

APPLICATION FOR A ROAD CLOSURE ORDER

Name of Event: _____

Day(s) and Date(s) of Event: _____

Start Time: _____ End Time: _____

Organisers Contact Details Address: _____

Telephone Number/Mobile: _____ E mail: _____

Please Name the Street(s) required to be closed in the box below:

Please provide a map clearly identifying the area concerned in bold.

Is this an annual event Yes/No* * Delete as appropriate

If Yes, are the details exactly the same as last year? Yes/No* * Delete as appropriate

If No, what are the changes from last year?

Please provide any further information you think is likely to be useful in the box below

Will banners, bunting or similar be strung over the highway? Yes/No * Delete as appropriate

Is there to be a diversion of traffic? Yes/No* * Delete as appropriate

If Yes, please show the diversion of traffic on the map

We require the event organiser to have public liability insurance cover of £5 million before your application can be processed. Please provide a copy of your Public Liability Insurance Schedule, which should details the amount of cover and the period of cover.

Public Liability Insurance Schedule enclosed? Yes/No* *Delete as appropriate
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I confirm that this event has been discussed with the Police and I have read and Observed the Conditions

SIGNED _____ **DATED** _____

If you have any queries please contact Carol Miller on 08451297777 – Ext 2151 or E mail carolm@highpeak.gov.uk Town Hall Market Place Buxton Derbyshire SK17 6EL

High Peak Borough Council and Staffordshire Moorlands District Council makes no warranty to the suitability of the road for your event and does not undertake to clear it of parked vehicles or obstructions prior to the closure taking effect.

Please see the reverse of this form for closing order conditions

TEMPORARY CLOSURE OF ROADS

SECTION 21 TOWN POLICE CLAUSES ACT 1847

CONDITIONS

Please read carefully

1. Consent is given to the temporary closure of roads subject to the approval of the Police and contact should be made with them before submitting this form. The Council will contact the Highways Authority on your behalf for consent to the application.
2. Consent is given on the understanding that the frontages of the properties involved or affected by the closure have no objections and have been consulted on the proposals. Consultation can be in the form of advertising in the local paper or a leaflet drop in advance of the event. Please ensure that there are no disabled residents affected by your closure.
3. The Organiser to inform the Parish Council of the date and times of their event.
4. Proper signing of the closure, erection of road closed signs and any diversion route should be carried out by the organisers in consultation with the police. If you require road barriers, you will need to hire these from private companies or make enquiries with the Highway Authority.
5. Where any bus services are involved consent is given subject to the Bus Companies agreeing and re-routing.
6. The Organisers should organise the event so that fire, police and ambulance services can gain access in an emergency.
7. It is most desirable that temporary closures be cleared before the hours of darkness but where this is not possible then the signs etc. should be illuminated.
8. The site of the event should be left in a clean and tidy condition.
9. The Organisers should indemnify the Highway Authority by means of insurance against public liability that may arise from the closure. Please provide a copy of your insurance which covers the dates of the closure.
10. If you are having a street party, more information on street parties can be found on www.streetparty.org which includes details on risk assessment, musical entertainment and licences required for alcoholic drinks.
11. It is the responsibility of the Organisers to post laminated notices on lamp posts at least one week prior to the event, which will be supplied by the Council and then take the notices down after the event.