**POTTERS FIELDS PARK** **MANAGEMENT TRUST**

**VEHICLE ACCESS FORM**

We want your event to run as smoothly as possible and to do this we would ask you to complete the form below. Please ensure the completed form is returned *no less than two working days before your event.*

The only access to the Park is via Potters Fields (Lane); this is the small lane off Tooley Street, just before the junction with Queen Elizabeth Street, and is shared with One Tower Bridge residents and business units so please do respect other users.

 **Key points - see also ‘Event Hire Guide’**

1. All vehicles must be escorted by at least two banksmen (persons with high-vis jacket walking in front) when on the Park.
2. No vehicles larger than L6m x H2.2m X W2m (standard Luton Van size) can access the Park ramp via the private gate.
3. No vehicle is permitted to drive on the grass without boards or trackway being laid first (after consultation with the Event Manager).
4. We need to know all times that vehicles will be arriving and leaving via Potters Fields (Lane) for the rig, live days and de-rig.
5. If you are bringing a vehicle over 7.5 tonnes this will not be able to drive onto the Park and must offload on Potters Fields (Lane). Please include these details below.
6. No vehicles are permitted on the Park overnight between 23:00-07:00hrs (Mon-Sat) and

22:00-07:00hrs (Sun).

1. Production vehicles can unload and load on the Park but must park offsite.
2. Vehicles are not permitted on More London Estate or One Tower Bridge land at any time.
3. Weaver’s Lane, which is next to the Park off Tooley Street, belongs to More London Estate and is private property. It is not possible to use this road for access.

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| **Vehicle Access to Potters Fields Park via Potters Fields (Lane)** |
| **Name of Event:** |  |
| **Event Organiser:** |  |
| **Name:** | **Mobile:** | **Tel:** | **Email:** |
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| **Start date of Event:** |  | **End date of Event:** |  |
| **Access start time:** |  | **Access end time:** |  |
| **Vehicle Access to Potters Fields Park via Potters Fields (Lane)** |
| **List of all vehicles accessing site for RIG DAY(S): (in arrival and departure order)** |
| **Vehicle type/size:** | **Vehicle registration:** | **Reason for access:** | **Time of arr:** | **Time of dep:** |
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| **Vehicle Access to Potters Fields Park via Potters Fields (Lane)** |
| **List of all vehicles accessing site for LIVE DAY(S): (in arrival and departure order)** |
| **Vehicle type/size:** | **Vehicle registration:** | **Reason for access:** | **Time of arr:** | **Time of dep:** |
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| **Vehicle Access to Potters Fields Park via Potters Fields (Lane)** |
| **List of all vehicles accessing site for DE-RIG DAY(S): (in arrival and departure order)** |
| **Vehicle type/size:** | **Vehicle registration:** | **Reason for access:** | **Time of arr:** | **Time of dep:** |
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