



# Four Marks Parish Council

## Maintenance of Council Facilities by Third Parties Policy

For queries on this document, please contact the Executive Officer/Clerk

The Parish Office, Uplands Lane, Four Marks, Hampshire GU34 5AF

Telephone: 01420 768284

Email: [clerk@fourmarks-pc.org.uk](mailto:clerk@fourmarks-pc.org.uk)

[www.fourmarks-pc.org.uk](http://www.fourmarks-pc.org.uk)

# Four Marks Parish Council

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## Introduction

Four Marks Parish Council is responsible for and holds adequate insurance for the general use of the Recreation Ground, children's play areas, enclosed sports areas, outside adult multi gym equipment and the pavilion at Four Marks Recreation Ground, Uplands Lane, Four Marks, Hampshire GU34 5AF. The Parish Council also own and maintain land at Swelling Hill Pond, Lymington Bottom Green, Oak Green Shopping Parade, Station Gardens and Badger Close. Any contractor who is instructed to carry out any work on any of the facilities or grounds at the Recreation Ground, or grounds work at any other Council owned land, must hold appropriate insurance, undertake risk assessments for respective tasks and provide the Council with copies of these documents.

## Work on land and buildings by outside contractors

1. Any work on Council property must only be conducted after written instruction from the Council.
2. Contractors must keep Council fully informed of their attendance and can only work on Council property by prior arrangement with the Executive Officer/Clerk.
3. Contractors must hold appropriate insurance and undertake risk assessments for their activities and provide the Council with copies of these documents prior to commencement of the work.
4. Contractors are advised that the risk assessment must include adequate provision to prevent any damage to services in the area. They are advised that help can be sought from bodies such as gas and electricity and water companies.
5. Contractors must sign a copy of this policy to confirm that they understand these conditions and shall adhere to them.
6. Contractors must at all times be considerate to local residents and other users of the Council owned facilities and land.

By signing and returning this form you confirm you understand and will adhere to the conditions of this policy.

Name: \_\_\_\_\_

Company/organisation: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_