

Road Closure Application form for an Event Neighbourhoods, Regeneration and Sustainability



Applicant details (This must be the person responsible for the event)

Title:..... Full name:.....

Company / Organisation name:.....

Address:.....

Postcode:.....

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

Event details

Name of Event:.....

Location of event (A sketch must be included):.....

Dates of Event road closures:

Times of Event road closures:

Description of Event (Cycle, running, marathon, community day etc):.....

Anticipated attendance:

Is this event a (please tick one only):

Commercial Non-commercial Fund raising Community event Other

Name of charity (if applicable):

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Police Scotland details:

Has this event been discussed with an officer from Police Scotland? If yes then please provide details if no then please indicate this:

Traffic and pedestrian implications

- | | | | | |
|---|-----|--------------------------|----|--------------------------|
| Are you requiring roads / footpaths to be closed? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Are you going to be erecting signage on the Glasgow roads Network to direct the public to your event? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Will parking and loading restrictions be required? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Will your event result in car parks having to be closed? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Is there a requirement for on site disabled parking?
How many spaces are required?..... | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

If you have YES to any of the above questions then you will be required to provide a traffic management plan that will have to be approved by 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
- Documentary evidence that you have contacted Police Scotland and they do not have any objections to your event
- A copy of your Public Liability Insurance certificate
- Copy of signing contractors chapter 8 accreditation (if applicable)
- Copy of signing contractors risk assessments (if applicable)
- The traffic management plan
- Confirmed method of payment has been included, (ie Purchase Order, Cheque)
- A copy of the residential / business letter drop that will be affected by my event and Attach a copy of the letter
- Copy of event stewarding plan with stewards tasks
- Copy of a signed risk assessment covering the event

Declaration:

I declare that I have obtained all the permission required to carry out this event and 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 event 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 event with those likely to be affected and agree to provide, within reason, access to any properties that may be affected by my event. 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 event will be paid for by the event. This includes organisation invited by the Event 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: