



**NORWICH**  
City Council

# LORD MAYOR'S PROCESSION

SATURDAY 2 JULY 2016

## **Guidance notes for entries**

This pack gives you information on how to apply to be in the carnival and information on what you may need to consider when you take part.

**Monday 13 June:** deadline for applications

### **Lord Mayor's Procession co-ordinator**

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[www.norwich.gov.uk/events](http://www.norwich.gov.uk/events)

facebook: [NorwichCityCouncilEvents](https://www.facebook.com/NorwichCityCouncilEvents)

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# Introduction

The Lord Mayor's Procession is the carnival centre-piece of the Lord Mayor's Celebration – a three day summertime outdoor festival in the heart of Norwich.

It's the second oldest carnival in the UK and started in medieval times with the Norwich Guild. There are approximately 70 floats, more than 2,000 participants and 25,000 spectators. The route is a mile long and winds its way through the heart of the city from Newmarket Road to St Martins at Palace Plain via St Stephens, Castle Meadow and Tombland.

## Key dates

**Saturday 2 April:** Inspiring Carnival Day! Come and get some ideas for your entry.

**Monday 13 June:** deadline for applications

**Saturday 2 July 2pm to 4pm:** float arrival on Newmarket Road

**Saturday 2 July 10pm:** winners announced outside City Hall

**Wednesday 13 July at midday:** prizes presented at City Hall

## Your float

Floats range from people dressed up in costumes to bands, dancers, acrobats and structures built on lorries. It's up to you how big or small you want to make it. We don't have a theme, we would rather people got creative without restrictions.

In order to keep the carnival fun and exciting, we do not accept entries that are purely advertising such as A-boards or cars on the back of lorries. **All entries must be in the carnival spirit!**

## Inspiring Carnival day – meet others and get some ideas for your entry

You may wish to come along to our carnival day on Saturday 2 April 2016 at Norwich Arts Centre where you will be able to meet other participants and carnival artists and get some great ideas for your float. More details of this event will follow.

## Introduction – continued

### Prizes

Your float will be judged by its carnival spirit and quality. It's up to you to impress the judges, who will be stationed in Tombland.

**1st prize: £300**

**2nd prize: £200**

**3rd prize: £150**

There are three runners up who win £100 each.

### The charity collection

All money collected is for the Lord Mayor's charity **only**. Please provide as many buckets and collectors as you can. There will be a money collection point near the end of the route.

## How to apply

- The application form is online at [www.norwich.gov.uk/events](http://www.norwich.gov.uk/events). Please return this by email by Monday 13 June 2016.
- If you are unsure which category you fall in, please call us on 01603 212136.
- Send a cheque for your entry fee: £30 for non-commercial and £225 (inc VAT) for commercial floats to Emma Stevens, culture and events, Norwich City Council, City Hall, St Peters Street, Norwich, NR2 1NH.
- We will respond within 10 working days to confirm we have received it.
- We will let you know your float number two weeks before the carnival.

## Please remember

- The public loves little gifts such as pens and stickers. However, giving out leaflets and other large branded material, such as flags, hats and balloons is not allowed.
- All floats, costumes and activities must be suitable for a family audience.
- The carnival is noisy but we may ask you to turn down your sound system if it is excessively loud.
- The maximum float width is 2.6 metres (so you can get through the route).
- No animals, unless agreed with us in advance.
- No water pistols.
- This year, the carnival stops along the route approximately every 12 minutes for 2.5 minutes.
- We recommend you have public liability insurance for your float.

## Safety

You will need to nominate someone to be responsible for safety on the day. Please give the safety check list in this booklet to this person.

A safety officer will check your float on the day and reserves the right to refuse admission if, in his/her view, your float is not safe.

It is important that the driver is aware of safety on the route. Please make sure your driver is given the 'Notes for drivers of floats'.

### **What to consider when building your float**

- Ensure structures are secure and nothing can fall off.
- The float will jolt as it stops and starts. You may need to consider some type of guard so people can't fall off.
- Make sure that the driver has a clear view out the windscreen.
- Keep all decorations away from moving parts of the vehicle.

## Safety – continued

- Ensure there are no naked flames or fire hazards.
- Have a suitable fire extinguisher to hand.
- All electrical appliances must have current Portable Appliance Test certificates.
- Generators will need to be secured to the lorry.

