

EVENT APPLICATION CHECKLIST & DECLARATION



Applicant Checklist

Please review application as below and sign declaration – to be returned with application (The application cannot go for public notice in the absent of any of the required information below, this may prevent your event happening if the notice cannot be displayed within the statutory timescale)

Plan/Map – Route showing area to be closed and proposed diversion route

Traffic Management Plan/Form – Please see the attached guidance notes

Signs may only be erected by Chapter 8 accredited personnel trained to work on live highways. Traffic control on the public highway can only be undertaken by a Police Officer in uniform. Marshals and Stewards do not have the authority to control traffic on the public highway.

Risk Assessment Form – Please see the attached guidance notes Public

Liability Insurance with cover of £10 Million

Indemnity Agreement

Application Fee - Large Event - £165.00, Advertisement Fee £260“Small Event – See Guidance

Failure to provide any of the above information will delay the processing of your application

Declaration

I hereby apply for a road closure for the event named in this application.

I understand, as the event organiser, that I am the person responsible for the event. Therefore I will ensure that appropriate risk assessments will be conducted to identify necessary measures that need to be in place to prevent or reduce the risk of something occurring during the event.

I confirm that I will ensure in any case that there is appropriate signage, traffic management planning and sufficient public liability insurance in place which must be for a minimum cover of £10,000,000.

I understand that in the event that litter / rubbish remains in the area as a result of the event that there will be a charge imposed on the event organiser should the Council have to remove it.

After reading the above declaration, please sign below:

I ensure to give Derry City & Strabane District Council a minimum of 12 weeks notice.

Name	Signature:	Date:

Derry City & Strabane District Council,
Derry Office: 98 Strand Road, Derry, BT48 7NN
Strabane Office: 47 Derry Road, Strabane, BT82 8DY
T: 02871 253253
E: licensing@derrystrabane.com

