

# SPECIAL OCCASIONS

*Display application and checklist*



For any display EXTERNAL to your store, it is necessary to provide us with certain information. We ask for this information to check that displays are being erected safely and without damaging the building.

**Please note that this form will need to be completed AHEAD of any installations EXTERNAL to your demised area. This includes shop façade, pillars, paving and frontages.**

When submitting this form, please ensure that you include all of the requested information noted in the checklists (points 2.1 BI-IV and 3.2 I-II of this form) otherwise your application may be delayed. If you have any queries please call the Marketing team on 020 7730 4567.

## SECTION 1: START AND END DATES

Why we need this information: These details ensure any queries can be resolved on time and assess the display in context of other scheduled events and/or works.

### 1.1 Date form submitted

Please note that this should be at least 4 weeks before the intended start date to make sure any queries can be resolved.

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### 1.2 Anticipated commencement of installation

When would you like to commence the installation?  
Please include Day/Date/Time

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### 1.3 Anticipated removal of installation

When do you expect that the installation will be removed?  
Please include Day/Date/Time

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## SECTION 2: THE PROPOSED WORKS IN DETAIL

Why we need this information: We need to see full details of the intended installation and how it is to be constructed, so we can raise awareness of and resolve potential issues including health and safety, building maintenance and potential effect on neighbours.

### 2.1 What works are you proposing?

**A.** Please give a very brief description in the area provided (below) of the proposed display:

**B.** A clear scale drawing or an overlaid photograph of the proposed display is required showing all dimensions and materials to be used, in addition to details of the proposed method of safely stabilising the display including details of fixings. Consideration should be given to any possible effects of the installation upon neighbouring properties.

**Please tick the below checklist of information accompanying this form:**

- I. Drawing/annotated photograph showing all dimensions and detailing materials to be used
- II. Details of the method of safely stabilising the display including details of fixing types, positions and quantities
- III. List of any effects this installation may possibly have on neighbouring properties

**Please ensure the above information is attached to this document.**

### 2.2 Are you planning to attach anything to the building?

No drilling or fixings can be made to the fabric of the building without prior Estate permission. Please contact us directly if you have any queries about this.

**Yes / No** (please delete as applicable) If Yes, please provide full details below (continuing on to a separate sheet attached to this document, if required):

**2.3 Will the display require an electrical and/or water supply?**

No electrical or water supplies to be installed or extended to the display without prior Estate agreement. Please contact us directly if you have any queries about this.

**Yes / No** (please delete as applicable) If Yes, please provide full details below (continuing on to a separate sheet attached to this document, if required):

Please tick the below checklist of information accompanying this form:

- I. Risk Assessment
- II. Method Statement

**Please ensure this information is attached to this document.**

## SECTION 4: YOUR INFORMATION

Address at which display is to be installed:

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Applicant:

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Signed by lessee:

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## SECTION 3: RISK ASSESSMENT AND METHOD STATEMENT (RAMS)

Why we need this information: You are responsible for ensuring that the installation adheres to all applicable Health and Safety Regulations. However, we would like to view (and may wish to comment on) the Risk Assessment and Method Statement (RAMS) that your contractor provides you with. This is to ensure that these regulations are correct on behalf of the Estate.

**3.1 Has your contractor provided suitable RAMS to you for both installing and removing the display?**

**Yes / No** (please delete as applicable) If 'No', works will not be permitted until these have been provided.

**3.2 Have you obtained the other consents necessary for this installation?**

**Yes / No** (please delete as applicable) If 'No', please check with RBKC to see if any consents are required before work commences.

**FOR CADOGAN INTERNAL USE ONLY**

Date received:

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Approved by:

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