

Application for Community Events

Having a street party is a great way to have fun with your neighbours. Rushmoor Borough Council is keen to encourage and support small-scale street parties in the borough by making it as easy as possible for you to apply for permission.

Please use this application form to apply to hold an event. This may not be the only application form you need to complete, but we will contact you if you need any extra permission.

We normally need to receive your application at least 8 weeks before the date of the event, to allow time for the administration work and consultation.

We will acknowledge receipt of your application within 10 working days. Please make a copy of the application before it is sent.

Please tell us about the event you are planning:

Organiser's Details

Full name

Telephone number

Mobile number

Address

Email address

Event Details

Event name (or reason for your event i.e. street party to celebrate the Royal Wedding)

Number of people expected to attend

Please give a full description of the event you are planning. You should include details such as whether the event includes a parade or procession or if you will be using bunting etc.

Where will you be promoting your event?
(please tick ONE option)

- Only in the street where the event is to be held
- In the local area only
- Outside the local area

Road Closure Information

Please note: Rushmoor Borough Council does not guarantee suitability of the road for your event and we will not clear parked cars or obstructions before the agreed closure.

Name of road(s) to be closed

If only a section of the road is going to be closed, then please state where the closure will begin and end.

From

To

Date of closure

From

D	D	M	M	Y	Y	Y	Y
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Time of closure

From

 (am/pm)

Please give alternative route information for traffic.

Please note the diversion route **MUST** be suitable for HGVs and must take into account one-way streets.

Are bus services affected by this closure?

Yes No

If yes, then please give service numbers

Please note that you should contact the bus company to agree a diversion route for bus services.

Signing and Guarding

It will be your responsibility to obtain and erect all road signs and barriers needed for the road closure, including the signing required for the alternative route. Each barrier must be supervised and maintained at all times by a clearly identifiable person appointed by the event organiser.

The minimum requirement is a 'road closed' sign, diversion signs and Chapter 8 pedestrian barriers at each closure point. There are a number of local suppliers who will hire the equipment to you. A list of suppliers is included in this Events Pack.

Please provide details of who will be responsible for the events signing and guarding. If you intend to appoint a contractor to carry out this duty on your behalf, please give their details below.

Responsible Person

Contractor's Details

Public Liability Insurance

Liability insurance protects you from a claim for damages by a third party as a result of negligence on your part.

Please see the Public Liability Insurance (PLI) criteria included with this pack on page 5.

What level of PLI will you be obtaining?

Licensing Requirements

If you answer 'yes' to any of the following questions, you may need to apply for a licence for your event. We will automatically send your application to our licensing team, who will contact you independently.

	Yes	No
Are you intending to sell any goods at your event?	<input type="checkbox"/>	<input type="checkbox"/>
Will you be charging people to attend your event?	<input type="checkbox"/>	<input type="checkbox"/>
Are you intending to sell alcohol?	<input type="checkbox"/>	<input type="checkbox"/>
Will you have any formal entertainment?	<input type="checkbox"/>	<input type="checkbox"/>
Do you intend to sell hot food or drinks between 11pm and 5am?	<input type="checkbox"/>	<input type="checkbox"/>
Do you intend to use fireworks in your celebration?	<input type="checkbox"/>	<input type="checkbox"/>

Health and Safety Requirements

You must provide us with risk assessments for the event. You can find advice on completing risk assessments on the HSE website, www.hse.gov.uk

Please confirm that you are making arrangements to ensure that access will be available for emergency vehicles at all times.

Yes No

Have you considered the access requirements needed for disabled people?

Yes No

Consultation Requirements

Please confirm that you have consulted the police about the proposals.

Yes No

It is a requirement that you must consult with all the properties affected by your event using the template on page 7. You must include a copy of the letter with this form.

Please give the date that you sent out your consultation.

D	D	M	M	Y	Y	Y	Y
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Has there been any objections to your proposal?

