

Street party application form

Please read the accompanying information
on the web page before completing this form

You will need to:

- tell us who is helping you take responsibility and organise your event.
- tell us about the road or section of road you would like to close, and give us the times and date (it will be easiest to arrange a street party in a cul-de-sac or no-through road. The details we need are covered by this form)
- make sure that there is access for emergency services at all times
- consider issues of safety and traffic management – for instance, will a bus route be affected?
- think about how to close off the road safely to traffic, including what barriers and signs you will use. Please see the accompanying web pages for help
- if you are serving food or alcoholic drink, or playing music, you can do this with no additional licences as long as you are not making money from the event
- ensure you clean up afterwards.

Please do all that you can to help inform us of your plans as early as possible.

Section 1: About you

Tell us who you are

1. Name of applicant and organisation (Please type into the boxes below)

Title	
Surname	
First name	
Organisation (if applicable)	

2. Contact details (Please type into the boxes below)

Address Line 1			
Address Line 2			
Address Line 3			
Postcode			
Daytime tel		Evening tel	
Email			

3. Contact details of assistant organisers

We ask that a total of 3 other persons in your road help you take responsibility for the party.

Please provide the contact details for these persons:

1.	Name			
	Address Line 1			
	Address Line 2			
	Address Line 3			
	Postcode			
	Daytime tel		Evening tel	
	Email			

2.	Name			
	Address Line 1			
	Address Line 2			
	Address Line 3			
	Postcode			
	Daytime tel		Evening tel	
	Email			

3.	Name			
Address Line 1				
Address Line 2				
Address Line 3				
Postcode				
Daytime tel			Evening tel	
Email				

Section 2: About the event

Tell us about your party

4. Details of the party location

Name of the road (s) that you wish to close:

Start date:		End Date:	
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Start time:		End time:	
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*if you wish to close only a section of the road(s), where will the closure begin and end?

From:	
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To:	
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Is the road...? (Please tick **one** box on each row)

	Yes	No
Being used by through traffic or does it provide access to another road (yes/no)	1	2
Part of a bus route (yes/no)	3	4
Going to restrict access for emergency vehicles at any time (if yes, you will need to discuss this with the council). (yes/no)	5	6

5. About your party

Is there an occasion for this party?

Please tell us a little about your party.

For example, what are the activities and equipment that you will be using?

6. Notification to affected properties

Please give a brief list of properties affected *This means any property (residential or commercial), which is located on or accessed only by the road(s) you wish to close e.g High Street number 1-99 and number 2-98 on High road.

Section 3: Risk Insurance

Please note, London Borough of Barnet does not provide public liability insurance for event organisers.

	Yes	No
<p>Have you considered the risk of actions arising out of this event? A formal risk assessment is not necessary but as organisers you should consider all the activities being arranged and decide if the risk is acceptable and whether external insurance is required.</p>	1	2
<p>Do you have Public Liability insurance? If yes, please provide the name of the insurance company below</p>	3	4

If you do not have Insurance, and you are happy that you have considered the risks and are willing to continue anyway, then please read and confirm the below.

I (the first named applicant), hereby undertake to the London Borough of Barnet Council ("LBBC") as follows: to indemnify LBBC against all losses claims demands actions proceedings damages costs or expenses or any other liability arising in any way directly or indirectly from the holding of the Event on the public highway.

I agree 1

What happens next?

Email your application to: HighwaysCorrespondence@barnet.gov.uk. We will look at what you are proposing, process your application and get in touch shortly to let you know if your application has been approved.

Confidentiality

Barnet Council has a duty to protect the public funds it administers and may use the information you have provided for the prevention and detection of crime. We may also share information with other council departments or external organisations in order to undertake our functions as a local authority. We will always comply with the requirements of the Data Protection Act 1998 and never give information about you to anyone else, or use information for another purpose unless the law allows us. If you want to know more about how your information is used visit www.barnet.gov.uk/privacy.

**For any further advice or information:
contact the Traffic and Development Section on tel: 020 8359 3555**