

These notes for guidance are to assist you in completing the Special Events Order application form



Suffolk County Council supports local community events. You don't need to inform us if your event has no impact on the public highway but you may need to contact the Borough or District Council if you want to provide entertainment, serve food or alcohol. If your event requires a closure of the public highway this form, fees and traffic management may apply/fees. Therefore, you may wish to reconsider whether you can hold your event off the public highway. (The public highway consists of any verge, pavement, road, bridleway or public footpath whether or not maintained at public expense and over which the public has a right of way). Events that affect busy roads will not be authorised.

Fee: £50.00

- Fees are non-refundable
- Fee covers processing of application and order only. Other costs for traffic management and insurance etc. may apply and are separate to this application.
- Payment must accompany an application - please see below for area office contact details and payment methods accepted.
- **Currently there is no charge for restrictions on a no-through road for Remembrance or Civic Events organised by a Government body.**
- Emailed applications will not be processed until payment has been received.

<p>1) How many people do you anticipate will attend the event? Eg: under 50, 100 or less, 500+</p>	<p>This helps us assess how large your event could be and whether the event would also be of interest to your local safety advisory group.</p>
<p>2) Have all residents, businesses, parish and town councils affected been notified of this event and its associated impact?</p>	<p>You must have consulted with all parties potentially affected by your plans. This could be (but not limited to): Residents, business, transport services, waste collection, councillors, emergency services etc. We may ask you for details of your consultation before we process your application.</p>
<p>3) Have you received any objections?</p>	<p>If someone has objected to your proposals, you must work with them to rectify their concerns before applying.</p>
<p>4) Is a public transport service/route affected?</p>	<ul style="list-style-type: none"> • If your event will affect a public transport service we need to see details of your consultation with the service operator. • If you are unsure whether your event will affect a public transport service, visit the Traveline website http://www.travelineeastanglia.org.uk/ea/XSLT_TRIP_REQUEST2?language=en&timeOffset=15
<p>5) Why do you need to hold this event on the public highway?</p>	<p>Please explain why it is necessary for you to hold your event on a public highway. If there are alternative places off the public highway where you can hold your event then these should be used. Restricting the public highway should only be an option when all others have failed to suit the purpose.</p>
<p>6) Who is carrying out your Traffic Management?</p>	<p>Confirm who is carrying out any traffic management for your event. This entails contacting a Traffic Management Company or enlisting accredited persons to be able to place signs out for your event and potential diversion route.</p>

<p>Name of event?</p>	<p>Please give a name and description the event is being advertised under</p>
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Parish/Town	Name of village/town
Start/End dates and times	These may not be the same as the start and end dates of your event. Your start dates are for the restriction, therefore they need to be inclusive of the dates you intend to place your traffic management or parking restriction signing.
Road name	Name of the road you wish the restriction to apply to.
Type of restriction	Tell us what sort of restriction you want to place on the road. For example; closure, parking restriction, rolling closure (for parades and mobile events)
From where to where?	If you are not restricting the entire street please give us a clear location of your restriction either by from/to house numbers or landmarks or by measurements from junctions.
List roads for diverted traffic	Any time a road is closed or through traffic is restricted you must provide an alternative route for vehicles to navigate to the other side of the closure. Access must always be given to properties within the closure to local residents and emergency services. You are responsible for any traffic management (i.e.: cones, signs, marshalling etc). This can be handled by any accredited Traffic Management Company for an appropriate deposit or fee. It is not acceptable to write 'see attached plan' in this box.

Please send your completed form to:	Payment Methods Accepted:
<p>Email: networkassurance@suffolk.gov.uk</p> <p>Or by post to:</p> <p>Network Assurance Central Suffolk Phoenix House 3 Goddard Road Ipswich Suffolk IP1 5NP</p> <p>Phone: 01473 341440</p>	<ul style="list-style-type: none"> • Cash • Cheque (made payable to Suffolk County Council) • Bank Card
<p>If you email your application and are sending payment separately, please note this on the application. Applications will not be processed until payment has been received.</p>	