**Application form for charitable and**

**community led outdoor events 2020**

You can send us your application as early as you wish but it must arrive

no later than 8 weeks prior to when you require an in-principal decision from us. Please read the accompanying guidance notes to assist you in completing the form. Large (over 499 attendees at any one time) or complex events may require a longer lead in period as adequate time is required for your application to be processed by relevant Council services and to request further information if necessary. If your event may have a significant impact on local residents we may also require you to undertake some resident consultation or engagement. Events which require road closures will normally need to contact us at least three months in advance.

If you are sending us any documents by mail please do not use staples as all documentation has to be scanned.

If an event has the potential to damage the land it is using a refundable bond will be charged.

Do not use this form if you wish to run a fitness classes or forest school type activity. Please visit [www.trafford.gov.uk/park-licence](http://www.trafford.gov.uk/park-licence).

For stand-alone markets please complete the Market Licence application form. If you want to hold a car boot sale please contact us first.

No event must take place on Council land without written permission from the Council and where relevant the appropriate fees paid.

Please read our [Privacy Notice](#Privacy_Notice) before completing this application

**Please send the completed form with any supporting documentation to:**

Marketing & Events

Room FF 159, Trafford Council, Talbot Road. Stretford. M32 0TH

Email: [events@trafford.gov.uk](mailto:events@trafford.gov.uk)

We should acknowledge receipt of your application within 2 working days of receipt. If you do not hear from us please contact us to ensure we have received your application.

If you have any questions please call us on: 0161 912 4502

**Name of Event:**

**Location:**

## Day(s) of the week (eg Friday):

## Date(s):

## Before you start to complete this form you should read the “Event Application Guidance Notes” *which you can find here:* <http://www.trafford.gov.uk/residents/community/stronger-communities/docs/event-application-form-guidance-notes.pdf>

## If you have any questions or need help completing the form please contact us.

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| **Event Organiser/Organisation Details See Guidance Note 1**  **The 'Applicant' is expected to play a leading role in the planning and operation of the event and be responsible for and present at the event.** | |
| Title | Click here to enter text. |
| First name | Click here to enter text. |
| Last name | Click here to enter text. |
| Confirm that you are 18 or over | Yes  No |
| Day time phone number | Click here to enter text. |
| Mobile phone number | Click here to enter text. |
| Email address | Click here to enter text. |
| Correspondence address including postcode | Click here to enter text. |
| Type of organisation  If you choose other please describe your organisation. | Choose an item.  Click here to enter text. |
| Name of your organisation/business | Click here to enter text. |
| Position in organisation | Click here to enter text. |
| Questions for businesses registered with Companies House. | Your registration number: enter here  Your VAT Number: enter here  Not VAT registered: |
| Registered charity number if applicable | Click here to enter text. |
| If you are a friends or other voluntary group do you have a constitution? | Yes  No |
| Have you held this event before at this location? | Yes  No |
| Have you organised an event before?  I*f yes please provide an example* | Yes  No  Click here to enter text. |
| Will anyone involved in the organisation of the event be paid for their time? | Yes  No |
| If you are fund raising and are not part of the organisation you are raising funds for please provide details of that organisation and confirmation from that organisation that they are aware of your event. Evidence of a donation will be required post event.  Click here to enter text. | |

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| **Type of event**  **Which of the following best describes your event?** | |
| Charitable event – all proceeds go to charity\*  You may be asked to provide evidence of your donation |  |
| Charitable event – all proceeds after running expenses deducted go to charity, none of the event organisers are paid for their time from income generated by the event |  |
| Free Community event |  |
| Community event with entry fee  Please insert details of your entry fees here |  |
| Fundraising community event |  |
| Commercial event |  |
| Other  If you feel your event does not meet any of the above criteria please provide further information about the nature of the market.  Provide further information |  |
| Do you have sponsorship for your event?  Yes  No  Please tell us who your sponsors are and what other funding streams will be used to support your event.  Click here to enter text. | |

