

**ROAD CLOSURE APPLICATION FORM**

**S21 TOWN POLICE CLAUSES ACT 1847**

Please read the guidance notes on our website before completing this form. It is important

that you give as much detail as possible. This application should be made at least

**three months** before the date of the event but no more than **four months** before the event.

Please submit **ONE** Road closure per application only. All boxes must be completed or N/A

added if not applicable.

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| 1. **. Applicant details** |
| Name of applicant (s) |
| Address |
| Contact phone number |
| Email address |
| If applying on behalf of an organisation/charity, please provide the name and any registration/charity number |

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| **2. Event details** |
| Name of event |
| Type of event (please delete as appropriate)   1. Rolling road closure (procession, carnival, a march) or 2. fixed road closure |

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| **3. Closure details** | |
| Date of closure | |
| Time of closure (from and to) | |
| Names of roads to be closed | |
| Names of roads to be used for diversion | |
| Parish Council area |  |
| NFDC Ward area |  |
| Estimated number of attendees |  |
| Estimated number of vehicles (for a parade) |  |
| **Number of marshals at the event** |  |
| If the proposed road closure or diversion should affect any of the following, you must engage and inform them of the closure **(see guidance 4.1 to 4.5).**   * **Taxi ranks** * **Bus stops** * **Shopping areas** * **Car parks** * **Pedestrian or vehicle access** | |

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| **4. Public liability insurance details (must be for at least £5 million)** |
| Insurance company name and address |
| Policy number |

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| **5. Checklist** – These documents **must be included with the application**. If there are any documents missing this may result in rejection of the application or a delay in processing.  **Tick enclosed/attached** | |
| Traffic Management Plan. **The plan must include a map indicating**   * the road(s) to be closed, * the diversion proposed and * location of proposed signage to alert members of the public to the closure |  |
| Copy of the public liability insurance policy valid on the date of the event |  |
| **Fee £184.00 per closure**  A fee is required for each road closure application unless the event falls under one of the following exemptions:-   * Carnival processions (where street trading (stalls) does not take place) * Remembrance Day parades, scout and guide parades, Church Services and Church parades, * Christmas events, * Street parties, * Pancake races, * Walks of witness,   Please refer to the Road Closure Guidance for further information. We will contact you on the phone number you have provided above to obtain a card payment. |  |

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| **6.** | **Conditions** |
| 1. | I/we will sign the event safely in accordance with Chapter 8 of the Home Office Guide,  taking into account the requirements and advice in Parts 1 and 2 of Chapter 8 of Traffic Safety Measures and Signs for Road Works and Temporary Situations(TSRGD) 1. |
| 2. | I/we will pay the Council's reasonable costs for providing additional signs that  should have been provided and removing both unauthorised signs and signs  being left in position when the road is not closed. |
| 3. | I/we will ensure that the required signs, barriers etc. including those detailed in the Traffic management Plan shall be erected at the stated locations and that I/we will ensure that  there are Marshals at least at all the closure points. I/we will also ensure that additional instructions given by the Police and Highway Authority are complied with. |
| 4. | I/we will ensure that the signs barriers etc. detailed in the Traffic management Plan or required by the Police or Highway Authority will not contain commercial advertising and  are maintained throughout the duration of the closure/diversion. |
| 5. | I/we will ensure that access for emergency vehicles is maintained at all times. |
| 6. | I/we will ensure that a Public Liability Insurance Policy has been arranged for the  event, to cover the period of the closure, for a minimum amount of **£5** **million**.  A copy of proof of Insurance must be provided to the Council with the application. |
| 7. | At the time of making my application, I/we will notify the proposed closure to the  occupiers of all properties (or, in the case of land or unoccupied property, the owner or anyone who may legitimately require access) whose vehicular or pedestrian accesses  will be directly affected by the closure. |
| 8. | I/we will take reasonable steps to publicise the closure locally two and three weeks  before the closure takes effect by publishing leaflets, displaying notices in local shops  and/or placing notice(s) in local newspapers. I/we will also provide appropriately  worded advanced notification signs (black lettering on yellow background approximate  width 1m) on site for a minimum of one week in advance of each closure. |
| 9. | I/we will inform local bus companies and taxi operators of the closure in writing. |
| 10. | I/we will understand that the closure will not be approved if there are unresolved  objections from any of the consultees. |
| 11. | I/we will take reasonable steps to ensure that during the period of the closure no  unlawful trading takes place on the public highway that has been closed. |
| 12. | During the period of the closure I/we will take reasonable steps to ensure that  pedestrians have access at all times to premises either situated on or adjacent to the  road(s) to be closed or to other premises with sole pedestrian access from the road(s) to  be closed. |
| 13. | During the period of the closure I/we will ensure that where practicable all reasonable  steps are taken to allow vehicular access and deliveries to any premises situated on or  adjacent to the road and that the occupiers of such premises are informed of the reason  for the closure, dates/times of the closure and details of the event. |
| 14. | I/we undertake to comply with the requirements of the Health and Safety at Work, Act  1974. I will ensure that I fully understand the requirements for signing and guarding temporary road closures and diverting traffic and that I/we will seek expert advice if there are any requirements, obligations, procedures etc. I/we are not certain about. |
| 15. | I understand that by signing the form I/we are personally liable for the accuracy of the information provided to the Council in connection with the application for a road closure.  Also that New Forest District Council is not responsible for any costs incurred by the applicant, the Police, Highway Authority (Hampshire County Council) or any third party. |
| 16. | During the course of the road closure I/we will be responsible for ensuring that the  areas affected by the closure are so far, as is reasonably practical,  kept free from rubbish and litter at all times and when the event finishes to ensure that  the area affected is left clear of rubbish and litter and in a clean and tidy condition to the  satisfaction of the Council. In the event that the rubbish and/or litter is not removed, I/we  agree for the Council to clean up the area as necessary and to recover the costs from  me/us. |
| 17. | I/we agree that any of the information given by me can be disclosed by the Council to  third parties and held on the Council’s database. |
| 18. | Other conditions |
|  | **Highway Authority Standard Conditions:**  Applicants must comply with the Highway Authority’s standard conditions which normally include the items listed below but will be formally notified following the consultation  exercise: |
| **1** | The proposed diversion and marshalling shall be submitted to and approved by  the local Police. Confirmation of such approval shall be forwarded to Hampshire County Council’s Highways team. |
| **2** | The organisers shall provide adequate signing for diverted traffic in accordance with Chapter 8 of the Traffic Signs Manual 1991. Details of such signing shall be forwarded to Hampshire County Council’s Highways. |
| **3** | Adequate provision shall be maintained for access, e.g. the emergency vehicles, including those not mentioned but where access is deprived. |

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| **7. I/we hereby agree to the conditions above** | **date** |
| Signed by |  |
| Print name(s) |  |

Please email this form together with the other required documents to [Licensing@nfdc.gov.uk](mailto:Licensing@nfdc.gov.uk)

Or post to

Licensing Section

New Forest District Council

Appletree Court

Beaulieu Road

Lyndhurst

Hampshire

SO43 7PA