

Event Network Booking Request
Events On or Near Highway

1. NOTIFICATION CONTACTS Event Contact Name: Event Organisation Name (if applic): Address: Daytime telephone no.: Email address: Event website address or links to routes/maps:			
2. EVENT INFORMATION Event name: Free text description of event: Type/Nature of event: (please circle/highlight from options) Event date(s) from and to: Event times from and to: Anticipated no. participants/visitors:			
	Parade/Civil Event/Carnival	Street Party/Community	
	Running	Cycling	
	Festival/Bonfires/Gathering	Other (please detail in event description)	
	No.:		Open to public? Yes / No
3. EVENT LOCATION Event venue address: Please also submit a map plan/link showing any routes on highway involved in the event that you require protecting from planned roadworks.			
4. TRAFFIC MGMT & SIGNAGE Do you need to control traffic temporarily in any way to support the event? (Traffic control = road closure, traffic restrictions, traffic signals, lane closure, Stop & Go controls). Are you looking to deploy temporary directional signage for the event?	<p style="text-align: center;">Yes / No</p>		<p style="color: red;">If you have answered yes above, you need to complete an application form. This booking form doesn't constitute an application for traffic management approval. Refer to Guidance Pack for further advice.</p>
3. EVENT EMERGENCY CONTACTS: Contact Name and Tel.: No.during event:			<p style="text-align: center;">Yes / No</p> <p style="color: red;">If you have answered yes above, you need to provide a plan showing where the signs will be placed and an image of the signs wording with this form.</p>

 Completed forms can be sent to the Network Management Unit e-mail: nmu@staffordshire.gov.uk

NB: you may also wish to notify Staffordshire Police which can be actioned using their online service at:

<https://www.staffordshire.police.uk/article/5587/Organising-an-Event>

Your appropriate district council should be notified directly and contacts can be found online or without our Guidance Pack that is available on request.