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| **Tell us what’s happening at your event and how it will benefit the local community**  Please describe what will be happening at your event. You can send us additional documents and copies of your publicity material if this helps to describe the event. |
| Click here to enter text. |
| **To ensure you have a safe event the council needs to see certain** **documents** relating to the activity you are proposing having at your event. To help you understand the information you will need to send us please **complete** [**Appendix 1**](#Appendix1) –  The minimum information you must provide us with when you submit an application is a list of all activities taking place in the first column. This information will help us decide if the activities are appropriate for the site and we can provide you with “in principal” approval for your event. Full approval would then be subject to receipt and approval of all the outstanding supporting documentation. **Supporting documentation should be provided no later than 4 weeks prior to the event**. If you fail to provide the supporting documentation for an activity you can then not have that activity at your event. |

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| **Event opening times – please insert extra lines as necessary** | | | | | | | |
| Day | | Date | | Open | | Close | |
| Choose an item. | | Click here to enter a date. | | Click here to enter text. | | Click here to enter text. | |
| Choose an item. | | Click here to enter a date. | | Click here to enter text. | | Click here to enter text. | |
| **Event Set up and Breakdown if different to above** | | | | | | | |
|  | Day | | Date | | Start | | Finish |
| Setup | Choose an item. | | Click here to enter a date. | | Click here to enter text. | | Click here to enter text. |
| Breakdown | Choose an item. | | Click here to enter a date. | | Click here to enter text. | | Click here to enter text. |

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| **How Many People will be at your event? See Guidance Note 2**  Include staff and volunteers as well as the audience | |
| Maximum audience size at any one time? You must choose one of these options | 200 or less  499 or less  500 or more |
| Maximum expected audience at any one time if 500 or more? | Click here to enter text. |
| Anticipated total attendance per day? | Click here to enter text. |
| **For sporting events only:**  Maximum number of participants?  Approximate wave size if applicable? | Click here to enter text.  Click here to enter text. |

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| **Insurance** | |
| If you are not a recognised “Friends of” group for a Trafford greenspace you will need to provide evidence of public liability insurance for a minimum of £5m for your event.  Event insurance normally only covers the activities you/your own organisation are providing, you should always check with your insurer that your policy covers your involvement in managing an event and what their requirements are for any third party participants. You will need to provide evidence of insurance for all activities that are taking place at your event. The application form will ask you about these insurances as you fill in more of this form. | |
| Name of Event Organisers Policy Provider | Click here to enter text. |
| Value of Public liability insurance | Click here to enter text. |
| Start & end dates of policy | Click here to enter text. |
| I confirm that my organisations insurance policy covers our organisation’s role as event manager and any activities we are delivering for this event. Additionally I confirm we have spoken to our insurer and understand what documentation they require us to have in place in regards to third party participants at our event. | Please enter a signature below to confirm |

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| **Selling Things**  **Markets, Retail and Catering Stalls** | |
| If you will have **five or more stalls/vehicles** selling things for commercial gain you will need a market licence. The council may choose to waive, or reduce this fee depending on how large a part of your event the stalls are and how the proceeds from the stall hire and sale of goods are being used. (If we consider the market forms a large part of your event we may require you to complete a separate market application form)  If you wish to have a car boot sale at your event please contact us to request a car boot sale licence application.  If entry to your event is free and you will have **four or less commercial stalls** selling things stallholders who do not have an annual street trading consent from Trafford Council may be required to purchase a day trading licence to trade at your event.  For more information or to apply for a Street Trading Licence please contact  the Regulatory Services team on 0161 912 4339 or email [licensing@trafford.gov.uk](mailto:licensing@trafford.gov.uk) | |
| Enter the maximum number of stalls/vehicles you will have selling things at your event **where the stall holders will keep their own profits**. You must include all stalls even if the stallholders are making a donation to your organisation. | The maximum number of trading spaces at our event will be:  Enter number here |
| **Will food and drink be sold at your event?**  If yes what is the maximum number of stalls/vehicles that will be providing be food and drink? (This number should be included in the overall maximum number of trading stalls above.) | Yes  No |
| Enter number here |
| Will there be any **retail charity stalls, or stalls for good causes** where **all the proceeds are going to charity or good cause**? | Yes  No |
| Enter number here |
| If anyone other than a charity wishes to sell second-hand goods at your event they must be registered with the council. (This does not apply to car boot sales where homeowners are selling their own property). | |