## On the day

### **Arrival check-in**

- Notcutts Garden Centre kindly allows procession participants to park in their car park on Daniels Road.
- Arrive at Newmarket Road via the Daniels Road roundabout between 2pm and 4pm to check in. It is important to get there on time as we may not be able to position late entries in time for the start.
- Stop at the check in after Daniels Road roundabout to register. You will be directed to your position on the road.
- A safety officer will check your float. Please have your safety checklist ready. Make sure your driver has been given the 'Notes for drivers of floats'.
- Please note that Newmarket Road remains open to residents' vehicles so there will be traffic on the road. Ensure your participants are aware of this.
- The carnival will set off promptly at 5pm.

## **Setting off**

- Your float must be in position on Newmarket Road no later than 4:15pm.
- All participants must be ready by 4.45pm so that there are no delays.
- Start time is 5pm prompt. It can take up to 1hr for the last float to clear Newmarket Road.

## **The route**

- The pace will be a slow walk. It will take about an hour to walk the route.
- You must follow closely to the float in front of you and only stop when the carnival stops, which will be every 12 minutes for approximately 2.5 minutes. This will allow your participants to perform to the crowd if you wish.

## **At the end – drop off areas**

- We estimate that the last float should reach the end of the route by approximately 8pm.
- Floats will be able to pull over briefly, only to drop off participants on the pavement and then must move so as not to cause a backlog.
- Large floats will drop off on Whitefriars and exit via Barrack Street.
- Smaller floats will drop off on Fishergate and exit via Magdelene Street.
- Please note Whitefriars and Fishergate will be closed to other vehicles so children will need to be met by their parents on foot.

# Your notes

## Key organiser details .....

Address .....

t: ..... m: .....

e: .....

## Person in charge of design and construction .....

Address .....

t: ..... m: .....

e: .....

## Person in charge of safety on the day .....

Address .....

t: ..... m: .....

e: .....

Safety notes sent Yes  No

## Driver details .....

Address .....

t: ..... m: .....

e: .....

Safety notes sent to driver? Yes  No



## Application checklist

- Application emailed to emmastevens@norwich.gov.uk
- Cheque sent to:  
Emma Stevens  
Culture and events team  
City Hall  
St Peters Street  
Norwich  
NR2 1NH
- Confirmation received back
- Insurance details
- Final details received from Norwich City Council
- Participants all informed of car parking,  
meeting and drop off point on the day  Yes  No

## Notes for drivers of floats

- Register at the check-in vehicle at the Daniels Road roundabout end of Newmarket Road. Stewards will direct you to your allocated position on Newmarket Road.
- Please be aware that Newmarket Road remains open to residential traffic and the centre channel of the road must remain clear.
- It is essential that floats are in place by 4.15pm and drivers in place at 4.45pm for set off at 5pm.
- A steward will signal you to follow the float in front. You must keep as close as possible to this float as it is important that no gaps form.
- Beware of traffic calming in St Stephens Street and Castle Meadow.
- The procession needs to follow on the left hand side of the road.
- At the end of the route a steward will direct you where to go to drop off participants.
- Please note that you cannot de-rig your vehicles at this point – it is a drop off point only and you must leave quickly or this will cause a back-up.

# Safety check list

You must complete this checklist. Please cut it out bring it with you on the day and pass it to the council's safety officer when you have the safety inspection.

- Structurally safe – check nothing can collapse/fall from the float.
- Decorations and people – check decorations and people are away from wheels, moving parts and exhaust pipe.
- Driver's view – check the driver's view is clear.
- Safety of people on float – check children are sitting down and that there are safety straps/nets on trailer edge.
- Check there are no naked flames, fire hazards and nobody is smoking.
- Are you using a generator? Yes  No
- If yes, is it secure? Yes  No
- Check there is no fuel stored on the float.
- Correct type of fire extinguisher on the float: foam dry powder CO<sup>2</sup>.
- Check electrics and RCDs are protected.
- Check participants are aware they must not throw gifts from the float.
- Check everyone is aware not to encourage the public to throw coins.
- Water pistols not allowed.

Float safety officer to sign.

Signed: .....

Print: .....

Please note that the council's safety officer will collect this list on the day and inspect the float. He/she reserves the right to refuse admission if, in his view, your float is not safe.

# Feedback

**It really helps us if you can let us have any feedback – good or bad.**

**Please use the feedback pages and return to: Culture and events team,  
City Hall, Norwich NR2 1NH or email [emmastevens@norwich.gov.uk](mailto:emmastevens@norwich.gov.uk)**





If you would like this information in another language or format such as large print, CD or audio cassette or Braille please call 0344 980 3333 or email [info@norwich.gov.uk](mailto:info@norwich.gov.uk).

[www.norwich.gov.uk](http://www.norwich.gov.uk)