**To be completed in conjunction with Temporary Traffic Regulation Order (TTRO) Special Events – Guidance Notes.** Completed forms to be returned to traffic@sthelens.gov.uk

***Please note:***

1. You must allow up to 6 weeks for your TTRO to be processed, allowing time for relevant consultations and the legal process to be completed. This may not be the only application you are required to make in order to hold your event. You may be contacted if further permissions are required.
2. Please supply all the information requested on the following pages otherwise your application may be delayed.
3. You should not need a risk assessment – as long as consideration is given to the safety needs of all those attending, common sense precautions should be enough. St Helens Council will not be held responsible for any damage to property or injury to any person arising from or in connection with the street party or other event.
4. There is no requirement from the Council for organisers to have public liability insurance, but if you think insurance would be a good idea, have a look at the advice on the Street Party website [www.streetparty.org.uk/insurance/](http://www.streetparty.org.uk/insurance/) or The Big Lunch website [www.edenprojectcommunities.com/big-lunch-resources/insurance-for-your-big-lunch-or-project](http://www.edenprojectcommunities.com/big-lunch-resources/insurance-for-your-big-lunch-or-project) and shop around. Costs vary depending on level of cover required and number of people attending.
5. St Helens Council cannot guarantee that an event will be permitted as each road will have to be assessed to determine suitability. Permissions are granted subject to the following:
6. The Organiser must pay the Council full costs of any damage to the highway or street furniture, or other loss or damage suffered by it and of any claims made against it as a result of making the Order and which arise from negligence of attendees of the event.
7. Any Traffic Regulation Order or other statutory provision which is currently in force in the road(s) to be closed will remain in force during the closure unless specified to the contrary on the Legal Order, e.g., parking restrictions.
8. Following the completion of the event the area is cleaned in order to return the location to its condition prior to the Event.
9. A road can only be closed for a street party once a calendar year.
10. Emergency services must be allowed full access to the road, if required.
11. Costs

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Event Type**  | **Major and commercial events** (more than 1000 attendees)  | **Minor community events** (less than 1000 attendees)  | **Minor** **Charitable event** (less than 1000 attendees)  | **Street Party**(less than 1000 attendees) |
| **TTRO cost**  | £2,100  | £120  | £0  | £0(fee waived) |

These charges can be negotiated depending upon the event and upon written application detailing reasons for the request.

A charitable or community event is:

1. An event organised by a registered charity where all proceeds from the event go to that charity
2. An event organised by a local community or group which is not a registered charity where all proceeds go to a charity or the local community or is of benefit or support of the local community.

As the event Organiser, I confirm that all information provided within this Application is true and complete and that I am at least 18 years of age. I agree that St Helens Council may distribute to third parties’ details of this Event for purposes such as patrolling by Merseyside Police or press releases, photographs for local media etc.

|  |  |
| --- | --- |
| Signed: |  |
| Print Name: |  |
| Date: |  |

**Application**

1. **Applicant Details:**

|  |  |
| --- | --- |
| Name: |  |
| Organisation Name: |  |
| Full Postal Address: |  |
|  |
|  |
| Preferred Contact No: |  |
| Alternative Contact No: |  |
| Email address: |  |

1. **Event Details:**

(Please given full description of the event including the type of entertainment and **estimated number of people expected**).

|  |
| --- |
|  |
|  |
|  |

You may need a **Temporary Event Notice** for your event if you intend to provide regulated entertainment such as live or recorded music or dancing or if you intend to sell alcohol. For advice, please contact St. Helens Council Licensing on 01744 676770 or email generallicensing@sthelens.gov.uk

Do you intend to place any stall/marquee/tent/stage/other structure on the public highway? If yes, please give brief details:

|  |
| --- |
|  |
|  |
|  |

Will your event involve the sale of alcohol (either through the use of a temporary bar or in conjunction with a local pub), or the preparation or sale of food? If yes, please give brief details:

|  |
| --- |
|  |
|  |
|  |

Will you be promoting your event beyond the roads to be closed? If so please give details:

|  |
| --- |
|  |
|  |
|  |

1. **Road Closure Details**

St Helens Council makes no warranty as to the suitability of the road for your event and does not undertake to clear it of parked vehicles or obstructions prior to the closure taking effect.

