



LONG EATON COMMUNITY CARNIVAL ASSOCIATION

Long Eaton Carnival and Show

Saturday, 20th June 2020

West Park - Wilsthorpe Road, Long Eaton, NG10 4AA

Parade Booking Form and Safety Requirements

Many thanks for your interest in the carnival and show, I do hope you will be able to participate in this year's event and would be delighted if you decide to put an entry into the road parade

Once again, we have taken to social media to decide the theme for this year's carnival. Following some fantastic suggestions and high volumes of votes,

Carnival followers have elected the theme as :- Celebrating Public Services

We're excited to see what this means to your organisation and how you will interpret the theme.

As ever we welcome everyone in the community to join in the fun and spectacle of taking part in the parade in whatever way – floats, walking parties, classic or unusual vehicles. Whilst many people will want to enter a float, if you are struggling to find a suitable vehicle, please consider entering as a walking party which can be equally creative with costumes and choreography and help to create a fantastic atmosphere by interacting with onlookers.

Closing date for all bookings is Noon on Friday 5th June 2020

There will be a safety briefing for representatives of all Road Parade entries
at 7:30pm on Thursday 11th June 2020,
at Trinity Church, Cross Street, Long Eaton NG10 1HD

It is a mandatory condition of entry into the parade that your organisation sends a representative to this meeting - (Failure to attend or send a representative may result in your admittance into the parade being denied)

The application form, Information for Participants, Safety Requirements and Guidance information can be found on the following pages.

Please take time to review these even if you are a regular participant in the carnival parade.

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Floats, Bands and Walking Groups : The assembly point for everyone is West Park, and you should be in place and registered by 10.00am to allow judging to take place before the parade moves off at 11.00am. On reaching the highway it will turn left down Wilsthorpe Road, going straight on at the Wilsthorpe Tavern Roundabout. At the next roundabout the parade will turn left and proceed along Tamworth Road and the Market Place before turning left on to Derby Road, left into Wilsthorpe Road and will arrive at West Park about 1.00pm. The Event field entrance will be used to access the park, if ground conditions are favourable. Before coming to a halt, the parade will pass through Arena 1 on the showground

The closing date for receipt of applications is **Friday 5th June 2020**.

Liability Insurance

You must provide a copy of both your Public and Employers liability insurance.

These policies are sometimes sold together under a Commercial Combined policy. Public liability insurance indemnifies you in respect of any interactions you have with members of the public; employer's liability insurance covers you, your employees, volunteers and other persons in your direct control.

We are unable to accept any applications from organisations/groups without this cover, so please check with your broker or head office if in any doubt.

PRE-SUBMISSION CHECKLIST

- Your completed application form
- Copies of your insurance documentation
- Your payment details if applicable
- Any other relevant information

TO BE RETAINED FOR YOUR INFORMATION

- Information for Participants & Safety Requirements and Guidance Information

Completed application forms should be sent to the following address:

Parade Manager, LECCA, 114 Petersham Road, Long Eaton, Nottingham, NG10 4DG

If you have any queries regarding completion of forms or want any further information, please give me a call on 07890 110 694 or email parade@longeatoncarnival.org.uk.

Kind Regards,

Jean Greenland

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ROAD PARADE APPLICATION FORM

Part 1 – Application for Road Parade

About Your Business/Organisation

Name of your business / organisation / group		
Are you (please tick one box):	a business <input type="checkbox"/>	Registration no:
	charity / not for profit <input type="checkbox"/>	
Business/organisation website address		

About You

Your name:		
Your address:		
Your postcode:		
Your telephone number:	Landline:	
	Mobile:	
E-mail address:		
Position within business/organization:		

Type of entry (please tick)

