

Event Guidance Note

Introduction

This guidance pack has been designed to provide information to organisations wishing to arrange an event on our land. The forms contained within the pack can be used for all events regardless of size. However, some parts may not be relevant for smaller events.

The guide gives general advice that should be used when arranging any type of event. However, it must be remembered that events can be extremely diverse, ranging from a simple car boot sale, to a large outdoor carnival and therefore this guidance cannot be considered exhaustive. It is likely that additional guidance will be required for specialist events and larger scale activities.

Should you consider that more information is required there are many national associations and clubs who may be able to offer advice on specific types of event.

Risk assessment

Please remember that organisers of events have a legal responsibility to ensure the Health, Safety and Welfare of any employees, volunteer helpers or contractors involved in arranging the event and to the public and participants attending. This should be ensured by carrying out a detailed risk assessment. All hazards associated with the event should be identified, the level of risk assessed and appropriate action taken to reduce these risks to an acceptable level. All events must comply with recognised safety standards and you must take all reasonable precautions to ensure the event takes place safely.

A formal record should be kept of the risk assessments. A simple guidance note and an example form are provided. Completed forms should be retained for future reference.

Where the event consists of more than one attraction e.g. a summer fete a written risk assessment may be required for each activity. In these circumstances, the risk assessment form provided can be replicated/photocopied.

Any contractors involved in the event should also carry out risk assessments. Where relevant, you should obtain copies of these.

More information regarding risk assessments can be obtained from the Health and Safety Executive (HSE) publications at HSE information Centre, Broad Lane, Sheffield, S3 7HQ.
Tel: 01787 881165.

Stage 1 - Pre-planning

Detailed preplanning is essential to ensure the event is successful. The following need to be considered at this stage:

- **Where.** Make sure the venue you have chosen, is adequate for the proposed event. Do not forget to consider the impact on the local community, how easy it will be for people to get to the venue and any car parking requirements. Consider the suitability of the venue and any existing hazards, which may be on the site such as water hazards, overhead power lines etc. Consider whether or not emergency routes will be adequate.
- **When.** Consider the time of year, including the consequences of extreme weather conditions at an outside event. The day of the week and time will also need consideration regarding the nature of the event, noise and ease of travel etc. You will probably need to arrange lighting for an evening function. The event should not clash with any other major events in the area.
- **Who.** Identify the aims of the event. Are particular groups or types of people to be targeted, such as young children, teenagers, the elderly or disabled? If so, specific facilities may be required to accommodate them or additional stewards to ensure adequate safety standards are maintained.
- **What.** Decide on the type of activities to be held. Will there be any specific hazards such as animals or water sports? If possible also try to establish the size of the proposed event and whether or not an entrance fee will be charged.
- **Specialist equipment.** Will the activities require the use of any specialist equipment such as bungee jumps etc.? If so, does this equipment pose any specific hazards? Will a particular activity need barriers etc? Some equipment may require certificates of erection by a competent person.
- **Code of practice.** For larger events there will be a need to comply with guidance particularly the *Code of Practice for Outdoor Events* published by the National Outdoor Events Association Tel: 01749 674531, which gives advice on structures, marquees, tents and electrical matters. The HSE *Guide to Safety at Events* HSG195 is also a very useful reference document.
- **Welfare arrangements.** The organiser must estimate the number of attendees to the event and consider its duration. Toilet and first aid requirements should be based on these estimations. Advice is given in the *Code of Practice for Outdoor Events* referred to above. Permanent toilets should be checked for adequacy and maintained during the event. The provision of drinking water will be necessary. Depending upon the scale of the event, refreshments and other facilities may be required. Provision also needs to be made for lost children, missing persons, baby changing and lost property.
- **Special permission.** A premises licence or a temporary event notice (TEN) may be needed if the event consists of music, dancing, singing or similar, or if it includes a display or exhibition of boxing, wrestling, judo, karate or similar sport. Also if the event involves the sale or consumption of alcohol. Therefore the local licensing officer should be contacted. A fee will be charged for a licence.

- **Insurance.** All events will require public liability insurance. All contractors and performers will also need their own public liability cover with a £5 million Limit of Indemnity. Depending upon the nature of your organisation and the proposed event other insurances may also be required. Quotations should be obtained from your insurance provider.
- **Timescale.** Set out the proposed timescale and give yourself as much time as possible to organise the event. You may need as much as 9 to 12 months planning. Some specialist advice may be required, and special permission could take time. Do not forget the summer can be a busy time with hundreds of events taking place within your area.
- **Event plan.** This should include all your health and safety arrangements. Once you have resolved all the issues referred to in stage 1 of this document, keep records of the proposals as a formal plan for the event. This will help you when carrying out your risk assessments.

Stage 2 - Organising the event

Once you have decided on the fundamental objectives behind the activities, you can then start to organise the event in detail. Remember to write things down as you go and to keep the event plan up to date.

- **Establish a committee.** Identify specific responsibilities for all committee members. One person should be identified as the event manager and be responsible for liaison with other organisations such as the council, the local police force and other emergency services. One person, with suitable experience, should be given overall responsibility for health and safety and another person co-ordination and supervision of stewards.
- **Liaison.** Contact the local police, fire brigade, ambulance and first aid providers. Tell them about the event and ask them for advice. Decide what additional information is required regarding specific activities and make contact with us and/or the relevant organisations. Other emergency services may need to be contacted depending on the nature of the event.
- **Site plan.** Draw out a site plan identifying the position of all the intended attractions and facilities. Plan out and designate the entrance and exit points, circulation routes, vehicle access and emergency evacuation paths.
- **Emergency plan.** A formal plan should be established to deal with any emergency situations, which may arise during the event. The complexity of this will depend upon the size and nature of the event itself. A simple easy to follow plan will be acceptable for a small event. You may have to liaise with the emergency services, local hospitals and the council's emergency planning officer and create a planning team to consider all potential major incidents and how you would deal with them. Organisers of larger events may wish to contact us for further information.