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| **Catering/Food and Drink See Guidance Note 9**  If there are any businesses attending your event who are selling food, which includes pre-packaged snack and confectionary; or drinks soft or alcoholic they must be registered with the Environmental Health team of their local authority and we need this information together with details of their insurance. | | | |
| Will there be any **businesses** selling food or drink at your event? This would include sole traders, that is, anyone selling something to eat or drink who is keeping the money for themselves. |  | [**Please fill in Appendix 3**](#Appendix3)  Food & Drink Vendors. | |
| Are any **community groups** selling food or drink at your event? |  | Please fill in the table below and ensure you cover the activity in your risk assessment. | |
| **Who** | **What** | | |
| *Eg: Trafford Scouts Group* | *BBQ – Burgers & Sausages* | | |
| *Eg Trafford Women’s Institute* | *Cupcakes & sandwiches* | | |
| Click here to enter text. | Click here to enter text. | | |
| Click here to enter text. | Click here to enter text. | | |
| Click here to enter text. | Click here to enter text. | | |
| Click here to enter text. | Click here to enter text. | | |
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| You should have free water available at your first aid point. Please confirm | | | Yes |

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| **Special Equipment/Activities See Guidance Note 5**  **Will you have any of the following?**  **If yes, you must fill in** [**Appendix 1**](#Appendix1) **and or 2 as applicable** | |
|  | Animals Please specify  *Evidence of a riding establishment licence will need to be provided by operators od donkey rides. Operators displaying other animals are required to provide evidence of a performing animal licence.*  *Please note the council does not permit the sale of living creatures at events on its land, this includes the distribution of goldfish as prizes for activities.* |
|  | Archery |
|  | BBQ Powered by? Gas?  or Charcoal? |
|  | Bouncy Castle or other inflatable device |
|  | Fairground Equipment please complete [Appendix 4](#Appendix4) |
|  | Special effects including lasers & fireworks |
|  | Other Activities Please specify |
|  | Temporary Structures (major)\* *please refer to note below*  Marquees  Stages  Raked seating  Lighting Rig  Temporary Fencing please provide details of type, length & duration of use: |
|  | Temporary Structures (minor)  Portaloos  Domestic Gazebos  Folding Tables  Other Please specify – enter your text here |
|  | A parade, procession or sporting event **on a public highway** that is normally open to the public? **Please complete** [Appendix 5](#Appendix5) |
|  | **\*For temporary major structures** please send with your application or no later than eight weeks prior to your event:   * Technical Drawings: * Calculations; * Approval of Calculations by a Competent Person (including their contact details   Failure to do this will mean the documentation cannot be reviewed and you will not then be able to have these structures at your event.  The use of some types of temporary structures requires us to consult with a structural engineer. There is a cost for this and this may need to be re-charged to you.  For commercial events this fee is in addition to land hire fees and any other charges that may apply. |

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| **Power and Fire Safety See Guidance Note 6** | |
| Yes  No | **Does anybody attending your event require power? If yes, please complete** [Appendix 2](#Appendix2) |
|  | **I confirm that all electrical equipment being used at my event has been PAT tested or is under 12 months old.** |

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| **Activities Licensable by the local authority**  **Will you have any of the following activities at your event? If yes, you must complete** [**Appendix 1**](#Appendix1)  Please speak to Trafford’s licensing team on 0161 912 4047 as in most cases you will need to fill in a separate form to acquire an appropriate licence for these types of activity, usually a Temporary Event Notice.  You can find out more and apply for a Temporary Event Notice (TEN) via the Government on-line portal: <https://www.gov.uk/temporary-events-notice/trafford> | |
|  | A performance of a play |
|  | An exhibition of a film |
|  | A performance of a dance |
|  | A performance of live music. If yes will this be amplified? Yes  No |
|  | Any playing of recorded music. If yes will this be amplified? Yes  No |
|  | An indoor sporting event (not including boxing and wrestling) |
|  | A boxing or wrestling entertainment (indoor or outdoor) |
|  | Sale or supply of alcohol |
|  | Provision of late night refreshment any time after 23:00 or before 05:00\* |

