

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

Note: Oxfordshire CC officers may be able to help you complete this form. Visit the County’s Public Event Planning webpage by clicking the link below:

[Public Event Planning](http://www.oxfordshire.gov.uk/cms/content/public-event-planning)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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** (Note: **12 weeks’ notice** is required to process a TTRO / SEO from application date | | | | |  | | | | |
| **Organiser’s contact details** (Please note these will be used in the legal notice of the restrictions) | | | | **Name** | |  | | | |
| **Email** |  | | | **Address** | | |  | | |
| **Telephone No.** |  | | |
| If other contacts are appropriate (e.g. address for invoicing or a traffic management contractor) provide details below: | | | | | | | | | |

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

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| --- | --- | --- | --- |
| **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** |
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**\*\*\* FURTHER DOCUMENTS REQUIRED \*\*\***

1. **Traffic Management & Signing Plan –** this will be used to help publicise the restriction(s) and must be clearly labeled to show the location of restrictions, road names affected and diversions.
2. **Copy of £10M public liability insurance cover certificate.**
3. **Purchase Order** – Please supply a copy of your PO document for **£2,250**. This is to cover legal fees, advertising costs and associated services provided by officers in relation to your application.
4. **Fees:** The charges for a Special Event Order are **£1,250** for administration and legal fees, plus the cost of the advertisement/s for the event. Please allow **£2,250**, although this may be higher depending on the size of the advert.

***Please return this completed form and further documents to:* Network Coordination Team, Oxfordshire County Council, Ron Groves House, 23 Oxford Road, Kidlington, Oxford, OX5 2BP. Tel: 0845 310 11 11 Email:** [**TTRORequests@oxfordshire.gov.uk**](mailto:TTRORequests@oxfordshire.gov.uk)