- **Temporary structures.** Many events will require temporary structures such as staging, tents, marquees, stalls etc. Decide where this equipment is to be obtained, who will erect it and what safety checks will be required. The location of any such structures should be identified on the site plan. Consider whether barriers will be required to protect the public against specific hazards such as moving machinery, barbecues, vehicles and any other dangerous displays etc. In some cases, barriers will need to have specified safety loadings dependant upon the number of people likely to attend. Temporary structures should only be obtained from experienced suppliers.
- **Catering.** Ensure any caterers have been licensed by their local authority and that they will be sensibly positioned such as away from children's activity areas and near to water supplies etc. Adequate space should be left between catering facilities to prevent any risk of fire spread. Ask to see caterers' food hygiene certification. You may wish to use only caterers who are members of the Nationwide Caterers Association. You should obtain a list of their menu and charges to ensure their prices are reasonable.
- **Stewards.** Stewards at larger events must be fully briefed on all aspects of the event including crowd control and emergency arrangements. Written instructions, site plans and checklists should be provided to them. It is important that stewards can be easily identified by the public and that they can effectively communicate with each other, their supervisor, the person responsible for health and safety, and the event manager.

All stewards should be properly trained and competent as they will need to be constantly on the lookout for hazards, which could develop during the event. They may also be required to guide vehicles, clear emergency exits, and sort out any behavioural problems. Specific training should be provided for basic first aid assistance and fire fighting. Stewards may require personal protective clothing such as hats, boots, gloves or coats. For evening events, they may need to be issued with torches. At all day events, duty rotas will be required.

- **Crowd control.** The type of event and the numbers attending will determine the measures needed. Consideration will need to be given to the number and positioning of barriers, and the provision of a public address system.
- **Numbers attending.** The maximum number of people the event can safely hold must be established. This may be reduced dependant upon the activities being planned. The numbers of people attending the event may have to be counted to prevent overcrowding. Remember that one particular attraction may draw large numbers of visitors.
- **Provision for disabled persons.** Specific arrangements should be made to ensure disabled visitors have adequate facilities, parking and specific viewing areas and can safely enjoy the event.
- **Security.** Depending upon the nature of the event, specific security arrangements may be necessary, including arrangements for securing property overnight. Cash collection should be planned to ensure this is kept to a minimum at collection points and that regular collections are made to a secure area. Following your risk assessment, stewards or helpers collecting cash may require money belts or other carrying facilities. Counting and banking arrangements should be given careful consideration.

- **On-site traffic.** Contractors and/or performers vehicles and other traffic should be carefully managed to ensure segregation from pedestrians. It may be necessary to only permit vehicular access at specific times and not during the event itself. Separate entrances should be provided for vehicles and pedestrians with specific arrangements for emergency vehicle access. Car parking facilities will be required at most events and these will have to be stewarded. Consider where such facilities should be situated.
- **Off-site traffic.** Unplanned and uncontrolled access and egress to a site can result in a serious accident. Traffic control outside the site should be discussed with the police. Adequate signs and directions should be provided in prominent positions on the approaches to the entrances. If road closures, signs on the highway, traffic diversions and/or the placement of cones are required then an application must be made for a traffic regulation order and/or approval from Lancashire County Council Highways.
- **Transportation.** The local rail and bus companies should be advised of larger events to establish if existing services will be adequate. You will also need to liaise with them if road closures or diversions are intended.
- **Contractors.** All contractors should be vetted to ensure they are competent to undertake the tasks required of them. Wherever possible personal references should be obtained and followed up. Ask contractors for a copy of their safety policy and risk assessments, and satisfy yourself that they will perform the task safely. Always ask to see their public liability insurance certificate, which should provide a limit of indemnity of at least £5 million. Provide contractors with a copy of the event plan and arrange liaison meetings to ensure they will work within your specified parameters.
- **Performers.** All performers should have their own insurances and risk assessments and the same considerations will apply as for contractors. Where amateur performers are being used, discuss your detailed requirements with them and ensure they will comply with your health and safety rules and event plan.
- **Facilities and utilities.** Where electricity, gas or water is to be used, detailed arrangements must be made to ensure the facilities are safe. All portable electrical appliances including extension leads etc. should be tested for electrical safety and a record kept. Any hired equipment should come with a certificate of electrical safety.

Where events are taking place outside, residual current circuit breakers should be used and if possible the power supply stepped down to 110volts. All cables will have to be safely channelled to eliminate any electrical and tripping hazards. Potential hazards due to extreme weather should not be overlooked at outside events. Portable gas supplies for cooking should be kept to a minimum in designated areas away from the general public. The same should apply to any fuel supplies items such as portable generators etc. Generators should be suitably fenced or barriered to prevent public access from public areas. All these arrangements should be clearly shown on the site plan.

- **Contingency plans.** Consider the implications on the event of extreme weather conditions. Will the event be cancelled? Could specialist matting be hired in at short notice? Or could the event be moved to an alternative inside venue. This will involve a lot of planning and may be too complex for anything other than the smallest of events. There could also be other scenarios, which should be planned for, such as dealing with a disappointed crowd if the main attraction has not turned up.
- **Clearing up.** Arrangements should be made for waste disposal and rubbish clearance both during and after the event. Individuals should be designated specific responsibilities for emptying rubbish bins and clearing the site. At some events there could be discarded hypodermic needles which need to be disposed of safely. This will require specialist training and equipment.
- **Risk assessments.** Taking all the issues referred to in stage 2 into consideration, you should establish which specific hazards require individual risk assessment. Initial assessments should be undertaken and any remedial action specified in the updated event plan. A timescale should be specified where necessary.

Stage 3 – Final preparations

Just prior to the event a detailed safety check will have to be carried out. This should include the following:

- **Routes.** Ensure clear access and exit routes and adequate circulation within the site. Pay particular attention to emergency routes
- **Inspections.** A checklist is provided as an example. A walk through inspection of the site should be carried out immediately before, during and after the event to identify any potential hazards and to check out communications are working. You may want to carryout more than one inspection during the event. All defects should be noted and also the remedial action taken. These checklists should be retained for future reference.
- **Siting.** Make sure that all facilities and attractions are correctly sited as per your site plan. Be certain that the first aid facilities, fire extinguishers and any cash collection boxes are in place. Check waste bins are in their correct locations.
- **Signage.** Ensure adequate signage is displayed where necessary. This should include emergency exits, first aid points, information and lost children points and other welfare facilities such as toilets and drinking water.
- **Vehicles.** Check that all contractors, performers and exhibitors vehicles have been removed from the site or parked in the designated area before the public are permitted to enter.
- **Structures.** Ensure all staging, seating, marquees and lighting structures have been erected safely and that certification has been obtained from the relevant contractors as a record of this.
- **Barriers.** Check that all barriers and other protection against hazards are securely in place and there is no risk of falling from staging or other facilities.