A float (typically a lorry, drawn trailer or similar vehicle where participants will ride in an area usually reserved for cargo or in areas without seating fitted as part of the original design)	
A float with walkers following (as above but with the addition of a party of walkers following the float and forming part of the same entry)	
A walking party (a group of people who will be walking for the entirety of the parade and none of the participants will be propelled by mechanical means except in the case of any support or mobility vehicle)	
Other vehicle(s) (vintage or unusual cars, bicycles, horse drawn carriages tractors etc., where participants will be propelled by mechanical means using seating included as part of the original design of the vehicle)	

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Entry fees - Entry to the parade is free provided your float or walking party is dressed according to the theme, this year's theme is **Celebrating Public Services**. Alternatively, not for profit groups can dress their entry to promote a specific event in their calendar (a play or a show, for example) or the general activities of the organisation.

For commercial organisations not dressed to the Parade theme, there is a fee of £35 per vehicle	
Entry of (Number) of vehicles	Total Payable £

We are currently able to accept payment by cheque or by bank transfer; please indicate payment method below. If paying by bank transfer, please ensure that the details are entered correctly and include the **name of your organisation** in the reference field.

I enclose a cheque payable to "Long Eaton Carnival Committee"	
I have made a bank transfer to "Long Eaton Carnival Committee" Sort Code 20-63-25 :: Account number 10942952	

Expected number of participants

Adults:	Children:
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Vehicles forming part of your entry

Type and number of vehicle(s)	
Name and address of registered keeper of vehicle(s)	

Live or amplified music

Do you intend to be using any live or amplified music as part of your entry? Yes No

Other Information Please let us know about anything else which may be useful or any special requirements you may have
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Part 2 – Declarations about certificates

Insurance and indemnities

I confirm that the following insurance/policies/certificates are current and valid and **relevant copies are attached**

Name of Insured	
Public Liability Insurance	Insurer:
	Policy number
Employers Liability Insurance	Insurer:
	Policy number

Health and Safety at Work etc Act 1974

It is a condition of entry into any exhibition organised by the LECCA that every exhibitor, participator, contractor, sub-contractor, supplier and their agents comply with the Health and Safety at Work etc Act 1974, and all other legislation, rules and regulations associated with the venue.

The exhibitors/participators accept that it is their legal and moral duty to ensure that their own and others health and safety is not endangered by their action or inaction throughout the build-up, event day(s) and break down periods.

The exhibitors/participators must ensure that all those volunteering or employed by them are provided with suitable information, instruction and training to ensure the safety of themselves and others.

We agree to liaise with the LECCA on all matters regarding health and safety prior to and during the event where necessary to ensure the health and safety of all parties who may be affected by our action/inaction.

We recognise that the LECCA reserves the right to issue a suspended action notice for contravention of the health and safety rules of the LECCA and/or relevant statutory provisions and may, given the circumstances, prohibit an exhibit or activity where the agents of the LECCA consider that the health and safety or welfare of personnel or public is at risk.

Health and Safety Contact		Child Protection Contact	
Name		Name	
Position		Position	
Contact no.		Contact no.	

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Declaration

I Confirm that I have read :-

- Information for Participants
- Safety Requirements and Legislation
- I agree to comply with the conditions set out there in (Pages 6-9)
- I confirm a representative from our organisation/group will attend the Road Parade Safety Briefing on Thursday 11th June 2020, 7.30pm, Trinity Church, Cross Street, Long Eaton, Nottingham, NG10 1HD

Manager or most senior person responsible for safety matters, e.g. managing director/owner

(Signatory must be over 18 years of age)

Name		
Position		
Contact telephone number(s) for on the day		
Signature		Date

Data Protection

Long Eaton Community Carnival Association (LECCA) accepts its duty to protect any personal information you provide to the organisation. Your information will be used for the following purposes:

- To process your application to attend the Long Eaton Carnival Show, this includes sharing limited information about you and your organisation with Erewash Borough Council

Optionally, we would like to retain your information for the following purpose:

- To inform you about news regarding future events organised by the Association
- To seek feedback from you about your experiences of the event.

