

**SPECIAL EVENTS ORDER
 APPLICATION FORM (EVENTS ONLY)**

Tick the appropriate box if this event is:		
<input type="checkbox"/> In a no-through road only	<input type="checkbox"/> A Remembrance or Civic Event	<input type="checkbox"/> None of the above (£50)

1	How many people do you anticipate will attend the event? (eg under 50, 100 or less, 500+)	
2	Have all residents, businesses, parish and town councils, emergency services, waste collections affected been notified of this event and its associated impact?	YES NO* (*See notes for guidance)
3	Have you received any objections?	YES* NO (*See notes for guidance)
4	Is a public transport service/route affected? (*service providers must be consulted and replies attached to this application)	YES* NO
5	Why do you need to hold this event on the public highway?	
6	Who is carrying out your Traffic Management? (Must possess Chapter 8 accreditation)	

Name of event	
Description of event	
Parish/Town	

Start Date:		Restriction Start Time:		End Date:		Restriction End Time:	
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It is not acceptable to write 'see attached plan' below

Road name/Number	Type of restriction	From where to where?
<i>Example: High Street....</i>	<i>Closure, parking restriction, mobile closure....etc</i>	<i>Jnc Back St to outside Queens Head PH</i>

Please list the roads and parishes that diverted traffic will take to navigate around your closed road(s)

Additional Information:

ADDITIONAL IMPORTANT INFORMATION – Please tick each item and sign below

Unless agreed otherwise during closures access must be allowed to Emergency Services, Utility Services, pedestrians, cyclists and residents at **all** times. During waiting restrictions exemptions will apply to the following: Persons boarding or alighting a vehicle, goods to be loaded or unloaded, disabled person’s vehicles, vehicles to be used for emergency reasons including utility services, removal of highway obstructions or defects . Tick here

1. By signing below you agree:

- i) for Suffolk County Council to share the details enclosed herewith to all third parties who may be required to assist in processing this application.
- ii) to indemnify the Council from and against all legal liability in respect of loss, damage, actions, proceedings, suits, claims, demands, costs, damages, liability and expenses in respect of any injury to or death of any person or destruction of or damage to any property (whether movable or immovable) by reason of or arising in any way directly or indirectly from the holding of the event. The Council strongly recommends you have public liability insurance.

2. A clear plan showing the closure and proposed diversion route with road names must be attached to this application. Your plan must match the road name details and diversion you have specified on this application.

Please note, your application will not be processed without a plan
(see item 2 above)

Applicant Details			
Name:			
Address:			
Phone No:			
Email:			
Organisation:			
Signature:		Date:	