

Appendix 3c: Notice to Businesses and Residents



**To all businesses and residents situated
within the area of Loughborough Fair 2024**

Markets & Fairs Office
Charnwood Borough Council
Southfields, Southfield Road
Loughborough, Leicestershire. LE11 2TN

28th October 2024

Direct Line: 01509 634624
Email: fairs@charnwood.gov.uk

Important information for town centre businesses and residents

Remembrance Day Sunday 10th November 2024

Loughborough Fair – Wednesday 13th to Saturday 16th November 2024

Christmas Lights Switch-On – Friday 29th November 2024

Santa Run & Christmas Cinema – Sunday 1st December 2024

Remembrance Sunday 10th November

From 6am on Sunday 10th November, Wards End will be partially closed and there will be no vehicle access to the town centre or Granby Street Car Park via this route until approximately 1.00pm or when the Remembrance Day Parade has dispersed. Vehicles will, however, be able to access Beehive Lane car park as usual.

Loughborough Fair 13th – 16th November 2024

For the period of the Fair, commencing from 19:00 on Tuesday 12th November 2024, several roads in Loughborough town centre will be closed. Please see the enclosed map of the Fair area where the roads closed are outlined in red. This map should also be useful to organise your deliveries for the duration of the Fair.

Prior to the road closures, commencing at 5.00 pm on the day before the Fair starts (Tuesday 7th November), prohibition of parking orders will become effective in Browns Lane, Ward's End / Devonshire Square, Swan Street / Derby Square & High Street / Baxter Gate. These will be in place to prevent parking which could adversely affect the fair vehicles entering the town centre and subsequent build-up of fairground equipment. Details of all the prohibition of parking orders will be displayed in the form of official signage on all streets affected. There will also be a number of rides and stalls arriving across the town centre between Monday 11th November 2024 and Wednesday 13th November 2024 ahead of the fair.

Owners and managers of retail units with a Pavement Licence allowing removable furniture for customers to consume food and drink outside their premises should be aware that no such furniture will be permissible after 5pm on Monday 11th until Sunday 17th November during the period of the fair.

We would like to thank you for your support and understanding in advance of these events which will have an impact on the movements of traffic in the town centre.

Delivery and Access to the Town Centre during the Fair

Deliveries are possible while the Fair is closed, however there will be **no deliveries** on the first day of the Fair (Wednesday 13th November) from 00:01 due to the build-up of the Fair. You are advised to ensure that any major deliveries are received no later than 5pm the Monday immediately prior to the Fair, particularly those delivered by larger vehicles.

Access is possible at road closure points (see attached Loughborough Fair Street Diversions map) following the closure of the Fair and up to **30 minutes** prior to the opening of the Fair as set out below (no deliveries are allowed on the first day of the Fair).

Fair Opening Times and delivery information

Wednesday – 5:00 pm to 11:00 pm (no deliveries permitted)

Thursday – 12:00 noon to 11:00 pm (deliveries up to 11.30 am to vacate fair area by 11.45 am)

Friday – 11:00 am to 11:00 pm (deliveries up to 10.30 am to vacate fair area by 10.45 am)

Saturday – 11:00 am to 11:00 pm (deliveries up to 10.30 am to vacate fair area by 10.45 am)

Exemptions

Please note that during Fair operating hours, only emergency vehicles will be allowed to access the streets that fall within the road closure area and there **are no exemptions in place for cash in transit vehicles**. In view of these circumstances and the traffic management system in place during the Fair, you are advised to rearrange your delivery schedules.

Christmas Events

Lights Switch-On - Friday 29th November between 4:00 pm and 8.00pm

On Friday 29th November the town centre will be closed for the Christmas Lights Switch-On event, with the same closure arrangements as the usual retail markets on Thursdays and Saturdays. There will be entertainment in the Market Place, which may entail some noise disruption up until approximately 8pm.

We encourage shops to join in on the festivities. You may want to consider remaining open during the event to welcome visitors and add to the festive atmosphere in the town centre.

Santa Run and Christmas Cinema – Sunday 1st December

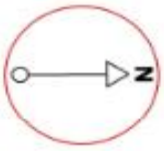
On Sunday 1st December the town centre will be closed for the Santa Run in the morning organised by Rainbows Hospice and the Christmas Cinema 2pm – 6pm, with the same closure arrangements as the usual retail markets on Thursdays and Saturdays. There will be entertainment in the Market Place, which may entail some noise disruption up until approximately 6pm.

For further information on any of the above, please contact the Markets & Fairs office on 01509 634624, email to fairs@charnwood.gov.uk or check our website www.charnwood.gov.uk/pages/fairs

Yours faithfully

John Hatfield

John Hatfield
Markets, Fairs & Town Centre
Operations Manager



= Closure Area

