

MANCHESTER CITY COUNCIL APPLICATION FOR USE OF PUBLIC SPACE FOR EVENT ACTIVITY IN CITY CENTRE

Use of public streets, squares and other public open spaces

Date: _____

1. Is this a City Council supported/funded event?

If so, please provide details and an officer name and contact number

2. Name of organisation

3. Give details of one contact person responsible for this application.

Name:	_____
Position:	_____
Address:	_____
Post Code:	_____
Telephone:	_____
Fax:	_____
E-mail:	_____

I have read and understood the guidelines and conditions set out in this form and accompanying guidance and agree to ensure compliance with them in all aspects of this application. I agree to take responsibility for informing adjacent and affected businesses, offices, residents, churches etc. and liaising with them as to the resolution and minimisation of access difficulties, noise nuisance etc.

Signed _____ Date _____

4. Status of Organisation

Company Ltd by Guarantee <input type="checkbox"/>	Registered Charity <input type="checkbox"/>
Voluntary organisation <input type="checkbox"/>	Reg Charity Number _____
Individual <input type="checkbox"/>	
Partnership <input type="checkbox"/>	

5. Proposed/requested location of event (specific street, square etc.)

6. Date(s) of event (incl. set up & de-rig)

Day(s)	[e.g. Monday]	Date(s):	[e.g. 01 Jan 06]	Set up from (time):	
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Times of actual event:	[from - to]	Clear of space by (time):	
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7. Title of event

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8. Purpose of event and description – please include all relevant details

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12. Any additional information in support of application?

13. How would you intend to publicise the event to potential participants and/or audience?

14. Estimate how many people would be involved/attending the event.

Participants Audience

15. Are there any vehicles proposed to be involved in the event? YES NO *(please circle)*

Number of vehicles proposed to be involved*

*If the event is given permission you will be required to supply registration numbers for all vehicles

**NB: There is a Prohibition of Driving Order at ALBERT SQUARE
A Traffic Regulation Order at ST ANN'S SQUARE
CATHEDRAL GARDENS (including URBIS) Please see separate guidelines.
PICCADILLY GARDENS are subject to a stringent design and operation brief which strictly limits usage**

If you are returning the form by email, you should also send a hard copy in the post or by fax as a signature is required.

Enquiries and completed applications should be forwarded to:

**Amanda Kaye/Karen Connell
Events Unit
Manchester City Council
Town Hall
Albert Square
Manchester M60 2LA**

**E-mail: a.kaye@manchester.gov.uk
k.connell@manchester.gov.uk**

Please note that submission of this form DOES NOT guarantee permission for your event. You will receive written notification of the outcome of your application.

By submitting this application you are accepting complete responsibility for the event, the delivery of the event and any issues relating to the event.

Should your application be successful – the permission you receive is PERMISSION FOR USE OF PUBLIC SPACE. YOU ARE FULLY RESPONSIBLE for the organisation, delivery and management of your event including all safety related issues.

Please include proof of Public Liability Insurance when returning this form. Your application will NOT BE CONSIDERED if PLI not attached to it.

You must supply full event documentation including risk assessments and method statements (incl. site plan and health and safety plans). We will also require a completion certificate from the contractor of any structure to confirm that appropriate independent erection checks have been carried out and that the structure has been erected in accordance with design details and documentation.

All the above to be received no later than 14 full days prior to the event or the event will not be allowed to go ahead.

Event Organisers must supply their own generator if power is required. This MUST NOT be petrol AND MUST BE SILENT. Details MUST be included in documentation.