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| **Music Licences** | |
| **PPL** collects and distributes money on behalf of performers and record companies for the use of their recorded music. **PRS for Music** collects and distributes money on behalf of songwriters, composers and music publishers, for the use of their musical compositions and lyrics.  If you will be playing copyrighted **recorded** music you must contact both PPL and PRS to see if you need a licence.  If you will be having live copyrighted music you should check with your musicians if they have a PRS licence which will cover their playing at your event and if not contact the PRS directly.  PRS: <https://www.prsformusic.com/aboutus/contact_us/Pages/GeneralEnquiries.aspx>  PPL: <http://ppluk.com/Contact-Us/> | |
| Yes  No | Will you or anyone attending your event be playing copyrighted live music? |
| Yes  No | Will you or anyone attending your event be playing copyrighted recorded music? |
|  | **If you have selected yes to either of the above you must choose one of the options below:** |
|  | I confirm I have the appropriate PRS & PPL licences in place to cover my event |
|  | I confirm I have spoken to PRS and/or PPL and I do not require licences for my event |

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| **Managing your Event** | |
| **Access requirements for events on council land**  Do you require any gates or barriers opening, including height barriers?  Click here to enter text. | |
| **Crowd Management See Guidance Note 7**  Please tell us how many stewards/marshals you will have at your event and what their duties will be. You can supply a separate stewards plan if you prefer. | |
| **Event Cancellation**  What conditions would require you to cancel the event and how would you communicate this to event participants and the public?  Click here to enter text.  Please note, in the event of poor weather in the run up to the event, as event organiser you need to consider if this will adversely impact on the venue and determine if you can amend your event to avoid damage or if you should cancel. If you decide to proceed and any aspect of your event damages the land your organisation will be liable for that damage and you should ensure your insurance covers this aspect of your event.  In some instances we may ask you to pay a bond before the event to be held against damage. It is rare for damage to occur and historically where damage has occurred it has been caused by heavy vehicles and bonfires.  In certain circumstances the council itself may withdraw permission for certain types of activity to take place at your event if it thinks the ground may be damaged to such an extent it would impact on other events or may present a risk to the public. You should factor this in to your planning. | |
| **Lost Children/Vulnerable adult policy**  Please send with your application information on how you will deal with any reports of lost children or vulnerable adults reported to you. | |
| **Equality and accessibility**  Please ensure your event is open and welcoming to people from all communities and groups. Even simple measures like ensuring there is sufficient room for push chairs and wheelchairs and water for service dogs can make a difference. | |
| **Medical Provision See Guidance Note 8**  Please state the number of qualified first aiders at the event. A minimum of two first aiders is normally required and you should refer to first aid in your risk assessment.Click here to enter text. | |
| **Noise**  Please list the elements of your event that could cause noise nuisance and document the plans you have in place to minimise it.  Click here to enter text. | |
| **Toilets See Guidance Note 10**  Please state the number and type of toilet facilities available at the event:  Click here to enter text. | |
| **Traffic Management/Road closures**  If your event requires any road closures please read our road closure guidance <http://www.trafford.gov.uk/residents/community/partnerships-and-communities/temporary-road-closures-for-special-events.aspx>  and complete [Appendix 5](#Appendix5) | |
| Yes  No | Do any vehicles need access to our site, if yes what type of vehicles and how many?  Click here to enter text. |
| Yes  Insert number here  No | Are there any vehicles that need to remain on site-during your event? If yes please estimate the number and type |
| Yes  No | Are there any vehicles which need to move on site during your event? |
| **Visitor parking**  Where will visitors to/participants in your event park?  Click here to enter text. | |
| **Waste Management**  How will you keep the site clear of waste? How will you dispose of any waste generated by your event?  Click here to enter text.  **One Trafford Waste Minimisation Roadshow**  One Trafford are looking for events to attend where they can talk to the community about waste minimisation. If you would be interested in hosting One Trafford please check this box so we can pass them your contact details so they can get in touch to discuss.  Please note that you must require any commercial traders to remove their own waste from the site. In particular food vendors should be advised that used cooking oil should be taken away and disposed of legally. | |
| Please provide any other information about how you propose to ensure your event is safely run that may not be covered by your risk assessment. If you have an event management plan please provide a copy.  Click here to enter text. | |

