

ROAD CLOSURES FOR SPECIAL EVENTS UNDER THE TOWN POLICE CLAUSES ACT 1847

1. If the road(s) that you wish to closed are **not** adopted by the County Council, we are unable to issue a Road Closure Order.
2. In order to make a Road Closure Order we require a **minimum of 10 weeks notice**.
3. Before making an application, we would strongly recommend that event organisers discuss the proposals with the local police.
4. Under the terms of the legislation, the Council must be satisfied that it is necessary to close the road in order to facilitate the event.
5. Where there are residents, businesses, bus/taxi operators which may be affected by the closure, the Council will require the event organisers to consult with those parties and confirm that this has been done.
6. For all events which require a Road Closure Order, the organisers will be requested to provided a 'Road Signage Schedule'. This should consist of:
 - (a) a map indicating positions of road closure/route diversion signs/barriers
 - (b) a map indicating positions of marshals/stewards etc
 - (c) description of wording/size/colour of the road closure/diversion signs, barriers etcAll signs **MUST** conform to 'Traffic Safety Measures & Signs for Road Work & Temporary Situations Act', (Traffic Signs Manual, Chapter 8). A copy of the most commonly used signs is attached for your reference. Any cost involved must be borne by the organisers. The organisers will be required to provide marshals or stewards as appropriate depending on the size of the event.
7. The completed application form together with the **correct fee**, if appropriate, and the road signage schedule, contingency plan, public liability insurance and details of the marshalling and first aid arrangements must be sent to South Somerset District Council. The Council will then consult the Safety Consultative Group, consisting of the Police, Fire, Ambulance, Somerset Highways and County Highways Services.
8. If any of the Safety Consultative Group object to the proposals, the Council will not proceed with the Order.
9. If there are objections from any other parties, the organisers shall have discussions with the objectors to try to reach a compromise solution. If a compromise is not possible the matter must be placed before the Council's appropriate Area Committee which will consider the objections and representations and decide whether or not the Order shall be implemented.
10. Event organisers shall be aware that during the closure there must be clear access/ egress at all times for emergency vehicles. The closure will apply to all other traffic. Event organisers to be responsible for this in consultation with other authorities.
11. The event organiser to ensure that a representative is available during and immediately before and after the event so that he/she can be contacted by the Council or Police.

11. Fees – Road Closure Orders

- a) For charitable purposes, for example carnivals and commemorative occasions, no fee is payable.
- b) For events which are for private gain, the scale of charges below will apply.
- c) For events that are primarily charitable, but where, for example, market pitches are sold and the pitch users are only present for private gain, it would be expected in such circumstances that the organisers of the event will pay the minimum fee; however please contact the Licensing Department on 01935 462462 to discuss your individual application before submission.

Scale of Charges for Road Closures	
Number of people attending event	Fee
Less than 500	£200
500 to 999	£200
1,000 to 1,999	£200
2,000 to 4,999	£200
5,000 to 9,999	£200
Over 10,000	£200

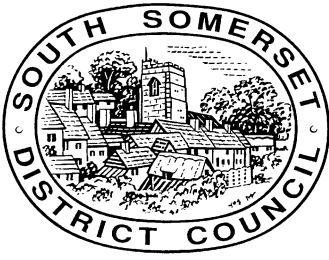
12. Fees – Advertising Costs

- a) For charitable purposes, for example carnivals and commemorative occasions, it is likely the cost of advertising the Order will be payable by the organisers; however this is at the discretion of the Head of Environmental Health and Community Protection.
- b) For events which are for private gain, the full cost of advertising the Order will be payable.
- c) For events that are primarily charitable, but where, for example, market pitches are sold and the pitch users are only present for private gain, it is likely the cost of advertising the Order will be payable by the organisers; however this is at the discretion of the Head of Environmental Health and Community Protection.