- **Stewards.** Make sure that all staff have arrived and are in their correct location. Ensure all stewards are wearing the correct clothing for easy identification.
- **Lighting.** Check all lighting is working, including any emergency lighting.
- **Public information.** Make sure the public address system is working and can be heard in all areas.
- **Briefing.** Check that all stewards and staff have been fully briefed and understand their responsibilities.

Stage 4 – After the event

- **Site condition.** After the event, another inspection should be carried out to make sure nothing has been left on the site which could be hazardous to future users. This inspection should also identify any damage which may have been caused during the event. If any structures are left overnight, it must be ensured they are left in a safe condition and are safe from vandalism etc. If numerous structures are left, specific security arrangements may be required.
- **Accidents.** If an accident occurs, the names and addresses of witnesses should be obtained, photographs taken and a report made by the organisers. An accident form should be completed and a copy sent to us. A sample accident reporting form is included in the pack. You will also need to advise you own insurance company. If any accident or dangerous occurrence is reported, action must be taken to prevent any further incidents taking place.
- **Claims.** Should any person declare an intention to make a claim following an alleged incident associated with the event, you should contact your insurers immediately. They may also require a completed accident form.

Useful Pendle Borough Council Contacts

Event Enquiries:

Julie Hibbert, Events and Community Liaison 01282 661569

Environmental Health:

Stuart Arnott, Food Health and Safety 01282 662001

Richard Walsh, Environmental Protection (Noise) 01282 662004

Licensing:

Mick Armfield, Licensing Enforcement 01282 663168

Jan Pate, Licensing Administration 01282 663167

Event Guidance Note Checklist

(For stages 1 – 3)

Introduction

To ensure that you have fully considered and acted upon all the issues raised in stages 1 – 3 of the Event Guidance Note (i.e. Pre-planning; Organising the event; Final preparation) tick them off below. An **action** column has been provided to allow you to monitor progress. Space has been given at the foot of each stage to allow for brief notes.

Stage 1 Pre-planning

	Done	To do	By when	By whom
• Where	<input type="checkbox"/>	<input type="checkbox"/>
• When	<input type="checkbox"/>	<input type="checkbox"/>
• Who	<input type="checkbox"/>	<input type="checkbox"/>
• What	<input type="checkbox"/>	<input type="checkbox"/>
• Specialist equipment	<input type="checkbox"/>	<input type="checkbox"/>
• Code of Practice	<input type="checkbox"/>	<input type="checkbox"/>
• Welfare arrangements	<input type="checkbox"/>	<input type="checkbox"/>
• Special permission	<input type="checkbox"/>	<input type="checkbox"/>
• Insurance	<input type="checkbox"/>	<input type="checkbox"/>
• Timescale	<input type="checkbox"/>	<input type="checkbox"/>

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Stage 2 – Organising the event

	Done	To do	By when	By whom
• Establish a committee	<input type="checkbox"/>	<input type="checkbox"/>
• Liaison	<input type="checkbox"/>	<input type="checkbox"/>
• Site plans	<input type="checkbox"/>	<input type="checkbox"/>
• Temporary structures	<input type="checkbox"/>	<input type="checkbox"/>
• Catering	<input type="checkbox"/>	<input type="checkbox"/>
• Stewards	<input type="checkbox"/>	<input type="checkbox"/>
• Crowd control	<input type="checkbox"/>	<input type="checkbox"/>
• Numbers attending	<input type="checkbox"/>	<input type="checkbox"/>
• Provision for disabled persons	<input type="checkbox"/>	<input type="checkbox"/>
• Security	<input type="checkbox"/>	<input type="checkbox"/>
• On-site traffic	<input type="checkbox"/>	<input type="checkbox"/>
• Off-site traffic	<input type="checkbox"/>	<input type="checkbox"/>
• Transportation	<input type="checkbox"/>	<input type="checkbox"/>
• Contractors	<input type="checkbox"/>	<input type="checkbox"/>
• Performers	<input type="checkbox"/>	<input type="checkbox"/>
• Facilities and Utilities	<input type="checkbox"/>	<input type="checkbox"/>
• Contingency plans	<input type="checkbox"/>	<input type="checkbox"/>
• Clearing up	<input type="checkbox"/>	<input type="checkbox"/>
• Risk assessments	<input type="checkbox"/>	<input type="checkbox"/>

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Stage 3 – Final preparations

Done To do

By when

By whom

- | | | | | |
|------------------|--------------------------|--------------------------|-------|-------|
| • Routes | <input type="checkbox"/> | <input type="checkbox"/> | | |
| • Inspection | <input type="checkbox"/> | <input type="checkbox"/> | | |
| • Siting | <input type="checkbox"/> | <input type="checkbox"/> | | |
| • Signage | <input type="checkbox"/> | <input type="checkbox"/> | | |
| • Vehicles | <input type="checkbox"/> | <input type="checkbox"/> | | |
| • Structures | <input type="checkbox"/> | <input type="checkbox"/> | | |
| • Lighting | <input type="checkbox"/> | <input type="checkbox"/> | | |
| • Public address | <input type="checkbox"/> | <input type="checkbox"/> | | |
| • Briefing | <input type="checkbox"/> | <input type="checkbox"/> | | |
| • Accidents | <input type="checkbox"/> | <input type="checkbox"/> | | |

Notes

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Event Application Form

Please read the Event Guidance Note and our Terms and Conditions carefully before completing the Event Application Form. The completed form should be signed and returned to the Council with the required documentation. All documentation and a detailed site plan must be received by the Council at least **28 days** before the Event. Failure to comply may result in the Council refusing to grant permission for the holding of the event.

Name of event

Event location

Event date

Section One - Organiser Details

- Name of organisation
- Event organiser/s
- Contact address
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- Postcode
- Tel No. - Home
- Tel No. - Work
- Tel No. - Mobile
- Fax No.
- e-mail address
- Event public enquiries number

Section Two - Event Details

- Description of event proposed
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- Is this a (please tick one box only)

Charity event <input type="checkbox"/>	Fund raising <input type="checkbox"/>
Non-commercial <input type="checkbox"/>	Community service event <input type="checkbox"/>
Commercial <input type="checkbox"/>	
- For Charity Event - Name of Charity
- Charity Registration Number
- Will all income raised go to the Charity concerned? Yes ☐ No ☐
If no, please give details:
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- Date/time to enter site for preparation
- Start time each day
- Finish time each day
- Date/time the site will be vacated after the event
- Is the event free? Yes ☐ No ☐
If no, what is the admission price?
- Will you be selling programmes? Yes ☐ No ☐
If yes, what is the proposed price?