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| **Audience Profile and Event Promotion** | | |
| Family | Young adults | Children & Teenagers |
| Elderly | Special Needs | Black & Minority Ethnic |
| Other | Please specify | |
| How far do you expect visitors to travel from to attend your event?  Click here to enter text. | | |
| How will you be advertising your event?  Click here to enter text. | | |
| The events team now operates a public google calendar for events and classes it approves on its own property. If you would like to be added to the calendar please check this box. .  We can link to one of the following, please provide your preferred link:  Web address: Click here to enter text.  Facebook: Click here to enter text.  Twitter: Click here to enter text. | | |

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| **Site Plan** | |
| You must submit a site plan for your event. This should show the following | |
| * Car parks and position of site in context to the road | * All other site infrastructure |
| * Placement of all temporary structures | * Position of attractions |
| * Any fencing or barriers | * Generator or power sources |
| * Power supply runs (cables) | * Entry and exit points |
| * All pedestrian exits | * First aid points |
| * Emergency vehicle access points | * Lost children point |
| * Vehicle entry/exit points |  |

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| **Risk Assessment** |
| As event organiser you are responsible for health and safety at your event. Even if you are a community organisation with no employees, you still have a responsibility under the Health & Safety at work act to ensure that your event is operating legally and safely  <http://www.hse.gov.uk/event-safety/running.htm>  You must undertake a risk assessment for your event and provide a copy with your event application. This document is critical to your event approval. If you do not submit this with your application it must be received no later than four weeks prior to your event.  You should ensure you address the following points:   * Identify the hazards associated with the activities contributing to the event. * Identify those people who may be harmed and how. * Identify existing safety precautions in place. * Evaluate and the risks and how you will control them * Identify any further actions required.   You can download a risk assessment template from the Health & Safety Executive Web site.  <http://www.hse.gov.uk/risk/casestudies/> |

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| **Appendix 1- Non powered activities and equipment**  **As event organiser it is your responsibility to ensure you obtain and review all relevant documentation for your event.**  Please list all on powered **activities** taking place and equipment being used at your event. Please add additional lines as necessary.  You will need to provide copies of all risk assessments relating to this application. | | | | | |
| **Non powered activities and equipment**  Eg: face painting, sporting activities, retail/information stalls, petting zoo, marquee, portaloos, stage, fencing. | **Provider/Supplier** | **Insurance**  **Policy holders name and expiry date**  You will need to provide evidence of the provider’s/supplier’s public liability insurance policy no later than 10 working days prior to the event | **Amount of Public Liability Insurance**  Minimum  £5m | **Activity covered by overarching Event Risk Assessment** | **Activity covered by supplementary/bespoke risk assessment** |
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| **Appendix 2: Power and Fire Safety See Guidance Note 6**  **As event organiser it is your responsibility to ensure you obtain and review all relevant documentation for your event.**  Please list all **powered equipment** at your event. Safety certificates called **PiPA’**s must be provided for any inflatable devices.  Please add additional lines as necessary.  Where another organisation/someone else is delivering an activity at your event you need to advise us whose insurance policy will cover this activity.  You will need to provide copies of all risk assessments relating to this application. | | | | | | |
| **Power source**  **Eg:**  Mains,  Diesel generator\*  Petrol generator\*  LPG\* (excluding catering) | **Powered equipment**  Eg**:** Bouncy castle, PA system, Lighting Rig | **Who Owns this?** | **Insurance**  **Policy holders name and expiry date**  You will need to provide evidence of the provider’s/supplier’s public liability insurance policy no later than 10 working days prior to the event | **Amount of Public Liability Insurance**  Minimum  £5m | **Activity covered by overarching Event Risk Assessment** | **Activity covered by supplementary/bespoke risk assessment** |
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| \*These power sources present a significant risk and must be covered by a fire risk assessment in addition to your standard risk assessment.  General guidance on assessing your event for a fire risk assessment: <http://www.hse.gov.uk/toolbox/fire.htm>;  HSE Fire Safety Risk Assessment 5 step approach <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/14899/fsra-5-step-checklist.pdf>  National Fire Chiefs Council Event Safety Guidance: <http://www.cfoa.org.uk/11544> | | | | | | |

