

REQUEST FOR TEMPORARY CLOSURE OF CAR PARKS FOR EVENTS

APPLICANTS INFORMATION PACK AND APPLICATION FORM

Notes of Guidance

Please read the following pages carefully and complete the application form enclosed on pages 3-4 of this pack and return it to Engineering Section at least 12 weeks before the start of the event. For application forms received with less than 12 weeks notice there can be no assurance given that permission for the proposed road closure will be granted.

Once the application form has been received, North East Derbyshire District Council will only grant consent for the car park closure if the following conditions are met:-

General Information

1. Costs

Please contact The Engineering Section on 01246 231111 for the current scale of charges. It is the responsibility of the organiser to stand the costs of any signs, barriers, insurances, etc that are associated with the proposed event.

2. Street Collections and Entertainment

For advice on whether any licences are required for the event, please contact our Licensing Department on 01246 231111. Failure to obtain any necessary licences may result in the event being unable to take place.

3. Food Safety

For advice on food safety precautions, please contact our Environmental Health Department on 01246 231111.

4. Street Decorations, Signs and Bunting etc.

Any decoration, signs or bunting etc. must be securely fastened. They must not overhang or obstruct the highway (including road, footways and verges) or cause a hazard to vehicles or pedestrians. Nothing should be attached to lighting columns without prior permission from Derbyshire County Council.

5. Marshals

For public safety you should ensure that a responsible person(s) acts as a marshal to help manage the movement of pedestrians and vehicles through the closure, and to be available to move barriers and signs in the event of an emergency.

6. Public Liability Insurance

You must take out Public Liability Insurance to indemnify North East Derbyshire District Council against any claims arising from the event. The minimum indemnity limit for any one incident should be £5 million.

7. Further Information

If you have any queries or require further information to that contained in this pack, please ring The Engineering Section on 01246 231111 or email engineering@ne-derbyshire.gov.uk .
Alternatively please write to:-

Engineering Section
North East Derbyshire District Council
District Council Offices
2013 Mill Lane
Wingerworth
Chesterfield
Derbyshire
S42 6NG

**APPLICATION FORM FOR TEMPORARY CLOSURE OF CAR PARKS IN
CONNECTION WITH EVENTS**

Please complete the following application form (enclosing the appropriate fee) and return it to North East Derbyshire District Council, at least 12 weeks before the date of the event.

Part 1 – Details of Applicant and Proposed Event

Applicant Name.....

Address.....

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..... Postcode.....

Telephone (daytime)..... (evening).....

Mobile..... (fax).....

Email.....

Nature of Event (e.g. carnival).....

Estimated Attendance.....

Day/Date/Time of Event.....

Day/Date/Time of Proposed Closure.....

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Location of Event.....

Part 2 – Conditions of Approval

Have you indemnified North East Derbyshire District Council against any claims arising from the event by means of Public Liability Insurance to the minimum value of £5 million? **YES / NO**

If yes, please enclose with your application form, a copy of your Public Liability Insurance Certificate.

If no, please arrange for the insurance cover to be obtained and forward a copy as proof of liability cover to this office as soon as possible.

<p>I have read the attached notes and conditions and agree to all the instructions contained.</p> <p>I agree to indemnify North East Derbyshire District Council, by means of insurance against any liability that may arise from the closure.</p> <p>Signed:</p> <p>Please Print Name:</p> <p>Dated:</p>
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