licensee damages the public open space or the Authority's Property.

5.5 The Licensee must not cause any annoyance or nuisance or interfere with the reasonable enjoyment of the Public open space by others.

5.6 The Licensee must adhere to and comply with the Code of Conduct at all times whilst conducting training sessions within the public open space.

5.7 This Licence does not allow or permit vehicle access into the public open space.

5.8 The Licensee shall not display, produce or distribute any sign or advertisement whilst within the Public open space except to clients undertaking training. The restriction of advertising applies to all boards, hoardings, flags, posters etc. displaying any organisation, company or brand name of any goods, including those of the Licensee, unless previously approved by the licensing officer. However the Licensee are permitted to wear branded clothing as part of a uniform if they so wish. Any proposed use of the Authority's logo by the Licensee is subject to Approval by the Authority and, where such Approval is given, the Authority's logo may only be used in connection with licensed fitness activities in the Authority's public open spaces. The Authority retains all intellectual property rights in its name and brand mark.

5.9 Any music played within the public open space must not be at such a level as to cause a nuisance to other users of the public open space or properties neighbouring the public open space and the Licensee must have the appropriate Performing Rights Society licence to play music.

5.10 The Licensee are not permitted to distribute business cards whilst in the public open space.

5.11 For the purposes of this Licence, one training Session shall be a period of fitness training and/or instruction lasting for no more than 60 minutes OR until there is a change of participants (whichever is the



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earlier or occurs first). If any training Session continues beyond the said 60 minute limit or after there has been a change of participants, the Licensee (or as the case may be, Trainer) will be deemed to be conducting another training Session for the purposes of this Licence. If the Licensee wishes to conduct Fitness Camps it must seek Approval in writing from the Authority to do so prior to any such arrangements being made, carried out or advertised, and all proposed dates, times and locations shall be subject to Approval by the Authority. Additional charges may apply for such Fitness Camps.

5.12 The Licensee must not conduct more than the number of weekly training sessions indicated in the Approved Application.

5.13 The Licensee must not conduct training sessions outside the times and days of the week indicated in the Approved Application (where the Approved Application contains such details).

5.14 This Licence only entitles the Licensee to deliver fitness training in the named public open space and does not authorise the Licensee to deliver fitness training at any other locations.

5.15 Each party to this Licence shall notify the other of any health and safety hazards which may arise in connection with the performance of this Licence as soon as they become aware of them.

5.16 While on the public open space, the Licensee shall comply with any health and safety measures implemented by the Authority in respect of users of the public open space.

5.17 The Licensee shall notify the Authority immediately in the event of any incident occurring where that incident causes any personal injury or damage to property and if requested by the Authority shall provide a copy of the incident investigation report if appropriate.

### **6 Independent Operator**

6.1 Nothing in this Licence shall be construed as creating a partnership, contract of employment or relationship of principal and agent between the Authority and the Licensee.

### **7 Indemnity & Insurance**

7.1 The Licensee shall throughout the Licence Period maintain public liability insurance of not less than two million pounds (£2,000,000) however a five million (£5,000,000) level is considerably preferred. Such insurance must cover any employees of the Licensee who will be engaged in delivering training sessions connected to this Licence. The Licensee shall ensure that any subcontractors engaged in delivering training sessions connected to this Licence hold public liability insurance that is equivalent to or greater than the levels of insurance required of the Licensee unless such subcontractors are covered by the Licensee's public liability policy. Copies of insurance documents must be submitted with the Application and a copy of the current policy or policies must be available for inspection by the Authority at any time during the Licence Period upon request.

7.2 The Licensee shall indemnify the Authority fully against all claims, proceedings, actions, damages, legal costs, expenses and any other liabilities in respect of any death or personal injury, loss of or damage to property, which is caused directly or indirectly by any act or omission of the Licensee PROVIDED ALWAYS that the Authority shall be at liberty to settle as it may think fit after consultation with the Licensee any such actions claims or demands by payment of such sum or sums as it in his discretion may consider reasonable and it may in its discretion after giving notice in writing to the Licensee cause any such damage to be made good and the expenses incurred by the Authority in doing or in making any such payment shall be repaid by the Licensee to the Authority on demand PROVIDED NEVERTHELESS that the Licensee shall not be required to pay by way of indemnity any sum greater than that which would be reasonably payable in settlement having regard to the circumstances of the case and in particular (where the payment is legally enforceable) to the damages which might be recoverable at common law.

7.3 Subject to clause 7.4, the Authority is not liable for:

- (a) the death of, or injury to the Licensee, clients or invitees to the public open space; or
- (b) damage to any property of the Licensee or that of the Trainers, clients or other invitees to the public open space; or
- (c) any losses, claims, demands, actions, proceedings, damages, costs or expenses or other liability incurred by Licensee or the Trainer, clients or other invitees to the public open space in the exercise or purported exercise of the rights granted by this Licence

**7.4 Nothing in clause 7.3 will limit or exclude the Authority's liability for:**

- (a) death or personal injury or damage to property caused by negligence on the part of the Authority or its employees or agents; or



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(b) any matter in respect of which it would be unlawful for the Authority to exclude or restrict liability.