**Appendix 3 - Food & Drink Vendors**

Please list all **commercial** food & drink vendors who will be at your event. Please add additional lines as necessary.

**As event organiser it is your responsibility to ensure you obtain and review all relevant documentation for your event.**

You should ask each vendor for a risk assessment and evidence of public liability insurance for a minimum of £5m**.** You must check if any of your of vendors are using LPG and if they are you must obtain a copy of their gas safe certificate. All vendors must remove their own waste from the site.

Remember that if you are having commercial stalls at your event and there are less than five each stall would need a street trading licence from Trafford, if they don’t have an annual licence they would need to purchase a day trading licence. If there are five or more commercial stalls selling things as event organiser you can ask the events team for a market licence which will cost £15 to cover up to 15 stalls.

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| **Vendor trading name and address** | **Contact Name** | **Contact phone number** | **Contact email** | **Local authority registered with, food hygiene rating & date of inspection** | **Does vendor have an annual street trading licence from Trafford Council?** | **Insurance**  **Supplier, Value & expiry date** | **LPG**  **Gas safe Cert-ificate** |
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**Appendix 4 – Fairgrounds**

If you are having fairground equipment at your event you need to tell us about each piece of equipment that will be on site. **As the event organiser it is your responsibility to supply this information to the council.**

Each fairground ride has an annual safety check, this is usually through the “ADIPS” scheme. The safety document is called a “DOC”. The council can check the ADIPS safety certificates numbers on-line using the information provided on this form.

Most, but not all, fairground operators will have two insurance documents, one for £1m and one for £9m. If a fairground operator is not part of the Showmen’s Guild the operator must have a minimum of £5m public liability insurance. You must supply evidence of insurance. “Round Stalls” things like “hook a duck” won’t have a DOC but we still require evidence of insurance.

A risk assessment (**RA**) must also be provided for each piece of equipment.

Catering stalls will need to provide evidence of registration with a local authority and their food hygiene rating. Please complete details on Appendix 3 – Catering form.

You can ask the fairground operator to complete this form and collate the information required, but it is your responsibility to ensure we receive this information. If you do not have this information when you submit your application it must be submitted no later than 4 weeks prior to your event.

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| **Name of Fairground operator if applicable** | **Telephone number** | **Email Address** |
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| **Fairground Equipment (Please insert extra lines as needed)** | | | | | | | | | |  |
| **Controller/owner**  **last Name** | **Controller/owner**  **First name** | **ADIPS ID Number** | **DOC number & Expiry Date or PiPA as appropriate** | **Name of Device as on DOC** | **Device Description as on DOC** | **Showmen’s Guild - £9m insurance expiry date** | **Name of £1m insurance provider** | **Expiry Date of £1m insurance** | **Other insurer\*** | **RA**  **supplied** |
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**Appendix 5 – Road Closures and Traffic Management**

If you require a road closure in addition to completing the information below you also need to provide a scale plan showing which roads you propose to close and what diversionary routes will be put in place. We will pass this information to our highways colleagues at One Trafford who may then contact you directly to discuss further. Ultimately you will need to complete a [road closure application](http://www.trafford.gov.uk/residents/transport-and-streets/roads-highways-and-pavements/docs/request-for-temporary-traffic-regulation-order.pdf) and pay the relevant road closure fees in addition to any other fees which may be due. If you already have a traffic management plan in place which addresses all the questions asked below you may submit this instead.

