

EXAMPLE COMPLETED EVENT APPLICATION FORM WITH GUIDANCE FOR APPLICANTS

King Charles III Coronation Big Lunch/Street Party Application Form

Please submit your completed form to: events@sutton.gov.uk

Section 1: Event Organiser Details	
Name of event organiser: Mr. Joe Bloggs	Contact telephone number: (+44) 07123 456 789
Contact email address: j.bloggs@sutton.gov.uk	Contact telephone number at the event (if different from the above number): (+44) as above.
Section 2: Event Details	
Name of event: Gibson Road Street Party	Date of event: 04/06/2022
Event set up time: 10:00	Event departure time: 19:00
Event start time: 10:30	Event finish time: 18:30
<p>GUIDANCE NOTE: The set up time should be before your event start time and includes the period where you'll be setting up the event site (putting out tables and chairs, erecting any gazebos, placing your road closure signs, etc.). The departure time is when you anticipate the event site will be returned to 'normal', with all event equipment removed, roads ready to be reopened, etc.</p> <p>Any road closures, parking suspensions or dispensations requested (Section 3 below) will be in effect from the set up time until the departure time.</p>	
Location of the event: (please also provide the postcode)	Gibson Road, Sutton, SM1 1ST (between the junctions with St. Nicholas Way and Robin Hood Lane)
How many people are expected to attend your event?	60-70
<p>Description of the event and what activities are taking place? Please advise if activities include a bouncy castle, catering vans, live entertainment or fireworks.</p> <p>The Council's Event Safety Service will contact you to check these activities will take place safely, and advise where licensable activities are taking place, where we are legally required to charge organisers for a Temporary Event Notice (£21 fee).</p>	<p>Street party for residents, families and friends to celebrate the King Charles III Coronation. Food and drink will be provided by residents. We'll have a PA system playing recorded music throughout the event.</p> <p>We have 3 gazebos for adverse weather and residents are also bringing tables and chairs, which will be laid out in the middle of the road.</p> <p>We do have residents attending the event that are first aid trained and we'll have a first aid kit on site.</p>
Section 3: Services required of the Council	
a) Highways and Transport	
Do you require road closures for your event?	Yes
<p>GUIDANCE NOTE: A road closure will be necessary if vehicular access will be prevented during the event. If vehicular access will be maintained at all times, a road closure will not be necessary.</p>	
Please provide the name(s) of the road(s) to be closed.	Gibson Road, SM1 1ST
<p>GUIDANCE NOTE: There are some roads that we will be unable to close, such as 'A' roads and Transport for London (TfL) 'Red Routes'. If this applies to you or if we judge that we cannot close your road, we'll make contact with you and discuss other options.</p>	

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<p>Please provide:</p> <ul style="list-style-type: none"> • The length of road to be closed (use house numbers or junction to define the length of road to be closed) • A brief list of properties affected. (This means any property, residential or commercial, which is located on or accessed only by the road(s) you wish to close) 	<p>Between the junctions of St. Nicholas Way and Robin Hood Lane.</p> <p>Properties affected:</p> <ul style="list-style-type: none"> • Sutton Civic Centre • St. Nicholas Church and Community Hall • Montessori Children's House • Gibson Road Car Park • Holiday Inn Hotel
<p>Please detail what arrangements will be in place to make it clear that the road is closed. (Please note, Trestle tables, Wheelie bins, Tape, Cones and home made "Road Closed" signs should be sufficient for most streets. The Council will advise if more formal traffic signs might be needed and will seek to help provide signs where necessary.)</p>	<p>We will place wheelie bins with 'Road Closed' signage attached to them at the junctions with St. Nicholas Way and Robin Hood Lane. A vehicle will be parked across Gibson Road at each junction.</p>
<p>Please provide details on the consultation with people living/businesses operating on the road you are proposing to close (which must be done at least 2 weeks before submitting this form):</p> <ul style="list-style-type: none"> • Date of consultation • Confirmation that properties in the effected street are in support of the proposal • If there has been any objection to the proposal (if yes- please give details) 	<p>Consultation with affected stakeholders took place on 7th February 2022.</p> <p>We have received a response from all stakeholders by 22nd February 2022.</p> <p>There were no objections to the proposed closure. All residents were supportive.</p>
<p>b) Parking Services</p>	
<p>Do you require a parking suspension? (request permission to stop parking in a particular location- i.e. on a street, parking bay or car park)</p>	<p>No, double yellow lines and no bays.</p>
<p>If yes, where do you require the suspension? Please detail:</p> <ul style="list-style-type: none"> • Type of bay(s) or if this is a unrestricted section • Exact location (use property numbers or landmarks) • Suspension required on both sides of the road? 	<p>N/A</p>
<p>GUIDANCE NOTE: A suspension may be helpful where the road you wish to hold your party on is narrow and suspending on-road parking may create needed space. Please be considerate of your neighbours and ensure a suspension is only requested where absolutely necessary and supported by attendees.</p>	
<p>Do you require parking dispensation? (request permission to park on a normally suspended or restricted location)</p>	<p>Yes</p>
<p>If yes, where do you require the dispensation? Please detail:</p> <ul style="list-style-type: none"> • Exact location (use property numbers or landmarks) • Vehicle(s) registration number, make and colour 	<p>Double yellow lines adjacent to the footpath leading to St. Nicholas Church on Gibson Road. This is to ensure the vehicle delivering food and equipment can remain on site for ease of set-up/departure.</p>
<p>GUIDANCE NOTE: Closing a road means that cars cannot enter the road. It does not require vehicles already parked on the road to be moved or provide authority for vehicles to be parked on the road if they ordinarily would not be able to (for example, on double yellow lines).</p>	

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If you need to request for vehicles to be removed from the road during your event (a Parking Suspension) or if you need vehicles to park on the road in places they ordinarily couldn't (a Parking Dispensation) then you'll need to complete the relevant section above.

Please include:

- The number of spaces required.
- The type of bays affected and where they're located (outside property number or landmark)

Section 4: Risk Assessment

It is NOT mandatory to submit a Risk Assessment as part of your application. However, as an organiser you are responsible for the Health and Safety (H&S) of attendees. The council recommends that organisers consider the risks posed to their event by separately documenting, via a risk assessment, how they will treat/mitigate those risks in line with the Health and Safety Executive's guidance: <https://www.hse.gov.uk/legislation/hswa.htm>

Risks that may be applicable to your event could include:

- Slips, trips and falls: E.g. trailing cables and wires
- Adverse weather: E.g. Heatwave, heavy rainfall, strong winds
- Vehicles being driven in/into the event space (consider access and clear signage, physical barriers etc)
- Food poisoning
- Lost children

By submitting your application, you confirm that you have considered the risks at your event and will take appropriate action to manage these risks.

Your information

We collect personal information when you use our services. We will use this information to provide the services requested, maintain records and, if you agree, to send you marketing or newsletter information. We will not share your information with other organisations for marketing purposes unless legally required to do so. For more information explaining how we use your information please see our [privacy policy](#).