Yes No

If yes, please give details below.

Please note that most objections can be resolved through discussion between the objector, the organiser and occasionally a Council officer.

**The following information
is important - please read
it carefully**

Rushmoor Borough Council cannot guarantee that it will make an Order for your event.

Rushmoor Borough Council requires that you agree to the following conditions when applying for an event.

- i) You must pay to the Council the full costs for any damage to the highway or street furniture or other loss or damage the Council suffers. You must also pay the full costs for any claims made against the Council as a result of us making the Order where you or, if you represent an organisation, your organisation's members or officers, are negligent. We strongly recommend that you take out Public Liability Insurance for the duration of your road closure.
- ii) Any Traffic Regulation Order, or other statutory provision that is currently in force in the road(s) to be closed, will remain in force during the closure, unless the Legal Order says otherwise.
- iii) You agree to clean the street, if appropriate, to return it to its condition before the closure.
- iv) **You MUST NOT:**
 - Light any fires
 - Light BBQs that are at ground level
 - Drive stakes, posts, or sharp objects into any surface
 - Excavate any part of the highway
 - Attach anything to highway furniture, street lighting columns or highway trees
 - Discharge liquids into drainage systems or ditches

I confirm that all the information I provide below is true and complete and that I am at least 18 years of age. I agree that Rushmoor Borough

Council may distribute to third parties and use publicly any of the information provided within these forms. I have read the conditions above and agree to accept and observe them if my application is successful.

Signed

Date

D	D	M	M	Y	Y	Y	Y
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If your application is successful, we will send you the Road Closure Notices approximately two weeks before your event.

Please return your completed application to:

Maintenance Team
Rushmoor Borough Council
Council Offices
Farnborough Road
Farnborough
GU14 7JU

maintenanceteam@rushmoor.gov.uk

**Suppliers of traffic
management equipment**

These details are provided to help you with your application but are not a full list of traffic management companies. Inclusion in this document does imply any approval or warranty by Rushmoor Borough Council of the goods or the services offered.

Name APG Traffic Ltd
Telephone 01420 588 003
Email info@apgtm.co.uk

Name Forest
Telephone 01962 855 351
Email info@forestsupportservices.co.uk

Name Sun Traffic Signals Ltd
Telephone 01252 851 600
Email enquiries@suntraffic.com

Public Liability Insurance for community events

Level 1

(PLI insurance is not a legal requirement, but it is in the interest of the event organisers to indemnify themselves against third party claims)

- No through roads only
- Organised by residents
- Excludes the sale of alcohol and food
- No formal entertainment
- No rides or inflatables
- Maximum officer time - less than one day
- No statutory advertisement required

Level 2

(PLI £5 million minimum.
Cost to event organisers £70+)

- Through roads or more than one road to be closed; or
- Advertised to outside the street/s affected; or
- Includes the sale of alcohol or food; or
- Includes entertainment, rides or inflatables; or
- Up to 500 people estimated to attend
- Maximum Officer time - less than two days
- No statutory advertisement required

Level 3

(PLI £10million. Cost to event organisers variable)

- Large planned events
- Classified roads; or
- Roads 40mph+; or
- Events lasting more than one day; or
- 500 + people estimated to attend
- Statutory advertisement required

From

Address

Date

Dear Sir/Madam,

Re: Proposed Temporary Road Closure

I am writing you inform you that I am proposing to organise a community event/street party. For the event to take place, I will need to close the following road(s)

The proposed road closure will take place on

D	D	M	M	Y	Y	Y	Y
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between the times of and

The road will need to be fully closed. I would therefore be grateful if you could arrange for any vehicles to be removed during this time. Access will be maintained at all times for emergency services.

If you have any comments, or would like to object to the event taking place please

contact me on or contact

Rushmoor Borough Council's Maintenance team on 01252 398 377.

I would like to thank you in anticipation for your co-operation.

Yours faithfully

