# Event planning for Remembrance Day

## Guidance and application pack

To commemorate Remembrance Day – marking the end of World War I on 11November 1918, there will be community events held around the UK.

## Holding an event to commemorate Remembrance Day

Find information and key dates below to help get you started.

### Planning to commemorate the event on the highway

You’ll need to apply to Leicestershire County Council to close your street/road to traffic by completing **application form** below.

All fees associated with the legal application have been waived for the Remembrance Day anniversary and the application time reduced to 6 weeks.

**Please note:**

* The fee waiver is forthe **Remembrance Day anniversary only** and does not apply to other events.
* If you wish to apply for a road closure or any other restrictions, the last date to submit the form is **Friday 12 September 2025**. Applications after this date may not be fulfilled.

For any events that will have an **impact on the highway** the following information will be required:

* Risk assessment
* Traffic management details
* Map showing locations of signs/cones and diversion if there is one
* Public Liability insurance

See: [Your guide to organising a street party (GOV.UK)](https://www.gov.uk/government/publications/your-guide-to-organising-a-street-party) for further advice on road closures for street parties.

The information you supply to us about your event will be shared with the emergency services so they can put their own plans and resources in place. Please give your application form in suitable time, it is better to provide draft plans than nothing at all. It is essential that the emergency services are kept well informed of the events, and we would rather know something is happening well in advance than finding out the day before.

### Signs and cones

Leicestershire County Council Highways is offering the loan of signs and cones, should you need these please complete **Section 5** of the Remembrance Day anniversary application pack that is sent to you.

Please be aware signs and cones must be collected from and returned to the LCC Mountsorrel Highways Depot. Appropriate arrangements will need to be made for collection. The deadline for your cones and signs applications is **Friday 12 September 2025**, after this date we cannot guarantee availability.

**Please note:** the fees for the loan of signs will be waived for all Remembrance Day events, but **equipment must be returned, or it will be invoiced for**.

If you would like to organise an event on council land or a greenspace or to find out about licensable activities such as selling food and drink or having music on a stage please see [Licensable activities](https://www.leicestershire.gov.uk/roads-and-travel/road-maintenance/plan-an-event/licensable-activities) where you will find details for each borough or districts page.

## **Remembrance Application Pack**

This form should **only** be used to inform us of your Remembrance Day event.

**Deadline for application – Friday 12th September 2025, applications may not be fulfilled** after this date. Return completed form to eventsnetworkmanagement@leics.gov.uk

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| **1. Event Organisers Details** |
| **Contact name**  |  |
| **Contact number**  |  |
| **Email address** |  |

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| --- | --- | --- |
| **2. Event Details** | **Start** | **Finish**  |
| **Times of the event**  |  |  |
| **Date of event** |  |
| **Please give a brief description of your event**If your event requires a licence, please contact your local Borough or District Council |  |
| **How many people are expected to attend the event?** |  |
| **Event location including town/village**If you require a road closure please complete section 3 and 4 |  |

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| **3. Road Closure** |
| **Road name and town/ village** | **Closure point from** (e.g. from the junction with The Glade to the junction with Watergate Lane) | **Closure point to** (e.g. from the junction with The Glade to the junction with Watergate Lane) | **Timing of the road closure start and finish** |
|  |  |  |  |
| Please provide details of arrangements made for signing the closure;* Every closure point should have a road closed sign and two traffic cones (see section 5)
* Homemade signs or wheely bins are not adequate.
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| **4. Additional Information** (Tick to confirm) |
| What provision has been made for marshals? |  |
| * Hi vis should be worn by person/s closing the road
* Manual handling should be considered when moving road closure equipment
* A nominated person/s should monitor the road closure regularly and be contactable throughout the event
* Consideration should be given to any breach of road closure and how this risk will be managed
 | [ ]  |
| [ ]  |
| [ ]  |
| [ ]  |
| How will access for emergency service vehicles be maintained during the period of the road closure? |  |
| * Any temporary furniture placed within the carriageway should be easily moveable
* Temporary furniture should be limited to one side of the carriageway to allow ease of access for emergency vehicles if required
 | [ ]  |
| [ ]  |
| What provision has been made for residents who may wish to move cars or other road vehicles during the event? |  |
| * Vehicle movement during the closure should be kept to a minimum, any vehicle movement will need marshalling.
 | [ ]  |
| It is best practice and courteous to consult all affected residents and/or businesses in advance of the road closure. | [ ]  |
| Please also ensure you contact your local Parish Council and Borough/District Councillor. | [ ]  |
| Leicestershire County Council Highways will contact the emergency services, bus companies and local Borough/ District on your behalf. |
| Leicestershire County Council recommends obtaining Public Liability Insurance in the eventuality of an incident. | [ ]  |
| Also please ensure consideration has been given to your nearest Fire Station and Hospital. | [ ]  |
| Leicestershire County Council strongly recommends that event organisers have in place nominated First aider/s. | [ ]  |

