

**OFFICIAL**

**Road Closure Application Form - Street Play  
Neighbourhoods, Regeneration and Sustainability**



**Applicant details** (This must be the person responsible for the activities)

Title:..... First name:..... Surname:.....

Company / Organisation name:.....

.....

Address:.....

.....

Postcode:.....

Tel No:..... E mail:.....

**Activity details**

Location of Activity (A map must be included):.....

.....

Dates of Activity:.....

Times of Activity:.....

Full Description of Activity:.....

.....

Infrastructure Details: .....

.....

Anticipated attendance: .....

**UNDER NO CIRCUMSTANCES SHOULD YOU ATTEMPT TO CLOSE A ROAD WITHOUT LAWFUL APPROVAL FROM GLASGOW CITY COUNCIL, NEIGHBOURHOODS, REGENERATION AND SUSTAINABILITY, EVENTS SECTION.**

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**Application Check list**

Please ensure that all items applicable have been filled in on this application and that the following further information has been enclosed: -

- A location drawing
- A copy of your Public Liability Insurance certificate
- Confirmation that you have contacted the properties that will be affected by my activity and the majority have no objections to the event (notification letter and distribution plan attached)
- Copy of stewarding plan with stewards tasks
- Copy of a signed risk assessment
- Confirmation that you agree to remove all posters and rubbish as a result of your event.
- Confirmation you have read and accept the criteria described on the Glasgow City Council Street Play website for applying for Street Play road closure.

**Declaration:**

I declare that I have obtained all the permission required to carry out this activity and any associated activities in a safe and controlled manner. I have enclosed copies of the above information for the council to keep and hold on record. I understand that I am responsible for administering the activity and the associated activities as well as any associated costs and indemnify Glasgow City Council against all claims and have enclosed a copy of our Public Liability Insurance certificate to a minimum sum of £5 million pounds. I declare that I have consulted and discussed this activity with those likely to be affected and agree to provide, within reason, access to any properties that may be affected by my activity. I understand that I will have to provide the safety and security of the site. If permission is granted I agree to comply with the conditions set out in this form and all responsible instructions given by Glasgow City Council. I also understand that any damage caused to the road network, including street furniture, as a result of this activity will be paid for by us. This includes organisations invited by us such as stall holders for example. I have read and understand the conditions set out in this form and agree to adhere to all responsibilities and duties required by Glasgow City Council.

Print Name: - ..... Sign Name: - .....

Date:.....

Further information can be found on the Glasgow City Council Document [Holding an event or filming on the road?](#)

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Email completed form to: [lesevents@glasgow.gov.uk](mailto:lesevents@glasgow.gov.uk)

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