

**APPLICATION FOR A SPECIAL EVENT ORDER (SEO)   
OR OTHER ‘TTRO’ RESTRICTION FOR AN EVENT**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name / description of event**  (Note: please provide both a location and brief event description) | |  | | | | | | | |
| Have you applied for a SEO/TTRO for this event before? (e.g. in previous years?) | | |  | | | | | If yes, in which year? |  |
| **Date(s) of event:** Please Note: A *minimum* of twelve weeks’ notice is required to process an Event TTRO/SEO before the date of the proposed event. | | | | |  | | | | |
| **Organiser’s contact details** (Please note these will be used in the Legal Notice detailing the restrictions) | | | | **Name** | |  | | | |
| **Email** |  | | | **Address** | | |  | | |
| **Telephone No.** |  | | |
| **Invoicing details: Please supply the Name, Business Name, Postal Address, Email Address & Purchase Order for invoicing:** | | | | | | | | | |

**Details of restrictions required:** (Note - for bigger events, it may be easier to provide separate details & plans)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Town / Village** |  | |  | |
| **Name or number of road**  (Or footpath / bridleway etc.) | **Precise location to be restricted** (we need this for the legal notice of the restriction) | **Type of restriction required**  e.g. no waiting / road closure / one-way | | **Duration & times** |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |

**\*\*\* FURTHER DOCUMENTS REQUIRED \*\*\***

1. **Traffic Management & Signing Plan:** Please supply a Traffic Management signage plan & TM Risk Assessment/Method Statement from your Traffic Management Company.All Traffic Management duties/signage on the public highway must be undertaken by a qualified, accredited Traffic Management Company holding at least £10 Million Public Liability Insurance. The Traffic Management and signage must comply with the current Chapter Eight ‘Safety at Street Works Code of Practice’ & ‘The Traffic Signs Regulations and General Directions’
2. Your Traffic Management Company will be required to display advanced warning signage on the affected roads at least ten days before the closures are in force to advise members of the public/road users. The signage would display your contact details should the public wish to contact you with any concerns or questions re: the closures/event.
3. **Copy of £10 Million Public Liability Insurance cover**
4. **Purchase Order:** Please supply a copy of your PO document for **£3,000**. This is to cover legal fees, advertising costs and associated services provided by officers in relation to your application. Please note: Depending on the size of the Legal Notice and/or any additional work required to process the SEO, a further PO document may be required if the charges amount to more than £3,000.
5. **Fees:** The charges for a Special Event Order/Traffic Management Permit are **£2,644** for administration and legal work, including the cost of advertising the Legal Notice for the event **up to the value of £600**. If the advertisement costs more than £600 you will be invoiced for the difference **on top** of the £2,644 fee.
6. **Additional fees/considerations:**

**£85.00 per hour** for additional OCC Officer time (e.g., further work required due to amendments to the original SEO application after completion etc.)

For **parking bay suspensions** (including within the road closure areas) please complete the application form here: [Requesting a suspension of parking controls | Oxfordshire County Council](https://www.oxfordshire.gov.uk/residents/roads-and-transport/parking/suspension-parking) or email [parking@oxfordshire.gov.uk](mailto:parking@oxfordshire.gov.uk) for advice.

**Please Note:** You will be liable for *all* charges once the Special Event Order has been completed (including cancellation of the SEO).

***Please return this completed form and related documents to:***

e: [**eventscoordination@oxfordshire.gov.uk**](mailto:eventscoordination@oxfordshire.gov.uk)