



STREET EVENT APPLICATION FORM 2020

Please note:

- This form will only be processed if the **£50.00 application fee** has been paid.

Other Important Information:

- If you are a person or group wishing to hold a street party please complete a **Street Party Application Form**.
- This application must be made a minimum of ten weeks in advance of the date of hire for small or medium scale events or 26 weeks for large scale and special events or if a Premises Licence is required.
- Applicants must be over eighteen years of age.
- You must complete this form as fully as you can; the more information we have, the easier it is for us to assess your application.
- **Important:** All fields marked with an '*' must be completed. With out this information your application form can not be processed.

Instructions on completing this form:

Use TAB key to move through form (use mouse to move cursor back to previous field)
Type in your response when field is highlighted by cursor.
Do not worry about space. The document fields will expand as necessary.
Certain fields have "drop down menus", click on these fields to select appropriate answer.
If a particular field is not relevant, use TAB key to move to next field.
Press TAB key to begin.

PROPOSED NAME OF EVENTS:

SECTION 1:

Organiser's details*

Name:

Organisation:

Position held:

Address:

Phone (home):

Phone (mobile):

Phone (work):

Email address:

Second contact*

Name:

Organisation:

Position held:

Address:

Phone (home):

Phone (mobile):

Phone (work):

Email address:

If you wish to nominate a third contact, please attach.

SECTION 2: Key information about the event

What type of event or activity do you want to hold?*

Please name the road that you wish to use for your event*

Note: If your event moves from one road to another please put the start location here.

What hire dates do you require?

Set up dates and times*:

Event date(s) and operating times*:

Event close date and time*:

Vacate site date and time*:

How many people do you expect to attend (including maximum attendance at any one time)?*

What is the purpose of the event or activity?*

IMPORTANT INFORMATION	YES/NO	PLEASE PROVIDE DETAILS
Has this event taken place within the Borough previously?	Click to select	
Do you plan to restrict access or charge entry to this event?	Click to select	Note: Please detail cost and whether the event is ticketed or not.
Is the event to raise money for a charity?	Click to select	Note: Please name the charity and provide its registration number.

If your event involves a procession or moves from one street to another please detail this with the street that you are starting on, followed by how you get to the next.

For example:

	TIME	STREET/ROAD	HEADING	DIRECTION
1.	0900hrs	Uxbridge Road (outside Perceval House)	Head West	Turn left
2.	0905hrs	Culmington Road	Head South	Turn Right
3.	0920hrs	Lammas Park		

Please complete the following table as shown above:

	TIME	STREET/ROAD	HEADING	DIRECTION
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Note: If you require more space please attach a separate sheet or document.

Are you aware of any Traffic or Parking Restrictions that this event might require?

Note: The Council will determine if this is required or not, if so you will have to complete a Temporary Traffic Regulation Order request form.

Please mark the boxes below to indicate if the following activities will be taking place:

YES	Following activities will be taking place at the event.
NO	Following activities will NOT be taking place at the event.

RULE	DESCRIPTION	YES/NO
A	Will there be any plays/theatre taking place at the event? Please note: this is only permitted between 10.00 - 23.00 each weekday and Saturday, and 14.00 - 23.00 on a Sunday.	Click to select
	If yes, please give details:	
B	Will you be showing any films/cinema at the event?	Click to select
	If yes, please give details:	
C	Will you be holding any indoor sporting activities at the event?	Click to select
	If yes, please give details:	
D	Will there be any boxing or wrestling at the event?	Click to select
	If yes, please give details:	
E	Will there be any form of live music at the event?	Click to select
	If yes, please give details:	
F	Will there be any form of recorded music at the event?	Click to select
	If yes, please give details:	
G	Will there be any dance performances at the event?	Click to select
	If yes, please give details:	
H	Will there be any activities similar to E, F or G above?	Click to select
	If yes, please give details:	
I	Will there be facilities for making music?	Click to select
	If yes, please give details:	
J	Will there be facilities for dancing?	Click to select
	If yes, please give details:	
K	Will there be any activities similar to I or J above?	Click to select
	If yes, please give details:	
L	Will there be any late night refreshments (between 23.00 and 05.00)?	Click to select
	If yes, please give details:	
M	Will there be supply of alcohol? Please note: this is only permitted between 10.00 and 23.00, and 12.30 and 23.00 on a Sunday.	Click to select
	If yes, please give details:	
N	Will there be any entertainment of an adult nature? E.g. activities involving nudism or obscene language.	Click to select

	If yes, please give details:	
O	Will the event be open outside the hours of 10.00 and 23.00?	Click to select
	If yes, please give details:	

SECTION 3: Site and safety

Please indicate in the boxes below, if you plan to carry out any of the following activities and provide as much information as possible in the 'details' section.