Note: Any proposed entrance fees must be discussed with the Council as compulsory admission charges may not be possible for legal reasons and this includes the sale of programmes.

- Approximate number of people expected to attend
- Possible alternative site
- Possible alternative date
- Do you intend to use the following:

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**Banners/Posters
(written approval must be
obtained from the
Council)**

- Please provide full details:

Note:

- Do you intend to utilise or permit any of the following at the event? If so, please tick the appropriate boxes (some of these may not be permitted at all sites).

Fireworks/pyrotechnics	<input type="checkbox"/>	Live music	<input type="checkbox"/>
Carnival/procession	<input type="checkbox"/>	Live entertainment	<input type="checkbox"/>
Fairground rides/equipment	<input type="checkbox"/>	Re-enactment groups	<input type="checkbox"/>
Aircraft	<input type="checkbox"/>	Barrier/fencing	<input type="checkbox"/>
Parachutists	<input type="checkbox"/>	Marquees/gazebos	<input type="checkbox"/>
Helium balloon launch	<input type="checkbox"/>	Portable generator	<input type="checkbox"/>
Hot air balloons	<input type="checkbox"/>	Power supply	<input type="checkbox"/>
Animals	<input type="checkbox"/>	Toilets	<input type="checkbox"/>
Motorcycles	<input type="checkbox"/>	Alcohol	<input type="checkbox"/>
Motor vehicles	<input type="checkbox"/>	Food/drink concessions	<input type="checkbox"/>
Side stalls (<i>e.g.coconut shy</i>)	<input type="checkbox"/>	Fuel Storage	<input type="checkbox"/>
Inflatables (<i>e.g. bouncy castle</i>)	<input type="checkbox"/>	Compressed gas/helium	<input type="checkbox"/>
Portable staging	<input type="checkbox"/>	Bonfire/barbecue	<input type="checkbox"/>
P.A. System	<input type="checkbox"/>	Temporary Structures	<input type="checkbox"/>
Stewarding/security	<input type="checkbox"/>	Living history or other	<input type="checkbox"/>
On site communications	<input type="checkbox"/>	Market stalls	<input type="checkbox"/>
Water (<i>limited or no supply at some sites</i>)	<input type="checkbox"/>	Other (<i>please specify below</i>)	<input type="checkbox"/>

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Note:

- Please supply as much information as possible on all of the items above
- After this application has been submitted, no additional items may be included without the consent of the Council.
- Generators are generally not permitted on the highway
- A Premises Licence or a Temporary Event Notice (TEN) may be required if your event is public and consists of music, dancing, singing or similar.

- Do you anticipate the need for:

Road closure ☐

Traffic diversion ☐

On street parking restriction ☐

Car park closure ☐

If you have ticked any of the above, please provide full details of locations, dates and times.

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If a formal traffic order is necessary, Lancashire County Council Highways and the Police require at least 12 weeks notice.

- Please provide details of the number, weight and size of delivery vehicles and/or participating vehicles and whether they intend to remain on site overnight?

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- You will be required to ensure that the toilet facilities are adequate. Please submit details of your proposals to include method of disposal and if toilets are hired, the name and address of the hire company:

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- Please explain how you will keep the Venue free of litter and refuse:

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Note: At the close of the event the site must be left in a clean and tidy condition or you will be charged for any clean up works that need to be carried out.

- Will you be requiring car parking space for event staff? Yes ☐ No ☐
and/or general public? Yes ☐ No ☐

(A fee may be chargeable in certain circumstances).

If yes, please indicate the approximate number of vehicles attending the event, indicate on your site plan your proposed car parking area and how you intend to manage the parking of those vehicles.

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Section Three - Insurance

- You are required to hold a current policy of Insurance in respect of Public Liability or Third Party risks (including products liability where appropriate). The relevant limit of indemnity shall be an amount approved by the council's Risk and Insurance section and Legal section. Under no circumstances shall this be less than £5 million and the Council reserves the right to require a higher limit if deemed necessary.
- You are required to produce evidence of your insurance cover together with that of any exhibitor, band/dance group, sub-contractor, caterer etc. whom you have instructed or authorised to appear at the event.

Section Four - Emergency Services

- You are requested to notify the Police and other appropriate Emergency Services.

Please indicate contact made:

Police	<input type="checkbox"/>
Ambulance Service	<input type="checkbox"/>
St. John Ambulance	<input type="checkbox"/>
Red Cross	<input type="checkbox"/>
Fire	<input type="checkbox"/>
Other	<input type="checkbox"/>
	<input type="checkbox"/>

Please supply details of the first aid cover to be provided:

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Section Five - Additional Requirements

- You are required to provide a detailed site plan showing the arena, positions of stalls, marquees, exhibition units, car parking etc. and where applicable a list of programmed items. In respect of races etc. a detailed route plan showing the location of route marshals, must be provided.

I hereby agree to comply with the requirements set out in this form.

Signed

Position

Date

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

**Borough of Pendle
Neighbourhood Services
Elliott House
9 Market Square
Nelson
BB9 0LX**

For the attention of the Events and Community Liaison Officer

I have enclosed the following:

Documentation	Yes	No	Evidence of insurance	Yes	No
Signed Terms and Conditions	<input type="checkbox"/>	<input type="checkbox"/>	insurance for event organisers	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan/Route Plan	<input type="checkbox"/>	<input type="checkbox"/>	Individuals participants	<input type="checkbox"/>	<input type="checkbox"/>

If you have answered **no** to any of the questions, please give details why:

Terms and Conditions For Use of Council Land

1 Definitions

- 1.1 "Conditions" means these booking conditions which shall form part of the contract between the Council and the Hirer.
- 1.2 "Council" means the Pendle Borough Council.
- 1.3 "Due Date" means 28 days prior to the date of the Event.
- 1.4 "Event" means the purpose for which the Venue has been booked.
- 1.5 "Hirer" means the company or the representative of the organisation booking the Event who pays any fees due under clause 2 below. This booking is personal to the Hirer and he may not transfer or sublet this consent to any other person.
- 1.6 "Venue" means the location booked for the event.

