



WATFORD BOROUGH COUNCIL

REQUEST FOR STREET ACTIVITIES PERMISSION

PLEASE COMPLETE IN BLOCK CAPITALS

<p>YOUR NAME ADDRESS AND POSTCODE</p> <p>DAYTIME TEL NO</p> <p>EMAIL ADDRESS</p> <p><input type="checkbox"/> By ticking this box, you agree to us mainly communicating with you by email, including sending licences.</p>				
<p>NAME OF ORGANISATION</p> <p>ORGANISATION ADDRESS (including POSTCODE AND TELEPHONE NUMBER)</p> <p>PURPOSE/OBJECT OF ORGANISATION</p>				
<p>REGISTERED CHARITY NUMBER (IF APPROPRIATE)</p>				
<p>DESCRIPTION OF ACTIVITY TO BE HELD (NOTE: No collection of money or sale of goods can take place unless a Street Collection permit has also been issued by the council.)</p> <p>PURPOSE OF ACTIVITY</p>				
<p>PLEASE TICK IF YOUR EVENT WILL INCLUDE ANY OF THE FOLLOWING</p> <table><tr><td><input type="checkbox"/> Sale of alcohol</td><td><input type="checkbox"/> Films</td></tr><tr><td><input type="checkbox"/> Any music (other than incidental or background)</td><td><input type="checkbox"/> Theatrical performances</td></tr></table> <p>If you have ticked any of these boxes, contact the Events Officer on 01923 278237 to discuss whether you can take advantage of the town centre premises licence. The Events Officer must counter-sign this form to indicate that permission has been given:</p> <p>_____ Events Officer</p> <p>_____ Date</p> <p>If permission is not available, you may be able to use a temporary event notice for these activities. Further information on temporary event notices is available on www.watford.gov.uk/ten or from the Council's licensing team.</p>	<input type="checkbox"/> Sale of alcohol	<input type="checkbox"/> Films	<input type="checkbox"/> Any music (other than incidental or background)	<input type="checkbox"/> Theatrical performances
<input type="checkbox"/> Sale of alcohol	<input type="checkbox"/> Films			
<input type="checkbox"/> Any music (other than incidental or background)	<input type="checkbox"/> Theatrical performances			

DATE(S) REQUESTED:

TIMES FROM:

TO:

PREFERRED LOCATION

- The Parade (between Bentine Lane and Clarendon Road)
- St Mary's Square
- Queens Road (between High Street and Beechen Grove)

Please tick if you are enclosing a copy of a current public liability insurance certificate

DATA PROTECTION – Keeping your personal information safe

Any data that you provide will be stored and processed by Watford Borough Council or its appointed agents in accordance with the law.

Information collected may be shared with other Council departments and/or organisations the Council works with who assist us in the performance of our functions. It may also be shared with outside organisations such as the Police, DWP, and County Council, to prevent and detect crime. It may be shared with insurance companies and bodies responsible for auditing or administering public funds for the prevention and detection of fraud.

Further information on the Council's obligations to safeguard your personal information and your rights on accessing data held about you can be found on the Council's website at:

<https://www.watford.gov.uk/privacynotice> and <https://www.watford.gov.uk/ehlprivacynotice> or by telephoning 01923 278000

NOTE TO APPLICANTS

If the Council agrees to grant permission for your event, there may be several conditions that you must comply with.

These may include:

1. Access and egress for pedestrians to be maintained at all times.
2. No vehicles to be parked or driven onto the pedestrian area unless a parking waiver has been obtained from the Parking Service. Contact them via email to parkingservices@watford.gov.uk or call them on 01923 278890. A small administrative charge will be made.
3. The directions of the Council's authorised Officers or any Police Constable to be complied with.
4. No street furniture (e.g. lamp-posts or benches) may be used to display articles etc.
5. Stalls and displays must NOT be placed across or within 1 metre of any cycle route/track or fire hydrant.
6. Stalls must be erected, used and dismantled in a way not likely to cause injury or danger.
7. The name of your charity/organisation is clearly displayed for members of the public to see.
8. No activities to cause offence to any person.
9. The production, on request, of the enclosed Street Trading Consent.
10. The production of a Third Party/Public Liability Insurance policy in the minimum sum of £5million. This must be forwarded to the Council prior to the event otherwise the approval will be of no effect.
11. Stalls in Queens Road must not be sited by the entrance/exit doors to the Intu Watford shopping centre.



NON-COMMERCIAL STREET ACTIVITIES RISK ASSESSMENTS

1. All non-commercial street activity events have some risk attached to it.
2. Event organisers are asked to consider the risks connected with your events, and to confirm if the event is a low, medium or high risk.
3. It is assumed that event organisers are able to control those risks. If you are not able to do so, you must complete a risk assessment to say how you can control them. A sample risk assessment is attached for your information, but you may also complete your own
4. **You must also mention any other risks you might be aware of before returning this form to the council's licensing team.**
5. Please contact the licensing team on 01923 278476 or email licensing@watford.gov.uk if you need assistance with this form.
6. **Please return this whole form with your application form.**

Name:

Organisation:

Proposed dates for activity:

I confirm that I have completed the risk assessment below to the best of my knowledge.

Signed:

Date:

LOW RISK		
Activity	Control	Able to meet? (Yes/No/Not applicable)
Placing table or other furniture on highway	Will not obstruct doors, passageways, fire hydrants or pedestrians	
Using electrical equipment	1. Has been maintained and recently tested by competent person 2. Appropriate fire extinguishers provided	
Use of loud-speakers etc	Noise levels will be regularly checked (eg half-hourly) to ensure no disturbance is being created	
Trip hazards created	All trailing leads and other trip hazards will either be removed or signage/warnings put in place to advise other people	

MEDIUM RISK		
Activity	Control	Able to meet? (Yes/No/Not applicable)
Driving a vehicle into pedestrian area	All vehicle movements (especially reversing) will be supervised by a person on foot	
Use of helium/gas cylinders for balloons	Cylinders will be transported and be under the supervision of a competent person; will be examined before first use; and stored in an upright position away from possible sources of damage	
Using ladders or working at heights	Ladders will be inspected by a competent person before first use; warning signs will be erected to warn passers-by of any work at height; no objects or articles will be attached to Council property	

HIGH RISK		
Activity	Control	Able to meet? (Yes/No/Not applicable)
Creating or erecting a temporary structure (eg staging)	Structure will only be erected by competent persons, inspected before first use and where appropriate records maintained.	

OTHER RISKS		
Activity (please describe)	Control measure to control risk (please state)	High, Medium or Low risk?

Please continue on a separate sheet if necessary