



London Borough of Hounslow

APPLICATION FOR PERMISSION TO USE THE HIGH STREET/S & HIGHWAYS FOR AN EVENT OR DISPLAY WITH ASSOCIATED DISTRIBUTION.

What activity are you intending to undertake? Please circle one option only

1. Charitable (Registered)	5. Community event
2. Fund raising	6. Promotional purposes
3. Information display	7. Religious purposes
4. Recruitment purposes	8. Other (Please state)

This application and all supporting documentation **MUST** be received a minimum of 7 (seven) working days prior to the date of the intended activity. Applications that do not comply or are unsigned will be returned to the applicant without consideration. This application must not be used for events requiring a road closure.

APPLICANT'S DETAILS (Details of the individual who is responsible for the event and will be present on the day)

Title	Mr / Mrs / Miss / Ms / Other (specify).....
Surname	
First Name/s	
Home Address	
Post Code	
Telephone Number	
Email	

Organisation Name	
Address	
Post Code	
Telephone Number	
Email	
Charities Reg No	

OTHER ESSENTIAL INFORMATION

Proposed Location of Event. <i>Please be specific and give landmarks to mark your location.</i>	
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Description of Activity- <i>please be specific about 'what' activity you intend to carry out.</i>	
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FURTHER INFORMATION ABOUT INDIVIDUAL EVENTS

An application should be submitted to cover each separate event you / your organisation propose to hold. Each application form must be completed properly and submitted at least 7 working days before the event is due to take place. We strongly recommend you contact us (see contact details at the end of the application form) in advance to check that the area you wish to hold the event is available. Space is allocated on a strictly first come first serve basis. The Council will not permit applications to be submitted more than two months in advance. Each event organiser is restricted to having 5 events registered with the Council at any one time in a twelve-month period.

Date of Event	
Name of Event	
Number of people 'assisting' you at your event	
Time of Event (please note that the Council will not grant permission for events before 9:30am and after 16:30pm)	*specify exact timings of event Start: _____ Finish: _____
Description of any Materials to be placed on the public highway (e.g. tables, stands, displays etc.). <i>Note: Photographs will be required of any materials.</i>	
Details of any Vehicles used as part of the event or display	Make:
	Model:
	Approximate Weight:
	Parked Location:
	Registration Number:

Printed Matter / distribution of literature

Will you be distributing any printed matter as part of your event?	Yes / No (delete as appropriate)
Description of any Printed matter you intend to <u>distribute</u> .	

You are required to include copies of any / all literature you intend to distribute at the time of making this application. Your application WILL NOT be processed if you have not supplied copies of all printed matter you will be distributing on the day of the event.

Declaration:- must be completed by the person making the application.

I agree to comply with the conditions below:

1. Fire paths and entrances to premises must be kept clear at all times.
2. There must be a minimum of 2 metres access (or as instructed) available for pedestrians.
3. An authorised officer of the Council or Police Officer may instruct that the activity will be suspended or cease should congestion become too great due to the number of people congregating, and will not recommence until the congestion has cleared, or the permission of the above officer has been given.
4. Should the use of a table be required, only one small collapsible table will be permitted.
5. Free standing advertising boards shall not be used, nor affixed to any street furniture or trees.
6. If I have ticked 'Yes' to distribute printed matter, I agree supply copies of any / all literature to the Council at the time of making this application.
7. I have included photos of any stands, tables or displays being used at the event.
8. Trading of any description is not permitted under this permission.

Indemnity Clause – this must be completed

I << insert name >>on behalf of <<insert organisation >>....., accept the conditions provided and indemnify and keep indemnified the Council of the London Borough of Hounslow from and against, all legal liability in respect of loss, damage, actions, claims, proceedings, suits, demands, costs, damages and expenses in respect of any injury to, or deaths of any person, damage to any property movable or immovable, the infringements or disturbance of any rights, easements or privilege or otherwise by reason of, or arising in any way directly or indirectly, out of the granting by the London Borough of Hounslow of a permit for an event or display to be placed on the Highway at the location entered on this application form, or any related activities. I will effect or cause to be effected the necessary third party public liability insurance to cover this indemnity. The minimum limit of indemnity, afforded by such policy or policies of insurance, shall be £2,000,000 (two million pounds).

I confirm the following documents are included with this application and understand the application will be returned if not included:

1. Evidence of £2m Public Liability Insurance Cover
2. Plan / area layout
3. Copies of all literature to be distributed
4. Photographs of any displays, tables or stands being used at the event.

The Council reserves the right to refuse permission for any event or activity which may be considered as controversial or likely to cause offence to residents due to religious, political, moral or other significant reasons.

Signature of applicant: **Date:**.....

Note:

Charity collections are co-ordinated centrally by the Metropolitan Police Service. Please see www.met.police.uk/charities/streetcollection.htm for further information.

Regulated Entertainment may require separate authorisation under the Licensing Act 2003, please see www.hounslow.gov.uk/licensing for further information.

If you wish to trade, a street trading licence must be obtained from the Licensing Service (please note this may take up to 8 weeks).

Please return this application to:

Community Safety & Enforcement – Licensing
London Borough of Hounslow
Hounslow House, 7 Bath Road, Hounslow, TW3 3EB

Email: licensing@hounslow.gov.uk

All enquiries concerning the progress of your application should be made to: Licensing Service Tel: 020 8583 4711