



Croydon Town Centre BID,
Saffron House, Third Floor, 15 Park Street
Croydon, CR0 1YD

Tel: 020 8603 0050
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Croydon North End Application Form

<p>Please answer ALL questions in full using block capitals and black ink. Applications must be received at least 28 days before the date of the first event. Use additional sheets if necessary. Completed forms should be returned to the postal or email address above. Once your application has been approved, any licensing/parking dispensation required should be sought after from Croydon Council before your booking date.</p>		
Part 1 – Organiser Details		
Contact Name		
Company Name (if applicable)		
Correspondence Address		
Email Address		
Telephone		
	(Landline)	(Mob)
Part 2 – About the Event		
Please note that there is no alcohol to be served or consumed on North End		
<p>A Temporary Event Notice (TEN) is required for any event which lasts for less than 168 hours (seven days) where entertainment will be provided. If hot food and/or hot drink is to be sold between 11pm and 5am you will also need a TEN. A Temporary Event Notice can be applied for at https://www.croydon.gov.uk/business/licences/entertain/ten</p> <p>If you plan on selling at your event, after your event has been approved by Croydon BID, you must apply for a Street Trading Licence at Croydon Council. You can download that application letter at https://www.croydon.gov.uk/business/licences/streettrading</p> <p>You may apply for events up to three months in advance. To ensure that everyone who wishes to use North End has an opportunity to do so, it is our policy to only book any activity for a maximum of two dates per month, unless there are exceptional circumstances such as a major event or festival. Please note that you may not get your first choice of date and time, and that you may be contacted by one of the members of the North End team for alternatives.</p>		
Title of Event		

Proposed location of Event <i>(Please find a map detailing these locations as attachment)</i>	Site 1 Barclays Bank <input type="checkbox"/> Site 2 Croydon Village Outlet <input type="checkbox"/> Site 3 Bellmouth (entrances shopping centres) <input type="checkbox"/> Site 4 Lush <input type="checkbox"/> Site 5 Marks and Spencer <input type="checkbox"/> Roaming (only eligible when leafletting) <input type="checkbox"/>
Proposed Event Date(s) <i>(Please provide at least 28 days' notice for any activity.)</i>	
Proposed Event Time(s)	
Event Type <i>(please tick)</i>	Busker <input type="checkbox"/> Street Theatre <input type="checkbox"/> Children's Entertainment <input type="checkbox"/> Religious Performance <input type="checkbox"/> Other Performance <input type="checkbox"/> Children's Ride <input type="checkbox"/> Store Promotion <input type="checkbox"/> Health Promotion <input type="checkbox"/> Religious Information <input type="checkbox"/> Other Health <input type="checkbox"/> Charity Information <input type="checkbox"/> Filming <input type="checkbox"/> Other <i>(please give details)</i> <input type="checkbox"/>
What activities will the event consist of? <i>Please provide full details</i>	
If you are applying to do a musical or street performance, please give an example of your act. (YouTube video, website etc.)	
How many performers/workers will be at your event?	
Please provide a realistic estimate of how many people are likely to attend the event at any one time	< 100 <input type="checkbox"/> 100 - 500 <input type="checkbox"/> 500 - 1000 <input type="checkbox"/> > 1000 <input type="checkbox"/>
Please give details of any products you will be selling at the event	

<p>Please provide details and numbers of any structures or objects you will be bringing to the event, e.g. tables, gazebos, staging etc. If you are erecting structures such as stages or tents, please provide a copy of your risk assessment, photos of the structure, and any certification showing the structure is non flammable or inherently flame retardant</p>	
<p>If you will be collecting for charity, which charities will benefit? Please provide the charity name and registration number*</p>	
<p>Please provide details of the arrangements you have made to clear any litter resulting from your event</p>	
<p>How will you publicise this event?</p>	<p>Local Press <input type="checkbox"/> National Press <input type="checkbox"/> Posters <input type="checkbox"/> TV <input type="checkbox"/> Leaflets <input type="checkbox"/> Radio <input type="checkbox"/> None <input type="checkbox"/> Other (please give details) <input type="checkbox"/></p>
<p>Do you intend to provide any amplification for your event? If so please provide the details. Please note the playing of amplified music in North End is discouraged. Also, there is no electricity available in North End; you will need to provide your own power source.</p>	<p>Speakers (number)</p> <p>Power output in watts</p> <p>Other equipment.....</p> <p>If the event is complex in nature, please attach full details of the proposed equipment on a separate sheet</p>
<p>How will you provide electricity for your event? <i>If you intend to use a generator you must provide a current warranty or certified maintenance and inspection certificate for the appliance and ensure the appliance is not accessible to the public.</i></p>	
<p>How will you prevent members of the public from being able to access generators or other potentially dangerous equipment?</p>	

Part 3 – Vehicles

Croydon North End is pedestrianised between 10.00 hours and 18.00 hours and no vehicles are permitted in North End during those times except postal, security and emergency vehicles. Loading and unloading is permitted outside these times, though vehicles must be removed after thirty minutes. If you want to bring a vehicle onto North End, you must obtain parking dispensation from Croydon Council. More information can be found here: <https://www.croydon.gov.uk/transportandstreets/parking/parkingdispensations>

Do you intend to use a vehicle for loading/unloading at North End?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Have you obtained a parking dispensation from Croydon Council?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	In progress <input type="checkbox"/>
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If you intend to bring a vehicle onto North End, please supply the make, model, colour and registration number. (Please note dispensations are only granted by Croydon Council who should be contacted directly upon receipt of confirmation of booking. Technical vehicles only - private cars are not eligible.	Make of vehicle:
	Model:
	Colour:
	Registration Number:

Part 4 – Additional Information

Please provide any additional information that may support your application:

Part 5 – Signature and Declaration

I hereby declare that the information I have provided in this application is true and correct to the best of my knowledge and belief. I understand that I have sole responsibility for obtaining any necessary licences or parking dispensations, and that I am required to take all necessary steps to ensure my event is run safely, including conducting a risk assessment and ensuring the safety of any structures or equipment used.

Croydon BID accepts no liability for any damage to property or injury to persons, howsoever may be caused, resulting from this event, nor for any fine or legal action resulting from failure to obtain any necessary authorisation required from the Council or the Police, nor from any other breach of legislation, howsoever caused, as a result of this event.

I understand Croydon BID reserves the right to change or cancel any booking, without notice, should you be deemed to be too loud or operating outside our guidelines.

I have provided evidence of my current Public liability Insurance cover, where applicable.

Signed	
Print Name	
Date	