

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)

2. Fund raising

3. Information display

4. Recruitment purposes

5. Community event

6. Promotional purposes

7. Religious 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. *Please be specific and give landmarks to mark your location.*

Description of Activity-

*please be specific*

*about ‘what’ activity*

*you intend to carry out.*

**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, please see plan below for the two locations on Hounslow High Street. 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.).  *Note: Photographs*  *will be required of any materials.* |  | | |
| 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 distribute. |  |

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

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 affect or cause to be affected 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 coordinated centrally by the Metropolitan Police Service. Please see [www.met.police.uk/charities/streetcollection.htm](http://www.met.police.uk/charities/streetcollection.htm) for further information.

Regulated Entertainment may require separate authorization under the Licensing Act 2003, please see [www.hounslow.gov.uk/licensing f](http://www.hounslow.gov.uk/licensing)or 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 Enforcement & Regulatory Services – Licensing

London Borough of Hounslow

Hounslow House, 7 Bath Road, Hounslow, TW3 3EB

Email: [licensing@hounslow.gov.uk](mailto:licensing@hounslow.gov.uk)

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

**Plan of two sites on Hounslow High Street allocated only for Charlies to distribute from:**