### **8 Termination of Agreement**

8.1 The Authority may revoke this Licence with immediate effect where the Licensee:

8.1.1 Is in breach of this Licence and, where the breach is capable of remedy, fails to remedy such breach to the satisfaction of the Authority within 7 calendar days of receipt of written notice requiring the Licensee to remedy the breach;

8.1.2 Commits a breach of this Licence that is incapable of remedy;

8.1.3 Commits a material breach of this Licence;

8.1.4 Repeatedly breaches this Licence; or

8.1.5 Acts in any way that is likely to bring the Authority into disrepute or damage its reputation or interests.

8.2 The Authority may terminate the Licence for convenience by giving the Licensee not less than **one week's written notice**.

8.3 Where the Authority terminates this Licence under condition 8.1 the Licensee shall not be entitled to receive any refund of the Licence fee or any compensation for any outlay made by the Licensee in connection with this Licence.

8.4 Where the Authority terminates this Licence under condition 8.2, the Authority shall reimburse the fee on a pro-rata basis for the remaining duration of the Licence Period but shall not be obliged to pay any compensation to the Licensee for any outlay or anticipated revenues or profits connected to this Licence.

8.5 The Licensee **must give not less than one month's** written notice to terminate this Licence. No refund for termination of the licence will be given in this instance and any monies outstanding by the Licensee to the Authority will be required to be paid in full.

8.6 For the avoidance of doubt, following termination of this Licence by either party, the Licensee shall no longer be licenced and therefore not permitted to run training sessions within the public open spaces.

### **9 General**

9.1 Nothing in this Licence shall render or be deemed to render the Licensee or any Trainer an employee or agent of the Authority.

9.2 This Licence contains the entire understanding and agreement between the parties and supersedes all prior representations, documents, negotiations or understandings. The Licensee acknowledges that it has not entered into this Licence in reliance upon any representation by the Authority or anyone acting on its behalf.

9.3 Pursuant to the Freedom of Information Act 2000 the Authority is subject to certain legal obligations in relation to public disclosure of information. The Licensee shall co-operate with and assist the authority with any requests for disclosure which the Authority receives under the Freedom of Information Act 2000 which relate to this Licence. The Licensee understands and agrees that the Authority may be required to provide information relating to this Licence or the Licensee to a third party in order to comply with its obligations under these provisions.

9.4 Nothing in this Licence shall fetter the Authority in the exercise or discharge of its functions, powers and duties (Including, without limitation, the power to close all or part of the public open space either on a permanent or temporary basis or to temporarily use all or part of the public open space for an event).

### **10 Disputes**

10.1 In the event that any dispute arises between parties in connection with this Licence, the parties shall, in the first instance, use their reasonable endeavours to resolve it amicably themselves.

10.2 Disputes remaining unresolved shall, if parties agree, be referred to non-binding mediation.

10.3 In the event that the parties do not agree to non-binding mediation or if the dispute remains unresolved, the dispute shall be referred to the exclusive jurisdiction of the Courts of England pursuant to condition 11 below.

### **11 Law and Jurisdiction**

11.1 This Licence shall be governed by and construed in accordance with English Law and the Authority and Licensee hereby submit to the exclusive jurisdiction of the English courts.

### **12 No Tenancy and No Assignment**

12.1 This Licence does not nor is intended to confer any legal or other tenancy estate or interest in respect of the public open spaces.

12.2 The benefit of this Licence is personal to the Licensee and is not capable of being claimed by any other person body of persons firm or corporation whatsoever and shall not be assignable in whole or in part by the



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Licensee to any such person body or persons firm or corporation and for the purposes hereof the parties agree that the Contract (Rights of Third Parties) Act 1999 shall not apply.

### **13 Variation of the Licence**

13.1 The Authority or the Licensee may propose changes to the scope or terms of this Licence from time to time. Proposed changes will only become binding if expressly agreed in writing by both parties. The Licensee acknowledges that changes to the scope or terms of the Licence may require it to pay additional fees and charges.



CALNE TOWN COUNCIL PUBLIC OPEN SPACES – LICENCE

**OUTDOOR FITNESS: LICENCE APPLICATION  
LICENCE APPLICATION FORM FOR  
PERSONAL TRAINERS AND FITNESS COACHES**

Name of Applicant (Trainer):

Business Name:

Contact Address:

Postcode:

Email:

Contact phone:

Regular Session Day

And Time                    1.  
                                     2.  
                                     3.

Number of sessions/week:

Location of Activity:    Please select

Calne Recreation  
Ground  
Calne Castlefields  
Public open space

I confirm that:

I have received copies of, have read and agree to abide by the OUTDOOR FITNESS -CODE OF CONDUCT and OUTDOOR FITNESS - TERMS AND CONDITIONS for the use of Calne Town Council Public Open Spaces for fitness training purposes, as published on the Calne Town Council Website.

I confirm that I have sufficient public liability insurance (£5m) in place. (A copy of the insurance certificate must be submitted with this Application)

Signature of  
Applicant/Licensee:

Date:

Licence Commencement Date:

Licence Renewal Date:    1st \_\_\_\_\_

Authorising Signature and Name:  
(on behalf of Calne Town Council)

Date of Authorisation:

Annual Fee 2017/2018    £40 + VAT