

Email: [council@southend.gov.uk](mailto:council@southend.gov.uk)  
 Tel: 01702 21500 Ext: 4360

## Street Party – List of Participants, Contractors and Sub-Contractors

You can complete and submit this form electronically to [council@southend.gov.uk](mailto:council@southend.gov.uk) or send it to the address above.

Please complete using block capitals and black ink.

### 1. Street Party Organiser Details

Title:		Unit/Number:	
First Name:		Street:	
Last Name:		Town:	
Email:		Post Code:	
Telephone:		Mobile:	

### 2. Street Party Date and Time

Date of Street Party:	From:	To:
Time Road to be Closed:	From:	To:

### 3. Street Party Location Details

Name of the road(s) to be closed	
Where will the closure begin and end?	

Please list overleaf, the Names and addresses of all third parties (exhibitors, ground entertainer, contractors, sub-Contractors, not volunteers) at your event. Confirm what type of permission(s) and Insurance they hold.

As the Street Party organiser you will be responsible for producing evidence of, the existence of, Public Liability Insurance and or any Licence, Notice or Consent approval the third party is also required to hold.

#### 4. Participants List

Event/Activity		Contact Name:	
Role:		Company Name:	
Title(s) of: Insurance, Licence, Notice, Consent, Other:			

Event/Activity		Contact Name:	
Role:		Company Name:	
Title(s) of: Insurance, Licence, Notice, Consent, Other:			

Event/Activity		Contact Name:	
Role:		Company Name:	
Title(s) of: Insurance, Licence, Notice, Consent, Other:			

Event/Activity		Contact Name:	
Role:		Company Name:	
Title(s) of: Insurance, Licence, Notice, Consent, Other:			