If you consent for the association to retain your information for these optional purposes, please tick this box

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INFORMATION FOR PARTICIPANTS

Parade Safety Briefing Meeting

It is a mandatory condition of entry that each entrant sends a minimum of one competent representative to the Parade Safety Briefing meeting at **7:30pm on Thursday 11th June 2020** at Trinity Church, Cross Street, Long Eaton NG10 1HD. The meeting is expected to last for around an hour and there will be the opportunity for you to ask the LECCA team any questions you have.

Failure to attend or send a representative may result in your admittance into the parade being denied.

Assembly point and Parade Route:

The assembly point for all floats, walking parties, vehicles and participants is West Park, Wilsthorpe Road, Long Eaton NG10 4AA. All entries should be in place and registered by 10:00am to allow time for judging and the formation of the parade before it leaves West Park at 11am sharp.

On leaving West Park the parade will turn left down Wilsthorpe Road and then turn left into Tamworth Road at the railway station island. After passing through the Market Place, the parade will turn left on to Derby Road, left into Wilsthorpe Road and re-enter West Park at around 1pm.

Before the disbandment of the parade, it will process through the Main Arena on the Showground.

Fund Raising

Fund raising is vital so that we can continue to make the Carnival free for everyone to enjoy.

LECCA will have a Street Collection License for the length and duration of the parade on Carnival Day and no entrant will be permitted to make a collection on parade other than on behalf of LECCA.

Entrants are requested to provide a minimum of two persons aged 16 or over to collect on behalf of LECCA.

Collection equipment and permits will be issued on the day.

Parade Theme and Competition

The theme for the Road Parade Competition is **Celebrating Public Services**. Entry to the parade is free provided your float or walking party is dressed according to this theme. Alternatively, not for profit groups can dress their entry to promote a specific event in their calendar (a play or a show, for example) or the general activities of the organisation.

For commercial organisations not dressed to the Parade theme, there is a fee of £35 per vehicle.

There will be four awards made:

1) Best Children's Float; (2) Best Adult Float; (3) Best Walking Party; (4) Best On Parade.

Awards (1) and (2) will be judged on West Park prior to the start of the parade, awards (3) and (4) will be judged en route at an undisclosed location.

Winners of awards (1) and (2) will be notified before the parade starts, winners of awards (3) and (4) will be informed on their return to West Park.

Representatives of winning entries are invited to attend the Prize giving ceremony in the Main Arena shortly after the Opening Ceremony and speeches.

Safety Requirements and Guidance

Legislation and Safety Requirements

1. The vehicles and any trailers forming part of a float must comply with the Road Traffic Act 1984 and the Highway Code.
2. A certificate of insurance and suitable indemnity must be in force covering the use of the vehicle and float in the road parade, those on the float and activities taking place on the float.
3. All organisations and groups entering a float must undertake a risk assessment to ensure the activity, the structure and procedures being used to build, the materials, the parade activities and controls are compliant with legislation, and risks are reduced to an acceptable level. – see Health and Safety Executive websites at <http://www.hse.gov.uk/> and <http://www.hse.gov.uk/entertainment/index.htm>.
4. An appropriate fire extinguisher must be available for floats where generators are being used and all electrical equipment being used should be Portable Appliance Tested and certified before use.
5. Any structures or decorations being used on floats must be of suitable strength and stability and secured to the vehicle being used to enable participants to hold onto them. Adverse weather conditions must not be able to damage them to such an extent as to render them dangerous or cause them to fall off the float onto participants or members of the public.
6. It is illegal and dangerous for persons to stand on a trailer/float when it is travelling at more than walking pace. Consequently, people are allowed to be carried on the float only when the float is in the parade travelling at no more than walking pace.
7. Please be warned that LECCA may be using various forms of multi-media to record all the day's activities and events and will be using them for publicity in the future.

