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| Please note that we would like to capture all events taking place within the borough and would like anyone planning to host a Big Lunch Party or Park Event on either 1st or 2nd of June 2024 to complete this application form, we do need to know if this is a private or public event. | |
| |  |  | | --- | --- | | Do you have the agreement with your affected neighbours: | YES NO | | ***We ask that you consult and discuss plans for your Big Lunch Street Party with your neighbours so that the majority are therefore in agreement in order for you to apply to close your road for this event*** | | | |
| About you | |
| Name of organiser: |  |
| Home Address: |  |
| Post Code (must be submitted): |  |
| Telephone: |  |
| Email: |  |
| About the party | |
| Date of party: (Select only one) | **1st June 2nd June** |
| Start time: |  |
| Finish time: |  |
| Where is the party taking place:  In the Street  Council Land (*permission from the council may be required for council estates*)  Park  Other | |
| Please specify below: |  |
| Is the party:  Private  Open to public  Other | |
| If 'Other' please specify: |  |
| Expected number of people: |  |
| Will the event involve:  Fireworks/pyrotechnics  Live music/disco  Staging/scaffolding/temporary structure  Public address system | |
| Food and drink | |
| Will there be alcohol on sale: |  |
| Will there be food for sale: |  |
| Type of catering:  No catering  Self-catering  Professional catering | |
| Names and contact details of professional caterers: |  |
| Roads and parking | |
| Do you require a street to be closed: |  |
| Name of street with post code: |  |
| Do you require a whole street to be closed: | YES NO |
| Please provide the property **door** **numbers** or **junction details** of the section of road you require to be closed | From:  To: |
| Time From: |  |
| Time To: |  |
| Have you made arrangements for cars to be moved from the closed street? |  |
| Will you be using official traffic management signs: |  |
| How will you be managing the road closure: |  |
| Publicity | |
| The council may publish details of events in the borough. Would you like your event to be included: | YES NO |
| Would you like The Mayor / Deputy Mayor to attend your big Lunch- Yes / No | |
| **If yes please note we will inform you if your party has been selected for a mayoral visit.** | |

This form does not automatically authorise an event.

We will contact you either to request additional information, or to confirm whether or not your event can go ahead.

To help you have a safe and happy event this information is required to ensure our resources are properly coordinated. Details will be shared with the emergency service and other departments within the council.

***Closing date for all applications Friday 10th May at 11:59pm***

Please return to: [Parties@croydon.gov.uk](mailto:Parties@croydon.gov.uk)