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| Event information |
| Name | Windmill Remembrance Day 10k |
| Date | Sunday 10 November 2019 |
| Location (Town/Parish) | Lytham St Annes |

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| Organiser information |
| Name | Fylde Coast Runners |
| Telephone No (+24hr Contact) | 01253 394038 |
| Email Address | admin@fyldecoastrunning.org |
| Invoice Address | Unit 1a Hoo Hill Estate, BlackpoolFY3 7HJ |
| Purchase Order Number | FCR/TM/065 |

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| Impact Assessment (circle as appropriate) |
| Number of Participants | 0-50 | 51-100 | **101+** |  |
| Number of Spectators expected | 0-100 | 101-250 | **251+** |  |
| Number of Households affected | 1-10 | 11-50 | **51-100** | 101+ |
| Number of Businesses affected | **1-10** | 11-20 | 21-50 | 50+ |

Ensure you have included (as a minimum) the following supporting documents

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| Event application checklist |
| Traffic Management Plan | X |
| Public Liability/Event insurance |  |
| Any relevant risk assessments |  |

Continued overleaf

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| Traffic type affected by the event |
| Motor Vehicles | X |
| Cycles |  |
| Pedestrians |  |

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| Access arrangements |
| All will be maintained |  |
| No vehicular access will be maintained |  |
| Restrictive vehicular access will be maintained | X |
| Access for pedestrians only |  |

### Traffic Management plan considerations:

The traffic management plan must provide, as a minimum, the following information:

* Type of prohibition required, down to street detail level:
	+ Road closures
	+ One way orders
	+ Parking restrictions
* Times of operation of these prohibitions on the dates of the event
* Indication of any proposed diversion routes including the relevant signing to be used, the route can be shown on a map but a written diversion route is also required.
* Location of barriers
* Location of and content of any signs proposed
* Key issues identified, e.g. Hospitals, Schools, Bus routes, public buildings or any other significant location that may be affected by the event/closure
* Marshal/Steward deployment strategy including confirmation of any training/experience held.

Continued on next page

1. The County Council requires a minimum  **12 weeks advance notice** in order to process a temporary traffic regulation order. Therefore applications must be received in sufficient time for processing.
2. Applicants will be held responsible for the erection and maintenance of all road signing required/agreed by Lancashire County Council.
3. The current charge (in 2016/17) for a temporary traffic regulation order is **£585** plus the costs of advertising the order. The advertising costs normally bring the total cost to around £1200, but the actual cost will be invoiced. **A purchase order number must be supplied.**
4. The current charge (in 2016/17) for an amendment or extension to an existing temporary traffic regulation order is. **£574** plus the cost of advertising the amendment/extension order.
5. The current charge (in 2016/17) to seek the permission of the Secretary of State for Department of Transport where necessary to implement a temporary traffic regulation order is **£60** (The outcome is not guaranteed)
6. Where an applicant requests cancellation of any temporary traffic regulation order, costs may be charged based on the works undertaken by Lancashire County Council during the process
7. Applicants must erect, at the site of the proposed closure(s), an information sign giving the public advance warning of the proposed closure(s). The design of these signs must be agreed with Lancashire County Council and they must be in position at least ten days before the commencement of the road closure(s). For further guidance please contact Streetworks on 01772 533433 or email lhsstreetworks@lancashire.gov.uk
8. Applicants are also responsible for the erection, maintenance and removal of all necessary road closure(s) and diversion signs and should be aware that the road should remain open for pedestrians and access to frontages.
9. Residence and local businesses must be contacted individually to assess what problems that they may have and it may be necessary for you to produce information signs for this purpose..
10. All applicants must indemnify the County Council against any third party claims and any additional costs arising from the closure(s), including those associated with the diversion of any public and school transport routes.

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| I declare that the section of road detailed above needs to be closed. I understand that the cost for a closure is as detailed in the guidance notes issued to me. I declare that I have consulted and discussed this closure with those likely to be affected and agree to provide and maintain all signing, including traffic regulation order site notices and advanced notice boards, required for closure for the duration of the works. I understand that I am responsible for the 24 hours signing and guarding and maintenance of the site and diversion route in accordance with Chapter 8 and the Code of Practice for Safety at Street Works and Road Works. I have read and understood fully the guidance notes provided and will adhere to all responsibilities / duties enforced by this document. |

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| Signed Printed Name | Date |
| L MCANDREW | L MCANDREW | 21/08/2019 |

Please return this completed form via email to lhsstreetworks@lancashire.gov.uk or post to Lancashire County Council, Area Office, Cuerden Way, Bamber Bridge, Preston, PR5 6BS