2 Payment

- 2.1 Payment of all fees and charges must be made in full no less than 14 days prior to the date of the event. If payment is not received the Council will have the right to cancel the booking immediately.
- 2.2 The Hirer shall be liable for the full cost of any services provided by the Council over and above the hire charge for the event e.g. electricity, water, marking of pitches etc.

3 Deposit

A deposit may be required which must be paid to the Council 14 days prior to the Event which will be forfeited in the event of any damage or loss to the Venue, [or loss of keys in respect of removable bollards etc.] or held as part payment of any necessary making good. The Hirer shall be liable for the full costs of any damage, so should this exceed the deposit the Council will issue an invoice.

4 Refusal of Booking and Cancellation

- 4.1 The Council reserves the right to refuse any application for the hiring of a Venue and will give the Hirer the reason for doing so in writing.
- 4.2 The Council reserves the right to withdraw permission to use the Venue. However, the Council will repay any deposits paid on cancelling a hiring but shall be under no liability for expense incurred or loss sustained by the Hirer as a result of the cancellation.
- 4.3 The Council will not be liable for any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire, government restriction or act of God which may cause the Venue to be temporarily closed or the hiring to be interrupted or cancelled.
- 4.4 The Council gives no warranty that the Venue is legally or physically fit for any specific purpose.
- 4.5 Cancellation by the Hirer of a booking must be in writing and the effective date will be the receipt of such information by the Council.
- 4.6 On cancellation of the booking the Hirer shall be liable to the Council for the whole of the hire charge together with any additional expenses incurred by the Council.
- 4.7 Hirers who do not take up their commitment for any reason or fail to notify the Council in writing of cancellation shall forfeit any hire charge paid and shall be liable to the Council for the whole of the hire charge together with any additional expenses incurred by the Council.
- 4.8 Substitution and amendments of the nature of the booking must be notified in writing to the Council. The Council reserves the right either to cancel the booking or amend the hire fee. In the event of such cancellation, the Hirer shall be liable as stated in Clause 4.5 and 4.6.

5 Emergencies

The Council shall have the right to cancel any booking forthwith in the event that the Venue is affected by an emergency of any kind. The Council will consider refunding part or all of any fees and charges paid and the amount shall be at the Council's sole discretion.

6 Use of the Venue

- 6.1 The Hirer shall keep the Venue clean and tidy and shall ensure that the Venue is regularly litter picked during the event.
- 6.2 All litter and refuse generated by the Event shall be removed from the Venue by the Hirer immediately after the event.

- 6.3 The Hirer shall take good care of the Venue and will be responsible for any damage to the Venue or any part of it or any equipment or other property of the Council whether forming part of the hire or not.
- 6.4 The Hirer shall not cause any damage to be done to the Venue or to any fittings equipment or other property at the Venue and save to the extent that the Council may be indemnified by insurance the Hirer is to make good and pay for any such damage caused by any act or neglect of the Hirer or anyone for whom the hirer is responsible or anyone permitted by the Hirer to enter the Venue.
- 6.5 The property of the Hirer and the Hirer's agents must be removed at the end of the period of hire or by a time and date to be agreed with the Council. The Council accepts no responsibility for any property left on the Venue before, during or after the hire period.
- 6.6 If the Hirer fails to perform any of its obligations set out in Clauses 6.1: 6.2 and 6.3 the Council reserves the right to perform any such obligations and any costs incurred by the Council in the performance of such obligations shall be borne by the Hirer.
- 6.7 The Hirer is responsible for the administration, organisation and running of the Event and for having sufficient stewards and officials to fulfil these Conditions.
- 6.8 The Hirer is responsible for the supervision and control of Event participants, officials, visitors and spectators.
- 6.9 The Hirer shall not be permitted to remove or obscure Council notices or placards displayed on the Venue without the prior written consent of the Council.
- 6.10 Where it has been necessary to make a road closure order the Hirer shall ensure that the road closure equipment is not moved and shall maintain the integrity of the closure.
- 6.11 The Hirer shall not interfere with or attach anything to any item of street furniture or parks furniture.
- 6.12 The Hirer shall not excavate or drill pinning holes into the Venue except with the prior written consent of the Council.
- 6.13 The Hirer shall ensure that any unwanted liquids are removed from the Venue and not disposed of into the sewage system or on the Venue.
- 6.14 The Hirer shall ensure that no vehicles are parked or driven across any public footpath or bridleway located within the Venue.
- 6.15 The Hirer shall ensure that pedestrians are allowed unrestricted access along any public footpath or bridleway located within the Venue.

- 6.16 The Hirer shall not interfere with or make any alteration to the layout or arrangement of the Venue without the prior written consent of the Council.
- 6.17 Where the Council has agreed that the Venue shall be used for a fun fair then the Hirer shall supply full details of all side shows and rides prior to the due date and shall comply with and ensure that the operators of the rides comply with the guidance given in the publication *Fairgrounds and Amusement Parks – Guidance on Safe Practice* published by the Health and Safety Executive, and all other statutory requirements.
- 6.18 The Hirer shall ensure that no noise nuisance shall be caused to occupiers of properties surrounding the Venue or users of the immediate surrounding area of the Venue.
- 6.19 The Hirer shall not access the site to prepare for the event without the written consent of the Council.
- 6.20 The Council may require the Hirer to provide at his own expense temporary sanitary accommodation at such a level as deemed reasonable by the Council.
- 6.21 The Hirer shall not allow the sale or consumption of alcoholic drinks without the prior written approval of the Council. Any necessary licenses must be obtained by the Hirer.
- 6.22 The Hirer shall not allow at the Event any exhibition, performance or entertainment in which animals are or might be involved without the prior written approval of the Council.
- 6.23 The Hirer shall not permit the operation or release of any high flying object without the prior written consent of the Council, the Civil Aviation Authority and Manchester Airport.
- 6.24 It is the responsibility of the Hirer to liaise with Lancashire County Council and the Lancashire Police regarding the impact the Event may have on traffic arrangements in the vicinity of the Venue. The Hirer agrees to comply with any requirements of Lancashire County Council and the Lancashire Police regarding traffic management.
- 6.25 The Hirer shall not bring into the Venue any article of an inflammable or explosive character or that produces an offensive smell, or CFC or any oil, electrical, gas or other apparatus without the written approval of the Council.
- 6.26 The Hirer shall obtain approval from the Council for the use of generators at the Event. If such approval shall be granted the Hirer must ensure that any generators permitted at the event are operated in a safe manner and are segregated from the public or are protected by suitable covers or barrier, so as to prevent access by members of the public.
- 6.27 The Hirer shall not bring, place or erect any sign, furniture, fitting or structure nor place or fix any additional or decorative lighting in or on any parts of the Venue without the prior written consent of the Council.

