

# VE Day celebrations

## Street party application form

Please complete using block capitals.  
It is important that you read the accompanying instructions.

You will need to:

- tell us about the road or section of road you would like to close, and give us the times and date (it will be easiest to arrange a street party in a cul-de-sac or no-through road. The details we need are covered by this form)
- make sure that there is access for emergency services at all times
- consider issues of safety and traffic management – for instance, will a bus route be affected?
- think about how to close off the road safely to traffic, including what barriers and signs you will use
- if you are serving food or alcoholic drink, or playing background music, you can do this with no additional licences as long as you are not making money from the event
- ensure you clean up afterwards.

Please feel free to invite the Mayor to your party by email: [mayor@barnet.gov.uk](mailto:mayor@barnet.gov.uk)

There is further information and guidance available on our website or the Streets Alive website [www.streetparty.org.uk](http://www.streetparty.org.uk)

Where possible, please submit your application by **1 May 2015**,  
however, we will do all we can to facilitate applications made after this date.

# Section 1: About you

## Tell us who you are

### 1. Name of applicant and organisation (if applicable) (Please type into the boxes below)

|              |  |  |
|--------------|--|--|
| Title        |  |  |
| Surname      |  |  |
| First name   |  |  |
| Organisation |  |  |

### 2. Contact details (Please type into the boxes below)

|                |  |             |  |
|----------------|--|-------------|--|
| Address Line 1 |  |             |  |
| Address Line 2 |  |             |  |
| Address Line 3 |  |             |  |
| Postcode       |  |             |  |
| Daytime tel    |  | Evening tel |  |
| Email          |  |             |  |

# Section 2: About the event

## Tell us about your party

3. **Details of road(s) to be closed** (Please include name of road, date, start and finish time of road closure and details of the section of road you want to close. For example, a list of properties)

4. **Is the road...?** (Please tick **one** box on each row)

|   | Yes | No |
|---|-----|----|
| being used by through traffic or does it provide access to another road   | 1   | 2  |
| part of a bus route   | 3   | 4  |
| going to restrict access for emergency vehicles at any time<br>(If yes, you will need to discuss this with the council. In the interest of safety we highly recommend that roads are accessible for all emergency vehicles) | 5   | 6  |

## Section 3: Risk/Insurance

Please note, London Borough of Barnet does not provide public liability insurance for event organisers.

|   | Yes | No |
|---|-----|----|
| Have you considered the risk of actions arising out of the event?<br>A formal risk assessment is not necessary but as organisers you should consider all the activities being arranged and decide if the risk is sufficient and whether external insurance is required. | 1   | 2  |
| Do you have Public Liability insurance?<br>If yes, please provide the name of the Insurance Company below   | 3   | 4  |

Please check our guide to organising a street party  
in case you need to apply for any special licences.

## What happens next?

Email your application form to: [pledgebank@barnet.gov.uk](mailto:pledgebank@barnet.gov.uk)

We will then look at what you are proposing, process your application and be in touch shortly to let you know if your application has been approved.

### Confidentiality

Barnet Council has a duty to protect the public funds it administers and may use the information you have provided for the prevention and detection of crime. We may also share information with other council departments or external organisations in order to undertake our functions as a local authority. We will always comply with the requirements of the Data Protection Act 1998 and never give information about you to anyone else, or use information for another purpose unless the law allows us. If you want to know more about how your information is used visit [www.barnet.gov.uk/privacy](http://www.barnet.gov.uk/privacy)

For any further advice or information:  
contact the Traffic and Development Section on tel: 020 8359 7541