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|  | | **Type of Restriction** | | | |
| **Road Name/Number** | **From Where to Where?** | **Prohibition of Driving** | **No right turn** | **No left turn** | **Times the restrictions will apply** |
|  |  |  |  |  | Click here to enter text. |
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| **What consultation has taken place with local residents and businesses affected by the proposal?**  Please attach copies of any printed materials which have been distributed or are proposed to be delivered. |
| Click here to enter text. |

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| **Please confirm you have consulted the following:** |
| Police  Yes  No; Fire Service  Yes  No; Ambulance service  Yes  No |

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| --- | --- |
| **Are there any footpaths, bridleways normally open to the public affected or used as part of the event?** | Yes  No |
| **Are you proposing any directional signing on the highway to direct the public to the event?** | Yes  No |
| **Will you need to restrict or control parking on the public road in the vicinity of your event?** | Yes  No |
| **Will your road closure result in the closure of any public car parks?** | Yes  No |

|  |  |
| --- | --- |
| **Have you appointed a road traffic management company?** If yes please provide contact details | Yes  No |
| **Company Name** | Click here to enter text. |
| **Contact name if applicable** | Click here to enter text. |
| **Phone Number** | Click here to enter text. |
| **email** | Click here to enter text. |

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| **If you have not appointed a traffic management company how do you proposed to manage the closures?** |
|  |

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| --- | --- |
| **Document check list**  Please ensure you send your application to [events@trafford.gov.uk](mailto:events@trafford.gov.uk) and not to a named officer. | |
|  | Completed application form & appendices |
|  | Risk Assessment |
|  | Site Plan |
|  | Evidence of event organisers public liability insurance |
|  | 3rd party risk assessment(s) |
|  | 3rd party public liability insurance(s) |
|  | ADIPS & PiPA certificates for fairground rides/bouncy castles |

**What happens now?**

We should acknowledge receipt of your application within 2 working days of receipt. If you do not hear from us please contact us to ensure we have received your application.

If you are at the early stages of your planning we understand that you might not be able to submit all the required supporting documentation with your application form. If this is the case we will endeavour to give you in “principal approval” within four weeks of submission. This decision will be based on your having supplied a complete list of all activities and equipment that might be attending your event. Final approval will then be subject to your supplying all supporting documentation no later than four weeks prior to the event taking place and this information being acceptable. It is quite normal for us to require changes to risk assessments and there must be sufficient time for you to make these changes and re-submit documentation to us.

As event organiser it is your responsibility to ensure all documents from third parties attending your event are with us by the required deadline. Not submitting this information in time would not prevent your event happening but it would stop individual traders/attractions from being able to attend.

**General Data Protection Regulation 2018** **Privacy Notice**

How we use any information you give us about yourself and others:

The personal information which you give in your application will be managed in accordance with the General Data Protection Regulation 2018. It will only be used in the processing of your application and to collate anonymised statistics. Information may be shared with; other council departments, the council’s service delivery partner Amey, the Police and PPL & PRS music licensing organisations. We will not reveal personal details to anyone else unless:

* You ask us to reveal the information, or we have your permission to do so
* We are required or permitted to do so by law
* It is required by law enforcement agencies
* There is a duty to the public to reveal the information, eg to other government bodies, tax authorities or regulatory bodies

Electronic records relating to event applications are normally held for a maximum of 36 months.

When you give us information about another person, you need to ensure you have the consent of that person to pass these details on to Trafford Council.

Details of the Council’s overarching data protection policy and the Events team’s full Privacy notice can be found using this link

<http://www.trafford.gov.uk/about-your-council/data-protection/data-protection.aspx>