6.28 The use of any public address system at the Event must be first agreed in writing by the Council and must be operated so as not to cause a noise nuisance in breach of clause 6.18. Any necessary licences must be obtained by the Hirer.

6.29 The Hirer shall repay to the Council on demand the cost, as certified by the Council's Corporate Director, of reinstating, repairing or replacing or cleansing any part of or property in the Venue if damaged, destroyed, stolen or removed prior to, during or subsequent to the period of hire if related to or by reason of the hiring. The Council's valuation of any damage/loss is final.

7 Right of Entry

7.1 Authorised Council officers shall be permitted entry to the Venue at all times during the period of hire.

7.2 The Council reserves the right to fix a maximum limit for the number of persons attending the Event.

8 Assignment

The booking shall be personal to the Hirer and the right to use the Venue shall not be sublet, assigned or otherwise transferred; the Hirer shall not assign the benefit or burden of any part of the Agreement, or sublet or subcontract any part of the facility without the prior written consent of the Council.

9 Prohibition

The Hirer shall not stage or engage in any activities ancillary to the main purpose of the booking, e.g. catering, stalls, raffles and any other fund raising/income earning activities without the prior written consent of the Council.

10 Broadcasting and Television

The Hirer shall not carry out or permit any television or radio broadcast without the written consent of the Council.

11 Fly Posting

No advertising material shall be displayed anywhere on the Venue or elsewhere in the area without the prior consent of the Council, or the prior consent of Lancashire County Council if on a public highway or highway structure. The Council reserves the right to remove any unauthorised advertising and to recover the cost incurred from the event organisers.

12 Permits and Licences

12.1 The Hirer shall ensure that any licence, permit or other consent which may be required is obtained, whether from the Council or otherwise, before the Event may take place and shall, where requested, produce to the Council on demand copies of such licence, permit or consent. If any such licence, permit or consent has not been obtained, the Council reserves the right to cancel the booking forthwith.

- 12.2 When promoting the Event, the Hirer shall be responsible for exhibiting all necessary permits during the Event.
- 12.3 Nothing shall be done by the Hirer that shall or may contravene the terms and conditions of any licences (e.g. Premises Licence), permit and/or licences or consent issued in respect of the Venue.

13 Health and Safety

The Hirer shall undertake a risk assessment for the event and shall ensure that all participants and contractors comply with all relevant health and safety legislation or any other guidelines, relevant thereto at all times during the event and while preparing and clearing the Venue for the event.

14 Indemnity and Insurance

- 14.1 The Council will not under any circumstances accept responsibility or liability in respect of any damage to or loss of any goods articles or property of any kind brought into or left at the Venue either by the Hirer for his own purposes or by any kind brought into or left at the Venue either by the Hirer for his own purposes or by any other person or left or deposited with any officer or employee of the Council.
- 14.2 The Hirer shall indemnify the Council against all such liabilities as are mentioned in this clause against all claims, actions, demands, proceedings, cost or awards in respect of any loss, damage, injury or death to persons or property engaged by or assisting the Hirer.
- 14.3 The Hirer agrees to take out Public Liability Insurance Cover or Third Party Risks [including products liability where appropriate] for a minimum of £5 million (five million pounds) and produce evidence of such insurance.
- 14.4 The Hirer shall be required to produce evidence of the existence of Public Liability Insurance at such level as required by the Council in respect of any exhibitor, ground entertainer, sub contractor, caterer which the Hirer has instructed or authorised to appear at the event.
- 14.5 Failure to provide proof of insurance cover as required under clauses 14.4 and 14.5 prior to the Due Date will lead to cancellation of the Event at the Venue.

15 Catering

All caterers at the event must comply fully with the requirements of the Food Safety Act 1990 and the Food Safety (General Food Hygiene) Regulations 1995 and any amendments thereto and comply with all instructions given by the Environmental Health Officer.

16 Property not Removed

The Council may remove and store any property that is left by the Hirer in or upon the Venue after the period of hire. The Hirer shall repay to the Council on demand the costs of such removal and storage. The Council shall not be held responsible for any damage to or theft of property by or during its removal or storage. The Council is entitled to remove and sell in such a manner as they think fit any property left at the Venue as a result of the hiring not claimed within 28 days. The proceeds of sale of which shall be the Council's.

17 Variations to Agreement

The Council reserves the right to vary the conditions of the agreement between the Council and the Hirer at any time on 7 days notice. Any variations so made shall be deemed to be incorporated in these Conditions. The Hirer may, within 7 days of receipt of such notice, terminate this agreement.

I have read and understood these conditions and agree to be bound by them.

Sign Date.....

Print Name.....

Name of organisation or company.....

Position with organisation or company.....

Event Risk Assessment Guidance Note

A full risk assessment should be carried out for all events. This will be a legal requirement in many circumstances. The following guidance should aid you in carrying out your risk assessments. A form to record your findings has also been provided.

Identifying the hazards

All hazards should be identified including those relating to the individual activities and any equipment. A hazard is something with the potential to cause harm. Only note hazards which could result in significant harm. The following should be taken into account:

- Any slipping, tripping or falling hazards.
- Hazards relating to fire risks or fire evacuation procedures.
- Any chemicals or other substances hazardous to health e.g. dust or fumes.
- Moving parts of machinery.
- Any vehicles on site.
- Electrical safety e.g. use of any portable electrical appliances.
- Manual handling activities.
- High noise levels.
- Poor lighting, heating or ventilation.
- Any possible risk from specific demonstrations or activities.
- Crowd intensity and pinch points.

This list is by no means exhaustive and care should be taken to identify any other hazards associated with the activities at the event.

Identifying those at risk

For each hazard identified, list all those who may be affected. Do not list individuals by name, just list groups of people. The following should be taken into account:

- Stewards.
- Employees.
- Volunteers.
- Contractors.
- Vendors, exhibitors and performers.
- Members of the public.
- Disabled persons.
- Children and elderly persons.
- Potential trespassers.
- Expectant mothers.
- Local residents.