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| **5. Equipment** |
| **Number of Advance Warning Signs including the date and time required** | **If you have signs already please state the amount of numbered stickers required in the table below** |
| **Number of road ahead closed signs** | **Only request if not kept from previous years** |
| **Number of road closed signs required** **(to include side roads leading onto route)** | **Only request if not kept from previous years** |
| **Number of red and white traffic cones required, suggested 2 per sign** | **Only request if not kept from previous years** |

**Equipment must be collected and returned from the Mountsorrel Depot as a stock is not kept at County Hall offices or Croft Depot; this is non-negotiable. Delivery may be available on enquiry and is subject to cost.**

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| --- | --- | --- | --- | --- | --- |
| Number 0 | Number 1 | Number 2 | Number 5 | Number 9 | Other |
|  |  |  |  |  |  |

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| **Collection of Equipment**Equipment will be available for collection on the below dates and times **only**. |
| **Wednesday 22nd October**  | **Thursday 23rd October**  |
| **0900 – 1200** | State specific time | **0900 – 1200** | State specific time |
| **1330 – 1430** | State specific time | **1330 – 1430** | State specific time |
| **1530 -- 1615** | State specific time |  |  |

If for any reason you are not able to make your stated date and time please let us know on 0116 305 2163.

|  |  |
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| **Name of person collecting** |  |
| **Mobile number of person collecting** |  |

Please ensure the vehicle you are using for collection and drop off is suitable to carry large and heavy equipment.

**You must return all cones and signs, any equipment not returned will be invoiced for.**

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| **Return of Equipment**Please do not return any items outside of office hours, please ensure no items are left at the gate. |
| **Wednesday 12th November** | **Thursday 13th November** |
| **0900 – 1200** | State specific time | **0900 – 1200** | State specific time |
| **1330 – 1430**  | State specific time | **1330 – 1430** | State specific time |
| **1530 – 1615** | State specific time |  |  |

**Please note you are responsible for the return of all borrowed items, signs and cones. In the event the equipment is not returned you will be invoiced.**

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| **Invoice Details**These details will only be used if the equipment is not returned. |
| Name | Address | Telephone number | Email address |
|  |  |  |  |

Mountsorrel is a working depot with constant movement of heavy plant and equipment. You are responsible for your own safety and the safety of your property. **Do not bring children or pets with you to the depot.**

Temporary signs and cones can be heavy and awkward to pick up and move around LCC recommends that you are physically fit and capable of lifting and moving any equipment that you collect.

LCC recommends that you are aware of manual handling procedures and know how to move heavy objects safely.

LCC also recommends that you wear appropriate personal protective equipment when you arrive to pick up any hired equipment. At a minimum this would consist of protective footwear, hi vis jacket and protective gloves. **LCC does not provide any personal protective equipment for you.**

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| **6. Declaration** |
| I hereby apply for a Road Closure for the event named in this application.* I understand, as the event organiser/s, that I am the person/s responsible for the event. Therefore, I will ensure that appropriate risk assessments will be conducted to identify necessary measures that need to be in place to prevent or reduce the risk of something occurring during the event.
* I confirm that I will ensure in any case that there is appropriate signage, traffic management and planning.
* I understand that access for emergency vehicles must be maintained at all times.
* I understand that all barriers, signs and cones will be promptly removed following the event.
* If applicable – I have read and agreed to the Equipment Collection statements above.

Having read the declaration please sign and date below: |
| **Print Name:** | **Signature:** | **Date:** |

**Please return this form to** **eventsnetworkmanagement@leics.gov.uk**

**Thank you for notifying us of your event**

**What happens next?**

Once received, the information will be processed and you will receive notification in writing whether consent has been given to hold your event. If your event proceeds information will be circulated to the relevant services identified from the information provided within the form.

**How we will use your information. (GDPR and Data Protection Act 2018)**

Your information will be used so that we can administer your application for a road closure under s21 of the Town Police Clauses Act 1847 and other related legislation. Under Article 6(1) (e) of the General Data Protection Regulations, we are permitted to use data for our tasks; data Protection law describes this legal basis for handling your information.

It will be used by Leicestershire County Council in order to process and respond to your application for a road closure only. It may be necessary to share some details with other Council departments and partners in order to respond fully to your request. These will include: (This list is indicative and not exhaustive.)

* Police
* Fire
* Ambulance
* Local Borough or District Council
* Any public transport companies.

We will not disclose any personal information to any other third parties unless required or allowed to do so by law.

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