

## NOTIFICATION OF AN EVENT ON THE HIGHWAY

### ABOUT THE ORGANISER

Name: \_\_\_\_\_ Tel No: \_\_\_\_\_  
Address \_\_\_\_\_

### ABOUT THE EVENT

Start Point: \_\_\_\_\_ End Point: \_\_\_\_\_  
Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_  
Proposed Route: \_\_\_\_\_  
  
Approximate number of people involved: \_\_\_\_\_ Approximate number of vehicles involved: \_\_\_\_\_

### ORGANISATIONAL INFORMATION

Name of person with overall responsibility on the day: \_\_\_\_\_ Tel No: \_\_\_\_\_  
Do you have personal liability insurance? YES NO (Copy must be attached to application)  
Has a risk assessment been completed? YES NO (Copy must be attached to application)  
Have the police been informed? YES NO Are they providing assistance? YES NO  
Have you organised stewards/marshals YES NO How many?  
Have you organised barriers? YES NO Need help to organise barriers YES NO  
Is it a one-off local event? YES NO or is it part of a National event....YES NO  
Have you made any special parking arrangements? If so, please state \_\_\_\_\_  
Who is financing the cost of holding this event? \_\_\_\_\_

### ROAD CLOSURES

Does the event require road closure/s? YES NO Date of closure \_\_\_\_\_  
Duration of closure/s \_\_\_\_\_  
List road/s to be closed \_\_\_\_\_

**NB:** There is normally no charge for closures in connection with charitable events. However, organisers are advised to contact the traffic section on the number below, as there may, under certain circumstances, be advertising charges. Please read information notes relating to road closures overleaf.

### SAFETY HISTORY

Has this event been held before? YES NO  
Were there any safety issues or problems? YES NO Give details \_\_\_\_\_  
  
Any counter demonstrations expected YES NO Give details \_\_\_\_\_

Form completed by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**If you require any assistance with this form or you require a large print version, please contact Jill Wakeman on 01384 815453**

## **ROAD CLOSURES**

Any event on the public highway involves a significant amount of risk. If you are in any doubt about the safety of your event, do not hold it! The number one priority for event organisers must be to minimise the risk to participants and public safety. As well as the possible danger to people taking part and other road users, you also need to think about the inconvenience you may cause for pedestrians and traffic.

Generally, the police do not support any event that takes place on the highway due to the inherent dangers to public safety. The police may, however, make contingency plans to deal with any potential public safety issues as a result of your event taking place, and also take any action deemed necessary on the day of the event to resolve any public order issues that occur. You also need to be aware that there may be a charge for emergency services or local authority resources, should they be required.

Any safety concerns and advice given to event organisers will be documented. If there is an incident resulting in court/public inquiry proceedings, we have an obligation to notify any investigating authority about the safety advice given to you about your event.

For events that require Road Closure Orders, 3 months notice will be required. You should note, however, that only closures of minor roads or streets can generally be considered, and there can be a cost incurred in obtaining and advertising the requisite orders. Neither the police nor the local authority are any longer able to provide 'rolling' road closures for parades, marches and processions.

All temporary signing on the highway will be to Chapter 8 of the Traffic Signs Manual and the New Roads and Streetworks Act 1991. All signing will require specific approval of the Highway Authority.

## **RISK ASSESSMENT**

A risk assessment is a careful examination of what is likely to cause harm to people, followed by an explanation of managed contingencies to reduce or eliminate such risks. As the organiser, you will need a competent risk assessor to carry out a risk assessment for your event. A standard risk assessment form can be obtained from Dudley MBC Traffic Section, (telephone number overleaf). You will also need to take out public liability insurance to cover your event.

The risk assessment must incorporate all safety aspects of the event, such as crowd control, barrier safety etc. For further Health and Safety information, please contact Dudley MBC Central Safety on 01384 814721.

*The Council will not be held responsible for any death, personal injury or loss or damage to property (including property owned by the Council) caused by or arising from the holding of your event and it is your responsibility to ensure that you have taken all necessary steps (including insurance) to protect yourself from liability of this nature.*

*As your event is to be held on the highway, you will be required to sign a Form (a) indemnifying the Council against any action, claim, loss, costs or expenses resulting from or consequential upon any liability of the above nature and (b) agreeing to insure and provide evidence of such insurance with an insurance company approved by the Council to cover liability of this nature up to the value of £5,000,000 in respect of each and every claim.*

Once you have completed this form you can upload it by using the same link on our website that you used when you downloaded it. If you are required to submit additional documents or photographs to support your request, you will be advised how to do this on the upload page.