Areas to consider

The following are examples of areas to consider:

- Type of event.
- Potential major incidents.
- Site hazards including car parks.
- Types of attendees such as children, elderly persons and the disabled.
- Crowd control, capacity, access and egress and stewarding.
- Provision for the emergency services.
- Provision of first aid.
- Provision of facilities.
- Fire, security and cash collection.
- Health and safety issues.

- Exhibitors and demonstrations.
- Amusements and attractions.
- Structures.
- Waste management.

Assessing the risk

The extent of the risk arising from the hazards identified must be evaluated and existing control measures taken into account. The risk is the likelihood of the harm arising from the hazard. You should list the existing controls and assess whether or not any further controls are required. The following should be taken into account:

- Any information, instruction and training regarding the event and the activities involved.
- Compliance with legislative standards, codes of good practice and British Standards.
- Whether or not the existing controls have reduced the risk as far as is reasonably practicable.

Further action necessary to control the risk

Classify risks into high, medium and low. Examples of risks falling into these categories are as follows:

High	An unsecured inflatable being used in adverse weather conditions by young children.
Medium	A display of animals in a roped off arena.
Low	A mime artist performing amongst the crowd.

For each risk consider whether or not it can be eliminated completely. If it cannot, then decide what must be done to reduce it to an acceptable level. Only use personal protective equipment as a last resort when there is nothing else you can reasonably do. Consider the following:

- Removal of the hazard.
- Preventing access to the hazard e.g. by guarding dangerous parts of machinery.
- Implement procedures to reduce exposure to the hazard.

- The use of personal protective equipment.
- Find a substitute for that activity/machine etc.

Record the risk assessment findings

Use the Risk Assessment Form to record all significant hazards, the nature and extent of the risks, and the action required to control them. Keep this for future reference or use. You could also refer to other documents you may have, such as manuals, codes of practice etc.

Review and revise

If the nature of the risks change during the planning of the event, the risk assessments will need to be reviewed and updated.

Information

Where the risk assessment has identified significant risks, you must provide information to all those affected, regarding the nature of the risk and the control measures to be implemented.

Event Risk Assessment (Guidance Form)

Event		Date of event		Venue		Organiser	
Hazards identified	Persons At risk	Risk Factor (high medium low)	Measures required to control the risk	Action To be Taken by (Name)	Date Completed and signature		

Name of assessor (printed)

Signature

Date

Safety Inspection Checklist

(before, during and after the event)

Walk through safety inspections should be carried out immediately before, during and after the event. More than one inspection may be needed during the event. Using this form note all defects and also the remedial action taken. This is not an exhaustive list and care should be taken to identify any other hazards associated with the activities at the event.

Location:

Before the event

Site access/egress	Yes	No
• Are entrances/exits clear?	<input type="checkbox"/>	<input type="checkbox"/>
• Are staff/stewards in place?	<input type="checkbox"/>	<input type="checkbox"/>
• Can emergency vehicles gain access?	<input type="checkbox"/>	<input type="checkbox"/>
• Are pedestrians segregated from vehicles?	<input type="checkbox"/>	<input type="checkbox"/>
• Are security precautions in place?	<input type="checkbox"/>	<input type="checkbox"/>
• Have adequate signs been provided?	<input type="checkbox"/>	<input type="checkbox"/>

Site condition

• Is site free from tripping hazards eg cables, potholes, footpath defects etc?	<input type="checkbox"/>	<input type="checkbox"/>
• Are permanent fixtures in good condition eg seats, fencing, signage etc?	<input type="checkbox"/>	<input type="checkbox"/>
• Has vegetation been cut back, debris removed and the area made safe?	<input type="checkbox"/>	<input type="checkbox"/>
• Have current weather conditions created new hazards to be addressed?	<input type="checkbox"/>	<input type="checkbox"/>

Attractions/activities/structures**Yes****No**

- Have all structures been completed? ☐ ☐
- Have all structures been inspected and approved by a competent person where required? ☐ ☐
- Are all activities/attractions sited correctly and checked? ☐ ☐
- Have all activities/attractions supplied evidence of insurance and health and safety requirements? ☐ ☐
- Are all potentially hazardous activities segregated and/or fenced as required? ☐ ☐
- Have temporary flags/decorations been installed correctly and checked? ☐ ☐
- Have any unanticipated hazards been introduced? ☐ ☐

Event provisions

- Is fire fighting equipment in place? ☐ ☐
- Is lighting in place where required? ☐ ☐
- Have electrical supplies/equipment been checked/certified? ☐ ☐
- Have toilets been provided where required? ☐ ☐
- Are first aid facilities in place? ☐ ☐
- Is control centre in place and public address system working? ☐ ☐
- Are adequate waste bins in place? ☐ ☐
- Are stewards in place? ☐ ☐

Defects noted:

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Remedial action taken:

Printed Name of Inspector: _____

Signature:

Date & Time of Inspection:

Location:

During the event

Site access/egress	Yes	No
• Are entrances/exits clear?	<input type="checkbox"/>	<input type="checkbox"/>
• Are staff/stewards in place?	<input type="checkbox"/>	<input type="checkbox"/>
• Can emergency vehicles gain access?	<input type="checkbox"/>	<input type="checkbox"/>
• Are pedestrians segregated from vehicles?	<input type="checkbox"/>	<input type="checkbox"/>
• Are security precautions in place?	<input type="checkbox"/>	<input type="checkbox"/>
• Have adequate signs been provided?	<input type="checkbox"/>	<input type="checkbox"/>

Site condition

• Is site free from tripping hazards eg cables, potholes, footpath defects etc?	<input type="checkbox"/>	<input type="checkbox"/>
• Are permanent fixtures in good condition eg seats, fencing, signage etc?	<input type="checkbox"/>	<input type="checkbox"/>
• Has vegetation been cut back, debris removed and the area made safe?	<input type="checkbox"/>	<input type="checkbox"/>
• Has current weather conditions created new hazards to be addressed?	<input type="checkbox"/>	<input type="checkbox"/>

Attractions/activities/structures

• Have all structures been completed?	<input type="checkbox"/>	<input type="checkbox"/>
• Have all structures been inspected and approved by a competent person where required?	<input type="checkbox"/>	<input type="checkbox"/>
• Are all activities/attractions sited correctly and checked?	<input type="checkbox"/>	<input type="checkbox"/>
• Have all activities/attractions supplied evidence of insurance and health and safety requirements?	<input type="checkbox"/>	<input type="checkbox"/>
• Are all potentially hazardous activities segregated and/or fenced as required?	<input type="checkbox"/>	<input type="checkbox"/>
• Have temporary flags/decorations been installed correctly and checked?	<input type="checkbox"/>	<input type="checkbox"/>
• Have any unanticipated hazards been introduced?	<input type="checkbox"/>	<input type="checkbox"/>

Event provisions**Yes****No**

- Is fire fighting equipment in place?
- Is lighting in place where required?
- Have electrical supplies/equipment been checked/certified?
- Have toilets been provided where required?
- Are first aid facilities in place?
- Is control centre in place and public address system working?
- Are adequate waste bins in place?
- Are stewards in place?

