# Event on the Public Highway

Application Form



|  |  |
| --- | --- |
| Name of Requesting individual, organisation or group |  |
| Registered Charity number |  |

|  |  |  |
| --- | --- | --- |
| Contact Name |  | |
| Contact Address |  | |
| Email |  | |
| Telephone No. |  |  |
| Fax No. |  |  |

|  |  |
| --- | --- |
| Organiser in Charge |  |
| Contact No. for Public Enquiry |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Requested Location of Event | |  | | | | |
| Requested Start Date | |  | | Requested End Date | |  |
| Type of Event | Charity | Community | Commercial | | Private |  |
| Description and purpose of Event (please include as much details as possible) | | | | | | |
|  | | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Target Audience | | | |  | | |
| Approximate number attending this event | | | |  | | |
| Setting up Time |  | Opening Time | | |  |  |
| Closing Time |  | Clearing Down Time | | |  |  |
| Do you request that any of the following be on site | | | | | | |
| Licence Bar | | | Food Stalls | | | |
| Bouncy Castle | | | Fairground Equipment (rides, roundabouts, etc) | | | |
| Special Carnival or Novelty Acts | | | Trade/Exhibition Stalls or Stands | | | |
| Other Items (please specify) | | |  | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Please detail your arrangements for clearing and removal of litter (we advocate that you recycle your waste wherever possible) | | | | | | | |
|  | | | | | | | |
| Please provide details of any sound or public address system you are intending to use | | | | | | | |
|  | | | | | | | |
| \*Public liability insurance number (minimum £10 million indemnity required) | | | | | | | |
| Name of policy holder | |  | | |  | | |
| \* A copy of the public liability insurance policy and risk assessment (if applicable) will need to be presented to the Council and deemed satisfactory by a council officer, before approval of your event is granted.  Please note that the event will be posted on our public website | | | | | | | |
| This form should be returned as soon as possible to enable the Council and Emergency Services to make comments.  Please return to:  Network Coordination  Traffic and Highways Services  13th Floor, Civic Centre  London Road  Morden  SM4 5DX  Or you can scan the completed form and email it to: [networkcoordination@merton.gov.uk](mailto:networkcoordination@merton.gov.uk)  I confirm that the above details are correct at the time of filling out this form and if any changes are  made with regards to the event itself, I will inform the council immediately and submit any amendments  for approval. | | | | | | | |
| Name |  | | Signed |  | | Date |  |
|  | | | | | | | |
| You must obtain the council’s permission **BEFORE**  committing yourself to organising this event | | | | | | | |