



# CITY OF LONDON CORPORATION SPECIAL EVENT APPLICATION FORM

## EVENT INFORMATION

Event title:.....  
Date (s):.....  
Timings:.....  
Type of event:.....  
Venue:.....  
Routes (if applicable).....  
.....

## ORGANISER'S DETAILS

Contact name:.....  
Application date:.....  
Company:.....  
Email address:.....  
Address:  
..... Telephone no:.....  
..... Mobile no:.....  
.....

## PROPOSED EVENT DETAILS

**Full description of the event proposal**  
Please use the space at the end of the form if needed

*Please use additional documentation to support your application including a detailed map of your location, proposed layout and a copy of your Public Liability Insurance (minimum level of cover £10,000,000). Please refer to the "Guidelines for the Planning of Events in the City of London" before submitting this application form.*

**Estimated attendance**

Fewer than 500.....500-2,000.....2,000-5,000.....5,000+.....

**Specific number** (if known).....

**On what basis have you estimated the number?**.....

**What publicity are you planning?**

Website.....Social media.....Local newspaper.....

National newspaper.....TV.....Radio.....

Poster campaign.....Leaflet.....Other.....

**Funding**

**What is your budget for the event? £**.....

**Has the funding been agreed? YES/NO**

**If NO, when do you expect to have the funding finalised?**.....

**Have you, or do you intend to have a partnership or sponsorship for the event? YES/NO**

**If YES what is the name of your partner or sponsor?**.....

**EVENT REQUIREMENTS**

**Please DELETE the facilities which will NOT be needed for the event**

- Road closure                      Traffic hold                      Parking suspensions
- Parking dispensations      Temporary structure              Hoarding licence
- Furniture removal              Amplified music                      Cleansing

*\*Please refer to the "Guidelines for Planning of Events in the City of London" to ensure you have provided enough time for these licences to be issued*

**LOCAL AUTHORITIES AND AGENCIES**

Please provide details of other Highway Authorities/Agencies which need to be liaised with.

.....  
.....

**PUBLIC LIABILITY INSURANCE**

**Have you included a copy of your Public Liability Insurance (minimum level of cover £10,000,000? YES/NO**

**This application will be used to assess whether or not your event can be supported.** If it is possible to facilitate your event, you will be asked to meet a member of the Events team to discuss your requirements in more depth. If parking and/or road closures are needed you will need to complete separate applications forms and give sufficient notice. For details on notice periods and charges relating to parking and road closures, please refer to our Special Events Guidance Notes, on [Special Events on the Highway](#).

This form must be completed and signed by the **event organiser** (or his/her delegated officer).

**DECLARATION**

- In consideration of the City of London authorising the operation of event equipment or machinery, we the undersigned hereby agree to indemnify and save harmless the City of London, their servants and agents from and against all actions in law or in equity, damages statutory or common law losses, costs charges and expenses arising in any manner whatsoever out of the transportation, erection, dismantling and or use of the above-mentioned equipment or machinery and associated activities, whether by means of defect (latent or otherwise) in the said equipment or machinery or otherwise pursuant to the authorised use of the equipment or machinery as aforesaid, save to the extent that such actions, claims and/or proceedings arise from the negligent act or omission of the City of London, its servants and agents.
- I confirm that the below mentioned company will indemnify The City of London, its servants and agents against any claims or proceedings arising directly in respect of any injury to persons or damage to property as a result of the below mentioned company's agreed activities and other related activities which take place on the public highway in the City of London, save to the extent that such actions, claims and/or proceedings arise from the negligent act or omission of the City of London, its servants and agents.
- I confirm that whilst operating in The City of London the below mentioned company I will have public liability insurance with a limit of indemnity to the sum of £..in respect of any one accident or series of accidents arising out of their activities in place prior to the event taking place. Documentation of proof of insurance cover will be provided before the event date.
- I confirm that the below mentioned company's insurers will be informed of all activities described in this application, and that a risk assessment has been or will be carried out.

**Signed**.....

Print full name

**In the capacity of**.....

Producer or delegated officer

**For/on behalf of**.....

Name of the company

**Address**.....

.....

.....

.....

**Email**.....

Send the completed form with payment to

Highways management/events officer

Traffic Management

PO Box 270

Guildhall

London

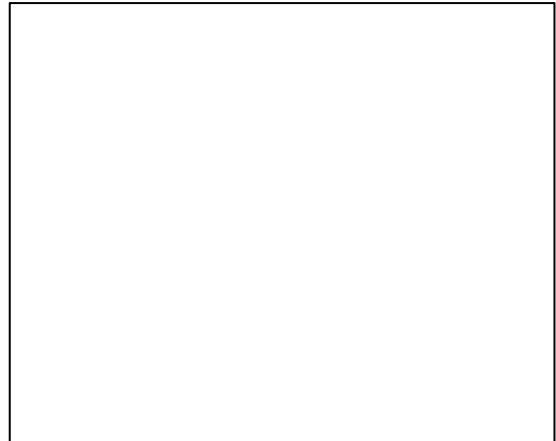
EC2P 2EJ

**For Office Use Only:**

Assigned officer:.....

Date:.....

Event supported? YES/NO



**HOW TO PAY - Payment is non-refundable**

**APPLICATION FEES**

Applicants should refer to the Charges for Activities on the Public Highway document for the applicable fees for Major and Minor events.

**CONTACT**

For application advice please email the Highway Events Team at: [dbe.events@cityoflondon.gov.uk](mailto:dbe.events@cityoflondon.gov.uk)

**PRIVACY NOTICE**

The City of London Corporation (CoL) is a data controller responsible for compliance with the relevant Data Protection requirements for processing personal data. The personal data you have provided on this occasion i.e. your name and your contact details, will be used solely for the purposes of 'processing your application in the City of London'. More detailed privacy information, including information about your rights, is available at [Privacy](#) Please email the Information Team at [dbeinformation@cityoflondon.gov.uk](mailto:dbeinformation@cityoflondon.gov.uk) if you have a question about how your personal information is managed.

Use this space for more information on the event proposal.