Advertising costs, if applicable, will be invoiced directly to the applicant

Please return the application form, fee (if appropriate), signing schedule, contingency plan, public liability insurance and details of the marshalling and first aid arrangements to:

**Licensing Department
South Somerset District Council
Council Offices
Brympton Way
Yeovil
Somerset BA20 2HT**



SOUTH SOMERSET DISTRICT COUNCIL

Council Offices, Brympton Way, Yeovil, Somerset. BA20 2HT

Telephone: (01935) 462462 Fax (01935) 462142

Laurence Willis – *Assistant Director Environment*

APPLICATION FOR ROAD CLOSURE ORDER FOR A SPECIAL EVENT TO BE MADE UNDER THE TOWN POLICE CLAUSES ACT 1847

Important - Please read the attached notes before completing this form

Name of applicant and/or contact
Include title ie. Mr/Mrs/Miss etc:

Role of applicant and/or contact (i.e.
organiser, committee member):

Address of applicant and/or contact:

Postcode:

Telephone no and mobile no:

Email Address

Is the event for private gain

YES / NO

Is the event run purely for charitable
purposes, ie. carnivals and commemorative
occasions

YES / NO

OR

Is the event primarily charitable, but pitches
will be sold to users for their own private
gain

YES / NO

Number of people attending event

Name of event

Purpose and nature of event:

Date(s) of closure required:

Times of closure required:

Roads to be closed:

CHECKLIST	
I have	Please tick yes
<ul style="list-style-type: none">enclosed your 'Road Signage Schedule' consisting of: A map indicating positions of road closures/route diversion signs/barriers A map indicating positions of marshals/stewards etc Description of wording/size/colour of the road closure/diversion signs, barriers, etc	<input type="checkbox"/>
<ul style="list-style-type: none">enclosed the contingency plan	<input type="checkbox"/>
<ul style="list-style-type: none">enclosed proof of Public Liability insurance, must cover the event date(s)	<input type="checkbox"/>
<ul style="list-style-type: none">enclosed details of the marshalling for the event	<input type="checkbox"/>
<ul style="list-style-type: none">enclosed details of the first aid arrangements for the event	<input type="checkbox"/>
<ul style="list-style-type: none">enclosed the fee for the Order, if appropriate	<input type="checkbox"/>

Has this event been held previously?

YES / NO

If 'yes' please give date:

If yes, are the arrangements applied for amended in any way?

YES / NO

If yes, please give details

Have you consulted any other organisation regarding this event?

YES / NO

If yes, please specify

Please give details of any businesses, including bus services and residents which may be affected

ROAD CLOSURE ORDER

1. I/we agree that as organisers of an event requiring a road closure I/we and not the District Council are responsible for any claims that may arise by reason of making the Road Closure Order.
2. I/we agree to pay the advertising cost, unless waived at the discretion of the Head of Environmental Health and Community Protection.
3. I/we agree to pay all reasonable costs relating to any damage to the highway along the route of the closure by reason of making the Road Closure Order.
4. I/we confirm that I/we hold public liability insurance for the event for minimum cover of £5 million. **(A reduced level of cover may be acceptable for smaller events)**. Please note the Council do not accept any responsibility for the level or content of Public Liability insurance policy you have chosen or any consequences which may arise from this choice.
5. I/we agree to provide, erect, maintain and remove all safety measures, including all signs, lighting etc., required by the Council or Police to protect the public and property at the site of the event and on the diversionary route for the duration of the closure and to defray all costs incurred in the event of failure to do so.
6. I/we agree to inform local bus and taxi operators who may be affected by the closure, and to notify residents and businesses by public notice, and to confirm in writing to the Council that we have done so.
7. I/we agree to make plans and provide suitable signage to facilitate adequate access/egress at all times for emergency vehicles during the closure and acknowledge that the closure will apply to all other non participating traffic.
8. I/we agree to be available during, immediately before and after the event and to provide details (e.g. mobile phone numbers of nominated persons) so that we can be contacted by the Council or the Police.
9. I/we agree to ensure that there are sufficient marshals to adequately cover the Road Closure Order and that all marshals for the event are adequately trained and briefed for their duties as appropriate to the size of the event.
10. I/we understand that any failure to comply with the above requirements will be taken into account by the Council in considering future applications for Road Closure Orders by me/us.

NOTE:

I/we agree to comply with the above terms and conditions and the advice of the Safety Consultative Group relating to the event where given.

Signed **Date**

**Please return this form to:
Licensing Department
South Somerset District Council
The Council Offices
Brympton Way
Yeovil
Somerset BA20 2HT**