

**APPLICATION FOR ROAD CLOSURES/DIVERSIONS
UNDER SECTION 21 OF THE TOWN POLICE CLAUSES ACT
1847**

PLEASE READ THE FOLLOWING GUIDANCE NOTES CAREFULLY:

- (i) Please send your completed application form and supporting documents, with the appropriate fee to:

Licensing Section
New Forest District Council
Appletree Court
Beaulieu Road
Lyndhurst
Hampshire
SO43 7PA

traffic@nfdc.gov.uk

at least **two months** before the proposed closure(s).

- (ii) Completed application forms **must** be accompanied by a map (Ordnance Survey based or equivalent) showing clearly the road(s) to be closed.
- (iii) Within two weeks of receipt of your application NFDC's Licensing Section will send you a map showing the suggested route(s) for diverted traffic. If you wish to use a different diversion route you will be required to submit a risk assessment for your suggested diversion route (sample forms available on request) and an Ordnance Survey based map or equivalent showing clearly the diversion route.
- (iv) If completing your application by hand PLEASE USE BLOCK CAPITALS & BLACK INK.

Please be aware of your need to follow Hampshire County Council's guidance
<https://www.hants.gov.uk/transport/licencesandpermits/events>

- (v) If the event is outside the scope of the Town Police Clauses Act (TPCA) you will be asked to apply to Hampshire County Council for the road closure. For road closures made under the TPCA the event should be a special occasion when ordinary day to day use of the highway(s) is liable to be obstructed or dislocated by substantial numbers of spectators or participants. Please contact NFDC's Licensing Section for further advice.
- (vii) **Fees** (up to 31 March 2020 and reviewed annually thereafter - see <http://www.newforest.gov.uk/index.cfm?articleid=8250&articleaction=dispmedia&mediaid=13742>):
Legal and administrative work #* £160.00
No charge for church services, church parades, linked national celebrations or events where no on-street trading or no participation/entry charges made. Charges which are zero rated or not subject to VAT are marked*

- (viii) Notification of the event should be directed via the online form at:
http://forms.newforest.gov.uk/ufsac/ufsmain?formid=EVENT_NOTIFICATION&ebz=1_1444642426508&ebd=0&ebz=1_1444642426508

(ix) Prior to completing and submitting the application form you are required to consult: Public transport & taxi operators, Hampshire County Council Highways, roads@hants.gov.uk plus all nearby traders and/or their local Groups and public car park operators. Also to notify the occupiers of all nearby homes and other premises.

(x) Hampshire County Council (HCC) advise that should any unforeseen circumstances arise whereby it becomes necessary to direct traffic via any road to be closed by them, the closures might not be effected as planned; however HCC advise that this is extremely unlikely.

Name and Address of Applicant and Organisation

.....
.....

Contact Details:

Tel. No..... E Mail.....

2. Date(s) of Proposed Closure(s)

.....

3. Reason for Closure(s)

.....
.....

4. Plan showing the following (also give details under each heading below):-

4.1 Name of road(s)/portions of road(s) to be closed. (Please be specific, e.g. Main Street, Greentown from White Road to Black Road)

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.....
.....

4.2 Proposed Route(s) for Diverted Traffic – Only required if you propose a different diversion route to that suggested by NFDC (see Guidance Note (iii) above).

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

4.3) Proposed location, size and wording of signs for road closure and diverted traffic

The schedule of signs and one copy of a plan (Ordnance Survey based or equivalent) showing sign locations, must be submitted to the Council’s Licensing Section at least 3 weeks prior to the closure. To assist organisers a sample signing schedule is attached. The closure will not be progressed if either the Police or Highway Authority informs the Council that either the plan and schedule of signs are not satisfactory or the timing of the closure is not acceptable.

4.4 Marshals –

Number of Marshals	
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Show positions on plans referred to above

Please refer to Chapter 6 of the Home Office Good Practice Safety Guide for small and sporting events taking place on the highway, roads and public places which refers to Marshals.

4.5 Police Officers – See Guidance Note (v) above.

Number of Police Officers	
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Show positions on plans referred to above

4.6 Rolling road closures -

Is a “rolling” road closure required?	<input type="checkbox"/> *Yes	<input type="checkbox"/> *No
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**Delete as appropriate*

If **yes** please refer to Chapter 3 of the Home Office Good Practice Safety Guide for small and sporting events taking place on the highway, roads and public places.

Have the Police agreed to bring the rolling road closure(s) into effect?

<input type="checkbox"/> #*Yes	<input type="checkbox"/> *No
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**Delete as appropriate*

please provide written confirmation from Police that they will assist with a rolling road closure as Marshals have no authority to direct moving traffic. Alternatives such as static signing and re- routing should be considered

5. Time(s) of Proposed Closure(s) (continue on separate sheet if necessary)

DATE	ROAD NAME	CLOSURE START TIME	CLOSURE FINISH TIME	REMARKS

6. Will either pedestrian or vehicular access to any properties be affected by the closures?

<input type="checkbox"/> *Yes	<input type="checkbox"/> *No
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**Delete as appropriate*

7. If yes please state addresses (use separate sheet if necessary) **and confirm that occupiers have been/will be informed of the closure:**

.....

8. Are any road(s) affected by closure in a shopping or trading area?

<input type="checkbox"/> *Yes	<input type="checkbox"/> *No
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**Delete as appropriate*

9. If yes, please attach evidence from the local Chamber of Commerce or Traders’ Association that they have no objection to the closure(s)

10. Will any bus services be affected by the closure(s)?

*Yes

*No

**Delete as appropriate*

11. If yes, please provide name(s) and address(es) of bus operators (including any nationally operated services which may be affected, e.g. National Express). Please attach evidence that the bus operators have no objection to the closure(s).

