# Hartlepool Borough Council Street Party Application

**Name of Street**

**Contact Details of Main Event Organiser**

**Name**

**Telephone**

**Email**

**Address**

**Precise Location of road closure**

**Affected residents must be consulted, by the Street Party Organiser, regarding the intended road closure by one of the following :**

Letter drop - Yes / No (delete as appropriate)

Email – Yes /No (delete as appropriate)

Face to face – Yes / No (delete as appropriate)

Other

**Event Dates / Times (The start and end times will stipulate when any traffic management will be in position. TM must be removed at the stated end time)**

**Start (date / time)**

**End (date / time)**

**Traffic Management**

**Agreed drop off / pick up Location**

**All cones / signs must be deployed by the residents prior to the event and removed / returned to designated collection point upon the conclusion of the party. A simple traffic management plan can be issued if required.**

**Additional Information**

Please note: Upon completion of the event the area is required to be left in a clean and tidy state and all furnishings/equipment are to be removed as soon as possible. Any associated Traffic Management (signs/barriers etc. ) are to be removed without delay and returned to the pre-agreed pick up point where it will be collected by the Highways Team.

The organiser, as stated above, remains the main contact point for this event and will be deemed responsible to ensure the above is carried out.

**Please note : a permit will be raised covering the start / end times stipulated above to prevent other activities from taking place i.e. unplanned / non urgent works. For this reason it is advisable to return the completed form as soon as possible so intended roadspace can be booked. Please be aware that a requirement to allow emergency works (i.e. utility / Council etc) will be allowed even during the above event times but every effort will be made to avoid this. Organisers should also be mindful of allowing access for emergency vehicles should the situation arise.**

**Please be aware of the requirement to allow adequate access to service any waste bins should waste collection fall on the same day as the intended party.  This can be done by:**

* **Keeping access clear, including bunting, etc, which may be damaged by the collection vehicle**
* **Pulling bins to the end of the street or another accessible place that does not have a detrimental effect on anyone else.**

HBC contact:

Ralph Young 01429 284141 – Ralph.young@hartlepool.gov.uk

**Please return any completed forms / locations plans to Ralph Young at the above email address.**