



SPECIAL EVENT NOTIFICATION FORM

Event Details

1. Name of event:
.....
2. Location of event:
.....
3. 6 Fig Grid ref:
.....

(Please enclose the relevant part of an ordnance survey map (A4 size) or give an ordnance survey grid reference if possible. A site plan showing proposed car parking, on site tracks/routes, access and exit points, pick up and drop off points and public transport link is essential.)

Location plan attached

Site plan attached

3. Brief description of event proposed.....
.....
.....
.....
.....

Specifically - Is this a (please tick one box only)

Commercial

Non-commercial

Community
service event

Fund raising

Charity
event

Name of charity:

Charity registration number:

Will a gate fee be charged? (please tick)

Yes

No

4. Event date(s): Start time Finish time

5. Date to enter site for preparation:

.....

Start time each day

Finish time each day

.....

6. Date/time the site will be vacated after the event:

.....

7. Estimated maximum number of persons attending
the event:

Alternative Arrangements

8. Is there a possible alternative site? Yes No Where?
9. Is there a possible alternative date? Yes No When?

Contact Details of Organiser

10. Name of organisation?
.....
11. Name of person in
 overall control of event?
12. Contact Address
.....
.....
.....
..... Postcode:
.....
13. e-mail address
.....
14. Telephone Number Mobile:
.....
.....
24 Hour contact no (In case of emergency)
.....

Highway and Traffic Implications

15. Are any footpaths, bridleways or roads that are normally open to the public affected or used as part of the event? Yes No
16. Are you proposing any directional signing on the highway to direct the public to the event? Yes No
17. Do you anticipate the need for any road closures and traffic diversions? Yes No
18. Have you considered the need to restrict or control parking on the highway in the vicinity of your event? Yes No
19. Are there any car parks to be closed in order to hold the event? Yes No

- | | | | |
|-----|---|--|----|
| 20. | Are there any abnormal loads required? | Yes | No |
| 21. | Are public transport arrangements being considered? | Yes | No |
| 22. | How many parking spaces will be available for persons working at the event? | <div style="border: 1px solid black; width: 150px; height: 20px;"></div> | |
| 23. | How many dedicated parking spaces will be available for the public attending the event? | <div style="border: 1px solid black; width: 150px; height: 20px;"></div> | |

NOTES:

If you have answered 'Yes' to any of the questions 15 to 20, this indicates that you consider your event may have an effect on the highway. The following sections 1 to 8 of the form must be completed to enable the request to be assessed. It may be beneficial to have an informal discussion / meeting with the Local Area Team before submitting your form. Contact details can be found at the end of the form. If you have answered 'No' to all of the questions 15 to 20 above please proceed directly to question 24.

Please note that you must employ a Traffic Management Company to design & implement any signing or closure on the highway. This must be done in accordance with the Department for Transport's Traffic Signs Manual. The County Council does not provide this service.

The organiser will be required to implement the traffic management plan for the event as submitted within the application and supporting documents. Any deviation must be agreed prior to the event.

County Council officers will make judgments with regard to the level of traffic management that will be required. This section is intended to guide you and provide the information and detail that will be required. If Officers consider you have not considered the implication of the event in sufficient detail you will be asked to submit further clarification.

Traffic Management Assessment
Section 1 - ROADS, FOOTPATHS AND BRIDLEWAYS
<p>Does the event involve roads, footpaths or bridleways that are normally open to members of the public? E.g. footpaths across areas of park.</p> <p style="text-align: center;">YES / NO Delete as appropriate</p> <p>If Yes please provide details or a sketch indicating the location.</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

Is the event adjacent to any roads that may be used as drop-off, or queuing areas?

YES / NO
Delete as appropriate

If Yes please provide details or a sketch indicating the location.

.....
.....
.....
.....
.....
.....

Section 2 - HIGHWAY DIRECTIONAL SIGNING

Highway directional signing is provided to direct traffic along the most appropriate route to the event and is usually black text on a yellow background signs. NOTE: We will not allow signs advertising the event on the highway.