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐**Defects noted:**

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Remedial action taken:

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Printed Name of Inspector:**Signature:****Date & Time of Inspection:**

Location:

After the event

Exhibitors/attractions

Yes

No

- Have all attractions been dismantled and removed?
- Have all exhibitors vacated the venue?
- Have all vehicles left the venue?

☐☐☐☐☐☐

Temporary facilities

- Has all equipment been dismantled and removed?
- Have all structures been dismantled and removed?
- Have temporary markers such as stakes, ropes, flags etc been removed?
- Have any holes/trenches etc been made good?
- Have all temporary electric installations been isolated and made safe?

☐☐☐☐☐☐☐☐☐☐

Waste collection

- Has all waste been collected satisfactorily?
- Has all waste been removed from the site?
- Have all residue fire hazards been checked e.g. fireworks, bonfires?

☐☐☐☐☐☐

Venue condition

- Has any damage to permanent facilities, buildings or the ground been reported?
- Has any damage been found during inspection?

☐☐☐☐

Defects noted:

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Incidents/accidents**Yes****No**

- Were any incidents/accidents reported during the event?

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If yes describe briefly below. (If there was personal injury then please complete accident report form and return to the council)

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Remedial action taken:

(please advise the council of any damage found and remedial action taken)

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Printed name of inspector

Signature

Date of inspection

Accident Report Form

Event name

Event venue

Event date

This form is only to be completed by the event organiser or their representative and not by the person suffering the loss or injury.

Injured person

Surname Forenames

Address

..... Post code

Telephone number Date of birth

Employee ☐ Volunteer ☐ Exhibitor ☐ Contractor ☐

Member of the public ☐ Other ☐

Date and time of accident

Date and time reported

Person reported to

Details in accident book? Tick box Yes ☐ No ☐

Details of injury (specify left or right side), and/or loss or damage

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Details of action taken

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Assisted by event representative (please give name)

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First-aid administered (please give name)

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Please tick relevant boxes

Ambulance called Yes

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No

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Taken to hospital

Yes

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No

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Name and address of hospital attended

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Taken home

Yes

☐

No

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Circumstances of accident and location

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Name and address of witnesses

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Person completing this form:

Name

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Address

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..... Post code

Telephone number

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Signature

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Event Participation List



Name of Event _____ Event Date _____

	Name of Activity (ie caterers, exhibitors, ground entertainment, inflatables, fairground equipment, dance groups, bands, etc)	Insurance Details Attached? Yes/No	Risk Assessment Attached? Yes/No	If “No”, please give details
1				
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19				

	Name of Activity (ie caterers, exhibitors, ground entertainment, inflatables, fairground equipment, dance groups, bands, etc)	Insurance Details Attached? Yes/No	Risk Assessment Attached? Yes/No	If “No”, please give details
20				
21				
22				
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APPLICATION FOR TEMPORARY ROAD CLOSURE Under the Town Police Clauses Act 1847 (TPCA)

APPLICANT CONTACT DETAILS	
Company / Organisation Name and Address	
Contact Name	
Email Address	
Office Tel. No.	
Mobile Tel. No.	
Out of Hours 24 hour contact Tel. No.	
TEMPORARY CLOSURE / RESTRICTION DETAILS	
Name of Road(s) Affected	
Town / Parish	
Section / Length of Highway to be Closed	<div style="display: flex; justify-content: space-between;"> From </div> <div style="display: flex; justify-content: space-between;"> To </div>
Proposed Closure Dates	<div style="display: flex; justify-content: space-between;"> Start Date Start Time </div> <div style="display: flex; justify-content: space-between;"> End Date End Time </div>
Is the Closure Continuous?	Please tick appropriate box: <input type="checkbox"/> YES <input type="checkbox"/> NO If No the restriction will apply on a daily basis between the above stated times
Reason for Closure / Prohibition	
Access arrangements 1) Will access be maintained 2) Which traffic classes will be affected by the closure?	Please tick appropriate box(es): <input type="checkbox"/> Will be maintained whenever and wherever possible <input type="checkbox"/> No access will be maintained <input type="checkbox"/> Access for pedestrians only <input type="checkbox"/> All motor vehicles <input type="checkbox"/> Cycles <input type="checkbox"/> Pedestrians
Please provide any further information relevant to this application	Continue on a separate sheet if necessary:
DIVERSIONARY ROUTE AND TRAFFIC MANAGEMENT DETAILS	
Diversion Route(s) (A plan showing the section of the highway(s) to be closed and the proposed alternative route must accompany this application)	Please include a WRITTEN diversion (this is in addition to any plans/drawings):

DECLARATION

I declare that the section of road(s) detailed overleaf needs to be closed to facilitate the event, which cannot be carried out whilst maintaining traffic flow. I declare that I have consulted and discussed this closure with those likely to be affected and agree to provide, maintain and then remove all signing required for the closure

Signed:

Date:

Completed form and accompanying documents, plans etc. to be sent to:
The Events and Community Liaison Officer, Neighbourhood Services,
Pendle Borough Council, Elliott House, 9 Market Square, Nelson, BB9 0LX.

Please note that you should not proceed with the road closure until the Council has granted the request and you have received formal notification to proceed with the closure.

Pendle Borough Council requires **12 weeks' advance notice** in order to process an application for a temporary road closure under the Town Police Clauses Act 1847.

Example Plan

As per the example shown, please supply a plan which clearly shows the length of or section of highway affected, and a suitable alternative route. (The Lancashire County Council's online mapping system Mario <http://mario.lancashire.gov.uk/agsmario/> has a function which enables users to draw lines and basic symbols, and the option to save the images as necessary.)



Section of
highway to be
closed/affected

Alternative route