DO YOU PLAN TO:	YES/NO	PLEASE PROVIDE DETAILS
Erect tents and/or marquees	Click to select	
Use heavy equipment	Click to select	
Bring vehicles onto the site	Click to select	Note: Give number and type, or specify if heavy machinery
Install power (electricity)	Click to select	
Let off fireworks	Click to select	
Have novelty rides	Click to select	Note: If you are having a funfair at your event it is your responsibility to administer this and take a deposit from the funfair operator
Erect side shows and/or stalls	Click to select	
Provide car parking	Click to select	Note: State if free or charging

SECTION 4: Environmental health

Please indicate in the boxes below, if you plan to carry out any of the following activities and provide as much information as possible in the 'details' section.

DO YOU PLAN TO:	YES/NO	PLEASE PROVIDE DETAILS
Provide toilet facilities	Click to select	
Have live music and/or dancing	Click to select	
Use amplification equipment	Click to select	
Have a licensed bar	Click to select	
Sell food/let a food concession	Click to select	
Give away food as prizes	Click to select	
Cook food on site	Click to select	
Order standpipe for water	Click to select	Note: there is an additional charge for this

SECTION 5: Other

Please indicate in the boxes below, if you plan to carry out any of the following activities and provide as much information as possible in the 'details' section.

DO YOU PLAN TO:	YES/NO	PLEASE PROVIDE DETAILS
Provide your own security	Click to select	(please confirm numbers/qualifications and locations)
Hold arena displays	Click to select	

Advertise your event	Click to select	
Sell any items	Click to select	
Use amplification equipment	Click to select	
Use animals for rides	Click to select	
Hold an animal show	Click to select	
Use animals for displays	Click to select	
Hold sporting activities	Click to select	
Use the Council's sport pitches	Click to select	Note: Please contact sports bookings on 0845 226 5102 to confirm they are available
Have pitches marked out	Click to select	

SECTION 6: To support your application

For your application to have a better chance of success, you should also send your "Event Management Plan" covering the following areas. If these areas do not apply to your proposed event this must be stated in the event management plan.

Please mark the box on the right if you have included these items.

ADDITIONAL INFORMATION DOCUMENTS	INCLUDED
Details of how your proposed event will be funded (to show expenditure and income)	Click to select
A site map showing the proposed event layout	Click to select
Details of your proposed suppliers and caterers (including cleaners and cleaning schedule)	Click to select
A copy of your security plan – see terms and conditions for details	Click to select
The proposed programme for the event (and programmes from previous events if applicable)	Click to select
Safety plan to include emergency procedures and named responsible person(s)	Click to select
A risk assessment (and method statements where applicable)	Click to select
A copy of your Temporary Event Licence (if required)	Click to select
Copies of insurance documents – see terms and conditions for details	Click to select
Two references (see enclosed forms)	Click to select

Events representative must receive these documents at least 28 days prior to the event date.

SECTION 7: References

Please enter the details of two referees who can confirm your event management experience. One must be a referee for the site manager on the day(s) of the event. The referees must be independent of your organisation.

Referee 1:

Name:	
Organisation:	
Position held:	
Address:	
Phone (home):	
Phone (mobile):	
Phone (work):	

Fax:

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Email address:

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Supporting statement

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Referee 2:

Name:

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Organisation:

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Position held:

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Address:

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Phone (home):

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Phone (mobile):

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Phone (work):

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Fax:

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Email address:

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Supporting statement

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SECTION 8: Signature of agreement*

I/We have read the Council's terms and conditions for the hire of Council owned and managed land, and agree to comply with and be bound by them if this application is approved.

Applicant's signature:

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Date:

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For and on behalf of (organisation):

Please return this form and supporting documentation to:

Events Team

Festivals and Events
Environment and Customer Services
Ealing Council
Perceval House (1st floor SW)
14-16 Uxbridge Road
Ealing
W5 2HL

Or email to: events@ealing.gov.uk marking your
email '**COUNCIL STREET EVENT APPLICATION**'