Name of road(s) to be closed (including Ward/Parish):

|  |
| --- |
|  |
|  |

If you plan to close only a section of the road(s), where will the closure begin and end?

|  |  |
| --- | --- |
| From: |  |
| To: |  |
| Date(s) of Closure: |  |
| Time(s) of Closure: |  |

1. **Road Closed Signs and Cones**

 Please provide details of Traffic Management Company providing relevant traffic management (TM) for your event.

|  |  |
| --- | --- |
| Company Name: |  |
| Company Address: |  |

 All junctions adjoining the closed section of road should be signed and supported by other physical barriers. Signs must be waterproof and reflective if the street party is to take place until dusk/nightfall.

 You will need to provide a plan detailing the extent of traffic management for the road closure.

1. **Notification to Affected Properties**

It is a requirement that all affected properties and householders are consulted by letter. A copy of the letter you have sent and any other correspondence must be provided with the Application Form. It is advised that street parties finish no later than 9pm.

Please give a brief list of properties affected. This means any property, residential or commercial which is located on or accessed via the road(s) you wish to close - e.g.High Street numbers 1-99 and numbers 2-98.

|  |
| --- |
|  |
|  |
| Consultation Letter date: |  |
| Has there been any objections to the proposal, if so, please provide details: |  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

**You must forward details of any objection you receive as you become aware of it**. Most objections can be resolved through discussion between the objector, organiser(s), and occasionally a Council Officer, however the wishes of all residents must be taken into consideration.

1. **Notice of Indemnity**

The Council is not responsible and will not accept liability for any loss, damage, injury or death howsoever, and by whomsoever caused, whether to property or person(s) sustained by any person at the Street Party.

The street party organiser and residents are responsible for all safety aspects of the location prior to, during and subsequent to the street party and must accept liability for any loss, damage, injury or death howsoever, and by whomsoever caused, whether to property or person(s).

You must pay to the Council the full costs of any damage to the highway or street furniture or other loss or damage suffered by it and of any claims made against it as a result of the making of the road closure order and which arise from your negligence or (if you represent an organisation) the negligence of your organisation’s members or officers. The council therefore strongly recommends you take out public liability insurance for your event.

I have read the terms and conditions in this document and agree to accept and observe them if my application is successful.

|  |  |
| --- | --- |
| Signed: |  |
| Print Name: |  |
| Date: |  |

**How to have a Greener Street Party**

* Recycle all glass, cans, plastic bottles and paper and put them out for collection on your next recycling day.
* Think about buying locally and using Fairtrade products.
* Use public transport instead of your cars.

**Privacy Notice – TTRO Event Application**

The Council as the data controller has to collect personal data in order assess the application for a Temporary Traffic Regulation Order to allow for the safe provision of an Event. To process an application, your personal data will be collected, administered, and retained in order to carry out the performance of a contract between the Council and the Applicant to process the Temporary Traffic Regulation Order.

Personal information will be used by the Council’s Traffic Engineering Section and Licensing Section only for the investigation into the feasibility of your Application.

Any personal data held, will be retained for as long as necessary in compliance with St Helens Councils retention policy.

**Your Data Rights**

In relation to the personal data that the Council may hold about you, you have the right to request to:

* Be **informed**, have **access** or **rectify** incorrect information. You also have the right to object to or restrict the processing of your data.
* Under Data Protection law, verification of your identity is required and an explanation will be provided giving reasons as to why a request is not to be carried out.

**Contact and Further Information**

If you are concerned about how the Council is using the information provided, and you wish to receive a copy of your data, or believe the information we hold is inaccurate please contact us at: dataprotection@sthelens.gov.uk., or via the Information Commissioner’s Office (www.ico.gov.uk).

***If your application is successful, you will be notified once your application has been processed. You will be sent the Road Closure Notices for your own records approximately 1 week before your closure is due to commence****.*

If you have any queries, please email the Traffic team at traffic@sthelens.gov.uk or call 01744 676398.

***For Office Use Only:***

|  |  |
| --- | --- |
| Date Application Received: |  |
| Date to Licensing (if required): |  |
| Licensing Comments: |  |
|  |  |
|  |  |
| Application Approved: |  |
| Signed: |  |
| Date: |  |