



The Council Offices, Brympton Way, Yeovil BA20 2HT
Telephone: (01935) 462131/ 462138
Website: www.southsomerset.gov.uk
Email: licensing@southsomerset.gov.uk

APPLICATION FOR A ROAD 'CLOSURE' ORDER FOR THE ROYAL WEDDING 2018

PLEASE READ THE FOLLOWING NOTES CAREFULLY BEFORE COMPLETING THIS FORM:

- This form must only be used to obtain a Road 'Closure' to celebrate the Royal Wedding where the event is only for residents of your street(s). If your event is open to members of the public, the standard road 'closure' form and process must be used and the appropriate fee paid.
- The application must be received at least **EIGHT** weeks before your event takes place to allow for consultation and administration.
- All requested information must be provided at the time of application or it will be rejected; this includes a street plan and a copy of a completed resident consultation letter.

Section 1: Applicant Details	
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)
Forenames	
Surname	
Home Address including postcode	
Email Address	
Daytime Telephone Number	
Section 2: Event Details	
Please provide a full description of the event including any entertainment and estimated number of people expected:	

Do you intend to place any stall/marquee/tent/stage/other structure on the road(s) to be 'closed'? If yes, please provide brief details:		
Will your event involve the sale of alcohol (either through the use of a temporary bar or in conjunction with a local pub), or the preparation or sale of food? If yes, please provide brief details:		
Section 3: Road Closure Details:		
Name of road(s) to be closed		
If you plan to close only a section of the road(s), where will the proposed closure begin and end?	From	
	To	
	Date(s) of closure	
	Time(s) of closure	
Are any of the roads to be used by through traffic?	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, you may need to send a traffic plan showing the extent of the closure and an alternative route for traffic.</p>	

Are you planning on closing a road that is part of a bus route?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, you will need to consult the bus company.
Section 4: Road Closure Details:	
You must provide and erect all barriers and signs necessary to effect the closure including those signing the alternative road, details of which will be supplied on the Legal Order. Also, each barrier must be supervised and maintained at all times by a clearly identifiable person under your authority and control.	
Please provide details of the arrangements that you have made for the erection and supervision of barriers, cones and diversion signs? The minimum requirement is a ' ROAD CLOSED ' sign, diversion signage (if appropriate) and barrier(s) at each point of closure. Further information can be obtained from: www.streetparty.org.uk	
Section 5: Notification To Affected Properties	
It is a requirement that all properties affected by the road closure(s) be consulted; please see template letter on page 5. If you do not use the template, your letter must contain the same information.	
Please provide a brief list of properties affected; this includes any property, whether residential or commercial, which is located on or accessed only by the road(s) you wish to close – e.g. High Street, Numbers 1-99 and numbers 2-98	
Please confirm the date your consultation letter was sent	
Has there been any objection to your proposal(s)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
You must forward to the Licensing Service at the Council, details of any objections you receive as you become aware of them. Most objections are then resolved through discussion between the objector, organisers and if necessary, a council officer.	
Return your completed form to:	

The Licensing Service
South Somerset District Council
The Council Offices
Brympton Way
Yeovil
Somerset
BA20 2HT

Or via Email to:

licensing@southsomerset.gov.uk

Section 6: Declarations

I/We declare that I/We are 18 years or over and that the information supplied above and that accompanies this application for a Road 'Closure' Order, is to the best of my/our knowledge accurate, true, and up-to date and I/we undertake to notify you, immediately, if any of the above matters change.

I/We understand that any insurance held by South Somerset District Council will not cover my/our event and that I/We will be personally liable for any claims arising as a result of the 'Road Closure' (if granted). I/We further understand that a recommendation has been made that appropriate insurance is obtained for the event.

I/We agree to clean the street, if appropriate, in order to return it to its condition prior to closure.

I/we understand that any traffic restriction or other statutory provision which is in force at the time of the event, will remain in force during the period of closure.

I/We agree to indemnify the Council against any costs, losses or damages etc arising howsoever caused, as a consequence (either directly or indirectly) of the grant of a Road 'Closure' Order.

Date		Applicant Signature	
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Please allow up to **8** weeks to process your application.

Please email completed application form to licensing@southsomerset.gov.uk
or post to:- The Licensing Team, South Somerset District Council, The Council Offices,
Brympton way, Yeovil, Somerset, BA20 2HT

CONSULTATION LETTER TEMPLATE

To: Resident

From:

Address

Date

Dear Sir/Madam,

Re: Proposed Temporary Road 'Closure'

I/We am/are writing to inform you that I/We am/are in the process of applying to 'close' the following road(s) for a street party/community event:

.....
.....
.....

The 'closure' is planned for (date) between the times of
and

The road(s) will be fully 'closed' so I would be grateful if you would arrange for any vehicles to be removed during this time. Access will be maintained for emergency services at all times in all parts of the street.

If you have any comments, queries or objections about this proposal, please contact me on or

Many thanks in advance for your co-operation.

Yours sincerely

(Signature)
(Name)
(Organisation if appropriate)