# Special Events - Temporary Parking Suspension Application

**All applications must be received a minimum of 6 weeks in advance of the proposed date of the event**. Please submit a printed map to include road names, the event location, and all proposed areas of parking suspension.

This application form must be completed by the Event Organiser when requesting the temporary prohibition of parking on the public highway.

Please send this completed application form to Parking Services including all relevant documentation, for your parking suspension to be considered.

Torbay Council

Parking Services

PO Box 422

Torquay

TQ2 5WU

E-mail: parking@torbay.gov.uk

Telephone: 01803 207658

Fax: 01803 207970

A charge will be made for implementation of the parking suspension. Included in this cost will be the creation, deployment, and removal of parking suspension notices, and Civil Enforcement Officer time to visit and enforce the parking suspension. Once the application is returned to us the full cost of providing the parking suspension can be calculated and sent to you upon which a decision can be made to proceed with the parking suspension. No invoices will be sent without prior agreement between the Event Organiser and the Council.

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| --- |
| Events held on the Public Highway |
| The Traffic Management Act 2004 places a duty on Highway Authorities like Torbay Council, to effectively manage their road network and ensure the free movement of traffic. Accordingly, Torbay Council has formalised our current process regarding the holding of 'Special Events' on the public highway to ensure the minimum impact on the travelling public and our local communities.  With the recent changes in legislation and additional duties placed on Torbay Council, all events that take place on the public highway are subject to review and Torbay Council may request reasonable changes, even if the event has been running annually for a number of years or is held under the Town Police Clauses Act.  |

# Section 1 – Event Details

|  |  |
| --- | --- |
|  | Please complete details |
| Name of event |  |
| Date(s) of event |  |
| Duration that the parking suspension is required for | From:To: |
| Road name(s) where parking suspension is required  |  |
| Section of road(s) where the parking suspension is required |  |
| Is the event taking place in Brixham, Paignton or Torquay?*(specify multiple towns if required)* |  |
| Is the event taking places on or off the public highway? |  |
| Brief description of the event |  |
| **YOU MUST PROVIDE A PLAN SHOWING THE EVENT LOCATION AND ANY PROPOSED PARKING SUSPENSION** |

# Section 2 – Applicant Contact Details

|  |  |
| --- | --- |
|  | Please complete details |
| Name of event organiser |  |
| Organisation |  |
| Contact postal address (for invoice) |  |
| Contact email address |  |
| Contact telephone number |  |
| Emergency contact number during the event (if different from above) |  |

# Section 3 - Declaration

As the person requesting the parking suspension, I understand that Torbay Council will place parking suspension notices out on the highway seven days in advance of the required parking suspension. A charge will be made for this service based only on direct costs incurred by Torbay Council as a result of the event taking place.

Charges **will be** made for the following:

* Creation of parking suspension signage
* Deployment and removal of parking suspension signage
* Civil Enforcement Officer time taken enforcing the parking suspension.

Charges **will not** be made for the following:

* Council Officer time in dealing with your application for the parking suspension and all associated advice.
* Legal work associated with writing/sealing any temporary order that may be needed for your parking suspension.

I am fully aware that despite warning notices being placed out 7 days in advance, advising residents and businesses affected by the road closure, vehicles may still remain on the public highway and although Parking Services may issue Penalty charge Notices to these vehicles that Torbay Council have no powers to remove vehicles.

**Signed:**

**On behalf of:**

**Dated:**

## How we use and handle your information

### What information do we need?

Torbay Council needs to hold certain information about its customers and services users in order to effectively provide the services we have to deliver. For Special Events Temporary Road Closures we need to hold information such as your name and contact details. Torbay Council is what’s known as the ‘Data Controller’ for the personal data you provide to us and we are registered with the Information Commissioner’s Office.

### Why we need it?

We need to know this information about you in order to contact you in relation to your application and where any issues may arise. The processing of your personal information for this purpose is necessary in order to exercise our official authority to provide this service and ensure compliance to the notice.

### Do we share your information?

We do not trade personal data for any commercial purpose, however we will share your personal information with Torbay Councils Highways and Events departments for the purpose of carrying out consultation, and for monitoring your event.

Outside of the above we will only disclose your personal information if we have a lawful basis to do so, for example for the prevention and detection of crime, or if we have your consent.

### How long do we keep your information?

Your personal data will be kept until the completion of your event, after which time it will be securely destroyed.

### What are your rights?

At any time you can request to have a copy of the information Torbay Council holds about you, and if you feel the information we process about you is incorrect you can request to have it corrected or deleted. If you wish to exercise any of your rights please contact infocompliance@torbay.gov.uk or see our Information Right’s Policy which is available at [www.torbay.gov.uk](http://www.torbay.gov.uk)

You can contact our Data Protection Officer by emailing infocompliance@torbay.gov.uk

If you are not happy with the way the Council has handled your personal information, please contact us so that we deal with your complaint. However, you can also raise a complaint with the Information Commissioner’s Office, contact details can be found on their website [www.ico.org.uk](http://www.ico.org.uk)