

## Application to Hold a Special Event on a Public Road

*(Please read the guidance notes before completing this form in block capitals)*

### ABOUT YOU

Name of promoter \_\_\_\_\_

Name of contact (if different from above) \_\_\_\_\_

Position/role of contact \_\_\_\_\_

Confirm you have authority to act on behalf of the company/club/society YES/NO

Address of promoter and/or contact \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Post code \_\_\_\_\_

Telephone No \_\_\_\_\_

Emergency/Contact telephone No \_\_\_\_\_

E-mail address \_\_\_\_\_

### ABOUT THE EVENT

Name of event \_\_\_\_\_

Purpose and nature of event \_\_\_\_\_

Name of road(s) on which event is to be held \_\_\_\_\_

\_\_\_\_\_

Date(s) of the event \_\_\_\_\_

Time of event - from \_\_\_\_\_ am/pm until \_\_\_\_\_ am/pm

Type of restriction (full road closure/lane restriction(s)/ prohibition of certain types of vehicles/footway closure etc) \_\_\_\_\_

Date(s) of the restriction \_\_\_\_\_

Time of restriction - from \_\_\_\_\_ am/pm until \_\_\_\_\_ am/pm

Is a traffic signing schedule enclosed? YES/NO

Has this event been held previously? YES/NO

If yes, are the arrangements previously applied for amended in any way? YES/NO If yes, please give details \_\_\_\_\_

\_\_\_\_\_

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Please provide details of any structures or other equipment that you plan to erect or place on the public road \_\_\_\_\_

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Please give details of any businesses, including bus services and residents which may be affected by the event and provide any confirmation that these have been contacted \_\_\_\_\_

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Please give any more detail which you feel you need to add \_\_\_\_\_

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I confirm that I have read the guidance for promoters of events, and understand that the District Council may apply any or all of the conditions as it feels necessary. I also understand that the District Council may request any further information that it feels necessary to process this application and that my application may not proceed if I fail to produce this additional information.

I acknowledge the following Data Protection Statement - In order to comply with the requirements of the Data Protection Act 1998, we would advise you that the personal information you provide on this form will be processed and held by the District Council and its agents, for the purpose of managing and operating special events on roads applications. The District Council may use non-personal statistical data collected to analyse current and plan for future operational purposes. The District Council will investigate all cases of alleged fraudulent use and the information you have provided may be used in conducting these investigations. The personal

information you provide may be checked with other agencies/organisations. If consent to these arrangements is not given your application will NOT be processed.

Signature of  
application\_\_\_\_\_

Date of  
application\_\_\_\_\_