

Peterborough City Council – Small Event Notification Form



Applicants Details	
Event Organisers Name or Company:	
Phone number:	
Mobile number:	
Email:	
Address:	
Please note: applicants must be over 18	

Event details	
Date of event:	
Time of event:	
Location of event:	
Reason for event:	
Is your proposed event on a bus route:	Yes / No (please delete accordingly)
Is refuse normally collected from the street on this day:	Yes / No (please delete accordingly)
How many people (approximately) are you expecting:	
<p>You are required to advise the residents of all those properties that are directly affected by the proposed closure.</p> <p>Please provide a copy of any letters you have your letter of consultation that you have sent to the affected properties and details of any objections received.</p>	
Do you intend to take out Insurance Cover for your event?	Yes / No (please delete accordingly)
<p>Whilst it is not mandatory we recommend that public liability insurance is taken out, because as the organisers of the event you will be liable for any accidents or injuries resulting from the event). If you would like to take out insurance please contact Zurich Insurance Tel 0845 6023895</p>	

Emergency Service Access	
We highly recommend that the roads are accessible for emergency vehicles.	
Will access for emergency service vehicles be readily available at all times?	Yes / No (please delete accordingly)
If not you will need to discuss with both the council and the emergency services.	

Road Closure Details:	
Name of road(s) to be closed:	
Please supply a plan showing the extent of the closure.	
If you plan to close only a section of the road(s), where will the closure begin and end:	
From:	
To:	

Alternative Route for Traffic	
If you are closing a through road (rather than a cul-de-sac) an alternative route for traffic is required. Please give details below.	
The alternative route for traffic is along the following roads:	
If you intend to sign the diversion route please provide details below of how the diversion route will be signed:	

Barriers/Signage	
What provision have you made to ensure the safety of the event. The minimum requirement is a 'road closed' sign & traffic cones at each point of closure . A list of potential suppliers is printed at the end of this form.	
Peterborough City Council makes no warranty as to the suitability of the road for your event and does not undertake to clear it of parked vehicles or obstructions prior to the closure taking effect.	
Any other information you may wish to provide:	

Declaration	
I confirm that the above details are correct and that I am at least 18 years of age.	
Signed:	
Date:	
Print name:	

Contact details for emergency services	
Police:	101
Fire:	01733 353206
Ambulance:	01733 875601
Suppliers of barriers, signs and cones	
Aplant Lux:	01462 894124
Road Services:	01733 271177
HSS Hire:	01733 688261
Ringways Infrastructure Services:	01733 247192
Please note: These details are provided to help the planning of your event but they do not constitute a complete list of traffic management equipment suppliers, neither does inclusion here imply any approval or warranty by Peterborough City Council as to the goods and services offered.	