**METHOD STATEMENT**

This form must be fully completed and uploaded to YourSpace at least 5 working days before the Commencement Date of your Licenced Activity at (name of shopping centre/retail park)

Terms used are the same as those in your licence agreement with the following meaning

**Allocated Space** – the space in the shopping centre/retail park that you are licensed to occupy

**Licensed Activity –** the activity you will be carrying out once onsite and which has been approved by Asset Space and the venue

**Licensee Materials –** Your kiosk/stand and any other equipment or display that has been approved as part of yourActivity

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Company Name |  | | | |
| Licence Period | From |  | To |  |

|  |  |
| --- | --- |
| SET UP | |
| Arrival Date |  |
| Arrival Time |  |
| Time required to set up |  |
| BREAK DOWN | |
| Break Down Date |  |
| Break Down Time |  |
| Time required to break down |  |
| VEHICLE DETAILS | |
| Type of Vehicle |  |
| Registration Number |  |
| EVENT MANAGER | |
| Name |  |
| Mobile Number |  |
| SET UP AND BREAKDOWN - DETAIL | |
| *Please outline exactly how the Licensee Materials will be transported to the Allocated Space and your method of installation and break down. List all equipment that will be used to transport your Materials to the Allocated Space and ensure that any control measures listed in your risk assessment are reflected here.* | |
| ACTIVITY - DETAIL | |
| *Please list all details of your activity once set up has taken place, including the Licensee Materials you will be using and what you will be doing once onsite. Please ensure that any control measures listed in your risk assessment are reflected here. Anything you have not listed may be challenged and stopped by centre staff.* | |
| ELECTRICITY (remove for centres/retail parks where power is not available) | |
| Do you require power?  If you require power you will need to supply in date PAT certificates for each item of equipment | YES/NO |
| RISK ASSESSMENT | |
| **A risk assessment detailing all risks to the public and centre staff and control measures taken to protect them must be uploaded in conjunction with this method statement.** | |