If you have indicated that advanced directional signing is proposed for the event you will need to provide:

1. A schedule showing the design, size and mounting arrangements of the signs and a plan showing their location.
 2. The date when the signs are to be erected.
 3. The date when the signs are to be removed.
 4. Details of the Traffic Management Company that are designing and implementing this signing in accordance with the Department for Transport's Traffic Signs Manual.
- Please indicate that you have attached the required information

YES / NO

Delete as appropriate

Section 3 – ROAD CLOSURE & TRAFFIC DIVERSION USE STANDARD ROAD CLOSURE FORM

Section 4 – ON STREET PARKING RESTRICTION

For event safety reasons you may consider that on-street parking needs to be restricted on some roads.

Provide a plan indicating where you consider parking should be restricted.

Please indicate the times when parking should be restricted.

How will you manage parking restrictions?

Please indicate that you have attached the required information

YES / NO
Delete as appropriate

Section 5 – CAR PARK CLOSURE

Please provide details of any car parks to be closed and any alternative arrangements that are being made.

Please indicate that you have attached the required information

YES / NO
Delete as appropriate

Section 6 – PARKING PROVISION

Please provide a plan indicating the location and number of parking spaces dedicated for parking within the boundary of the event.

The access route to the car park from the highway must also be marked on the plan.

Traffic Management personnel or marshal locations and numbers should also be indicated on the plan.

Please indicate that you have attached the required information

YES / NO
Delete as appropriate

Will anyone be arriving by Coach?

Please identify on a plan where coaches will pick-up, drop-off and park.

Please indicate that you have attached the required information

YES / NO
Delete as appropriate

Where are the event vehicles being parked?

Please identify on a plan where event vehicles will be parked.

Please indicate that you have attached the required information

YES / NO
Delete as appropriate

YES / NO
Delete as appropriate

The information that you provide will form the basis of your Traffic Management Plan that must be implemented for the event. You may wish to use this form as the basis for a Traffic Management Plan and submit a separate document covering all of the issues raised in this form.

Please provide as much detail as possible of the consideration you have given for traffic management and road safety when organising your event to assist us with our assessment of the event.

[illegible]

- Reasonable pedestrian access must be available at all times.
- Vehicular access for emergencies must be available at all times.
- Road closure and diversion signs must be erected to the approval of the Highway Authority and removed at the end of the temporary closure.
- All costs are to be borne by the organisers
- Your organisation is responsible for stewards/marshals at the event.
- Your organisation is responsible for clearing the Highway immediately after the conclusion of the event.
- Your organisation will be held responsible for any damage which may be apparent to the Highway, including street furniture, during the entire period of preparation, event and clearing-up operation.
- Street fire hydrants must not be obstructed.
- No assistance can be given by the Police in the removal of vehicles from the closed length of road during the preparation of the event (unless otherwise agreed).
- The organiser must arrange a public liability insurance policy to a value of at least £5m and will indemnify Warwickshire County Council against any claims made in relation to the Event.
- Your organisation being responsible for notification to all those effected by the

Order, especially those fronting the Order, in writing 14 days prior to the event.

- A Separate application must be made for any necessary Licences or permits for entertainment, charitable collection etc.

Events on the Public Highway

24. Please tick the appropriate boxes to show the activities you intend to utilise or permit at the event? (some of these may not be permitted at all sites).

Fireworks/Pyrotechnics	Live Music
Carnival/procession	Live Entertainment
Fairground equipment	Lost Children Point
Aircraft	Barrier/Fencing
Parachutists	Marquees
Balloon Launch	Portable Generator
Hot Air Balloons	Power Supply
Horses/Donkeys Other Animals	Toilets
Motorcycles	Alcohol
Other Motor Vehicles	Food/Drink Concessions
Coconut Shy	Barbecue
Inflatables (e.g. Bouncy Castle)	Train Hire
Portable Staging	Bonfire
P.A. System	Foreshore Boat
Stewarding/Security	Living History Or Other
On Site Communications	Market Stalls
Water (Limited Supply At Some Sites)	Re-enactment Groups
Other: (Please Specify)

Insurance

25. Has Insurance been arranged in respect of Public Liability (£5m) or Third Party risks (including products liability where appropriate)? Yes No

Please provide a copy of your Public Liability Insurance

If permission is granted for the event, I hereby agree to comply with the conditions set out in this form and any departmental terms and conditions and all reasonable instructions given by all authorised Officers of the County Council.

Signed (On behalf of the Organiser)

Date.....

Please send this completed form, together with any supporting documentation to:
The Area Manager