Floats

8. To ensure a float is safe at all times a float must appoint a chief steward who will be responsible for the safety and control of activities for the duration of the road parade.
9. It is also a requirement that at least four stewards (one to walk at each corner) act as safety spotters in addition to an observer walking alongside or in the vehicle to communicate with the driver. (Please see the diagram "Float and Walking Party Stewards" on page 10)
10. As identified above, the construction of a float must take into account the fact that a trailer is considered in legislation as a platform at height, and measures must be taken to prevent people from falling off. Hand-holds, strapping and other restraint methods must be used to prevent persons, especially children, from falling off the float.
11. Young people are not allowed to stand or walk about on a moving float, and they should not dangle their legs over an edge.
12. Adult helpers must be predominant and be aware of health and safety requirements when groups of children are under their supervision.
13. People will not be allowed to get off a float whilst it is in motion.
 - a. If a person needs to get off the vehicle stewards must ask the driver to stop until the person is off and clear of the vehicle, and the designated LECCA Marshall should be informed, People are not allowed to run to and from the Vehicle/parade as this could cause an accident
14. The throwing of items of any kind from a float into the crowd is strictly forbidden and those doing so will be removed from the parade. No-one on a float is to allow or encourage the general public to throw any item onto or at the float.
15. Decorating materials used on floats must not be left on any area in West Park or the neighbourhood.

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Walking Participants

16. Where the make-up of walking parties is predominately young people a chief steward must be in place to ensure its activities are controlled. It is advisable for walking parties to provide, on the traffic side, a cordon of rope or similar to be carried by stewards to stop anyone running or stepping into on-coming traffic. (See the diagram “Float and Walking Party Stewards” on page 9)
17. Walking parties must ensure that their activities do not slow down the parade and cause unnecessary delays and congestion.
18. Walking parties must take into account the length of the parade and the activities, age and ability of those in their party.
19. Those organising walking parties must comply with LECCA Guidelines on how to control and manage walking parties.(Diagram on page 10)

Adverse Weather Conditions

20. The Road Parade is planned to go ahead if it rains, unless the rain is extremely heavy. In the case of extreme weather conditions, the LECCA will endeavour to contact all parties and inform them if there is a cancellation.
21. Those organising a float or walking party will have to consider whether the activity, structures and decorations will remain safe during the duration of the road parade in adverse weather conditions, and if the decision is to cancel should contact the road parade manager as soon as possible.
22. If the weather conditions have rendered the park ground conditions unsuitable for vehicular traffic, then the floats will be directed down Thoresby Road and Hawthorne Avenue to disembark. Floats will not be allowed to remove decorations at these locations.

Stewarding

23. Each entrant must provide a sufficient number of stewards to ensure that their entry and participants are controlled in a safe manner.
24. LECCA recommends that entrants appoint a chief steward who is in overall control of the entry and to whom other stewards report to.
25. Stewards must be clearly identifiable. If using hi-visibility clothing this must be predominantly yellow in colour.
26. LECCA will provide Marshalls to control the overall movement of the parade along the parade route and to communicate any instructions to the entrant’s chief steward.
27. Due to the stop-start nature of the parade, we recommend that each entrant establishes an agreed procedure to communicate between the vehicle driver and the participants to ensure that those travelling on vehicles are aware and prepared for the vehicle stopping and starting.
28. Some further duties of stewards are shown in the Diagram on page 10.

This list is not exhaustive, your own plans and risk assessments present an opportunity for you to establish other controls to ensure a safe and enjoyable parade for participants and the public alike.

Float and Walking Party Stewards

- Stewarding for Floats and Walking Parties
 - Chief Steward
 - Is responsible for the group entered.
 - To control the activities of the Float and any persons associated to the float, parents, etc..
 - Must ensure the Float complies with the LECCA Rules and Guidance, and any other Health and Safety and Child Safety Regulations
 - Other Stewards
 - To assist the Chief Steward to maintain the discipline and where necessary stop improper behaviour or any rule breaking.
 - Ensure persons do not cross the road
 - Climb off Floats while in motion

