The Queen's Platinum Jubilee Event Registration Form

This form should **only** be used to inform us of your Queen's Platinum Jubilee event.

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; • Every closure point should have a road closed sign and two traffic cones			

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. ☐

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.

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.