

The King's Coronation Application Pack

This form should **only** be used to inform us of your King's Coronation event.

Deadline for application – 31st March 2023, applications may not be fulfilled after this date. Return completed form to eventsnetworkmanagement@leics.gov.uk

1. Event Organisers Details	
Contact name	
Contact number	
Email address	

2. Event details	Start	Finish
Times of the event		
Date of event		
Please give a brief description of your event If your event requires a licence, please contact your local Borough or District Council		
How many people are expected to attend the event?		
Event location including town/ village If you require a road closure please complete section 3 and 4		

3. Road closure			
Road name and town/ village	Closure point from (e.g. from the junction with The Glade to the junction with Watergate Lane)	Closure point to (e.g. from the junction with The Glade to the junction with Watergate Lane)	Timing of the road closure start and finish
Please provide details of arrangements made for signing the closure; <ul style="list-style-type: none"> Every closure point should have a road closed sign and two traffic cones (see section 5) Home made signs or wheely bins are not adequate. 			

4. Additional Information (Tick to confirm)

What provision has been made for marshals?

- Hi vis should be worn by person/s closing the road
- Manual handling should be considered when moving road closure equipment
- A nominated person/s should monitor the road closure regularly and be contactable throughout the event
- Consideration should be given to any breach of road closure and how this risk will be managed

How will access for emergency service vehicles be maintained during the period of the road closure?

- Any temporary furniture placed within the carriageway should be easily moveable
- Temporary furniture should be limited to one side of the carriageway to allow ease of access for emergency vehicles if required

What provision has been made for residents who may wish to move cars or other road vehicles during the event?

- Vehicle movement during the closure should be kept to a minimum, any vehicle movement will need marshalling.

It is best practice and courteous to consult all affected residents and/ or businesses in advance of the road closure.

Please also ensure you contact your local Parish Council and Borough/ District Councillor.

Leicestershire County Council Highways will contact the emergency services, bus companies and local Borough/ District on your behalf.

Leicestershire County Council recommends obtaining Public Liability Insurance in the eventuality of an incident.

Also please ensure consideration has been given to your nearest Fire Station and Hospital.

Leicestershire County Council strongly recommends that event organisers have in place nominated First aider/s.

5. Equipment

Number of road closed signs required (to include side roads leading onto route)

Number of red and white traffic cones required, suggested 2 per sign

Equipment must be **collected and returned from the Mountsorrel Depot** as a stock is not kept at County Hall offices or Croft Depot, this is non-negotiable. Delivery may be available on enquiry and is subject to cost.

Collection of equipment			
Equipment will be available for collection on the below dates and times <u>only</u> .			
Wednesday 19 th April		Thursday 20 th April	
0900 – 1200	State specific time	0900 – 1200	State specific time
1300 – 1430	State specific time	1300 – 1430	State specific time
1530 - 1630	State specific time	1530 - 1630	State specific time

If for any reason you are not able to make your stated date and time please let us know on 0116 305 7239.

Name of person collecting	
Mobile number of person collecting	

Please ensure the vehicle you are using for collection and drop off is suitable to carry large and heavy equipment.

You must return all cones and signs, any equipment not returned will be invoiced for.

Return of equipment			
Please do not return any items outside of office hours, please ensure no items are left at the gate.			
Wednesday 10 th May		Thursday 11 th May	
0900 – 1200	State specific time	0900 – 1200	State specific time
1300 – 1430	State specific time	1300 – 1430	State specific time
1530 - 1630	State specific time	1530 - 1630	State specific time

Please note you are responsible for the return of all borrowed items, signs and cones. In the event the equipment is not returned you will be invoiced.

Invoice details			
These details will only be used if the equipment is not returned.			
Name	Address	Telephone number	Email address

Mountsorrel is a working depot with constant movement of heavy plant and equipment. You are responsible for your own safety and the safety of your property. **Do not bring children or pets with you to the depot.**

Temporary signs and cones can be heavy and awkward to pick up and move around LCC recommends that you are physically fit and capable of lifting and moving any equipment that you collect.

LCC recommends that you are aware of manual handling procedures and know how to move heavy objects safely.

LCC also recommends that you wear appropriate personal protective equipment when you arrive to pick up any hired equipment. At a minimum this would consist of protective footwear, high viz jacket and protective gloves.

LCC does not provide any personal protective equipment for you.

6. Declaration

I hereby apply for a Road Closure for the event named in this application.

- I understand, as the event organiser/s, that I am the person/s responsible for the event. Therefore, I will ensure that appropriate risk assessments will be conducted to identify necessary measures that need to be in place to prevent or reduce the risk of something occurring during the event.
- I confirm that I will ensure in any case that there is appropriate signage, traffic management and planning.
- I understand that access for emergency vehicles must be maintained at all times.
- I understand that all barriers, signs and cones will be promptly removed following the event.
- If applicable – I have read and agreed to the Equipment Collection statements above.

Having read the declaration please sign and date below:

Print Name:

Signature:

Date:

Please return this form to eventsnetworkmanagement@leics.gov.uk

Thank you for notifying us of your event

What happens next?

Once received, the information will be processed and you will receive notification in writing whether consent has been given to hold your event. If your event proceeds information will be circulated to the relevant services identified from the information provided within the form.

How we will use your information. (GDPR and Data Protection Act 2018)

Your information will be used so that we can administer your application for a road closure under s21 of the Town Police Clauses Act 1847 and other related legislation. Under Article 6(1) (e) of the General Data Protection Regulations, we are permitted to use data for our tasks; data Protection law describes this legal basis for handling your information.

It will be used by Leicestershire County Council in order to process and respond to your application for a road closure only. It may be necessary to share some details with other Council departments and partners in order to respond fully to your request. These will include: (This list is indicative and not exhaustive.)

- Police
- Fire
- Ambulance
- Local Borough or District Council
- Any public transport companies.

We will not disclose any personal information to any other third parties unless required or allowed to do so by law.

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