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

12. Will any bus stops need to be relocated during the closure?

*Yes

*No

**Delete as appropriate*

13. If yes, please state locations of affected stops and show on plans referred to above. State the positions to which stops will be relocated during closure and show on plans referred to above. Also attach evidence showing that the bus operators have approved this.

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

14. Are any taxi ranks situated in or immediately adjacent to the road(s) to be closed?

*Yes

*No

**Delete as appropriate*

15. If yes, please state locations, provide name(s) and address(es) of local taxi operators and attach evidence that they have no objections to the closure.

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.....
.....

16. Will access to any public car parks be affected by the closure(s)?

*Yes

*No

**Delete as appropriate*

17. If yes, please give details and attach evidence that car park operator has no objection to the closure.

.....

18. Public Liability Insurance (*See Condition (g))

Please ask your insurers to provide a copy of proof of Insurance. This should be sent to the Council at least 3 weeks prior to the date of the event.

CONDITIONS

- a) I 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

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/203669/traffic-signs-manual-chapter-08-part-01.pdf

<http://tsrgd.co.uk/pdf/tsm/tsm-chapter-08-part-02.pdf>

and

<http://tsrgd.co.uk/pdf/tsm/tsm-chapter-08-part-03.pdf>

- (b) I 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.
- (c) I will ensure that the required signs, barriers etc. including those detailed in the Signing Schedule shall be erected at the stated locations and that I will ensure that there are Marshals at least at all the closure points. I will also ensure that additional instructions given by the Police and Highway Authority are complied with.
- (d) I will ensure that the signs barriers etc. detailed in the Signing Schedule or required by the Police or Highway Authority will not contain commercial advertising and are maintained throughout the duration of the closure/diversion.
- (e) I will ensure that access for emergency vehicles is maintained at all times.
- (f) I will ensure that I have arranged for a Public Liability Insurance Policy for the event to cover the period of the closure, for a minimum amount of **£5 million**. The form at Appendix 1 to this Application form will need to be filled out by the Applicant and returned to the Council at least 3 weeks before the date of the event. A copy of proof of Insurance in favour of the Applicant must be provided to the Council by the Applicant at the same time.
- (g) **At the time of making my application**, I 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.
- (h) I 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 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, e.g.:

*APPLICANTS ORGANISATION/EVENT
ROAD CLOSED HERE
MONDAY 1 JANUARY
AT 9 AM FOR 4 HOURS
(CONTACT TEL. NO.)*

TSRGD Fig No 7003.1(Special)

(May not be required for closures of less than 30 minutes on unclassified roads, subject to agreement with NFDC.)

- (i) I will inform Local bus companies and taxi operators of the closure in writing;
- (j) I will understand that the closure will not be approved if there are any unresolved objections from:
 - the Statutory Undertakers within the prescribed notice period under the terms and conditions of the New Roads and Street Works Act 1991
 - Police and other emergency services
 - public transport operators
 - the highway authority (Hampshire County Council or the Highways England)
 - NFDC Hackney Carriage Licensing Officer
 - Operators of adjacent public car parks;

- (k) I 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.
- (l) During the period of the closure I 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.
- (m) During the period of the closure I 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.
- (n) I undertake to comply with the requirements of the Health and Safety at Work, etc, Act 1974. I will ensure that I fully understand the requirements for signing and guarding temporary road closures and diverting traffic and that I will seek expert advice if there are any requirements, obligations, procedures etc. I am not certain about. I understand that the Council may be able to assist but that will depend on the availability of suitable employees and that there will be a charge made.
- (o) I understand that by signing the form I am 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.
- (p) During the course of the road closure I 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 agree for the Council to clean up the area as necessary and to recover the cost from me.
- (q) I 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.
- (r) 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 West office at Totton.
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 West office at Totton.
3. Adequate provision shall be maintained for access, e.g. the emergency vehicles, including those not mentioned but where access is deprived.

**APPLICATION FOR ROAD CLOSURE ORDER UNDER
THE TOWN POLICE CLAUSES ACT 1847**

Applicant to Complete:-

I/We agree to abide by New Forest District Council's Conditions for a Road Closure Order in respect of(name event)

Name of Applicant:*

*(if applying on behalf of an organisation, state name of organisation)

Address of Applicant:

Signed by:

Name of Person Signing:

Position Held:

Date:

Applicant to Complete:-

I/We certify that(name of Event Organiser) holds a Public Liability Policy* for the above event valid for the Period of Insurance stated below, with an Indemnity limit of at least £5million ("the Insurance"). *(a copy of proof of Insurance (in favour of the Applicant) must be provided to the Council by the Applicant)

Policy No: Date of Renewal

Insurers Name and Address:

.....

.....

Period of Insurance: FromTo:(inclusive)

Signed by ApplicantDated:

In relation to General Data Protection Regulation (GDPR) please see the Transportation Privacy Notice at <http://www.newforest.gov.uk/article/18296/Transportation-Privacy-Notice>

APPENDIX 1

SAMPLE SIGNING SCHEDULE

Needs to be consistent with Traffic Signs Manual 2

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/203670/traffic-signs-manual-chapter-08-part-02.pdf and The Traffic Signs and General Directions 2016
<http://tsrgd.co.uk/pdf/tsrgd/tsrgd2016.pdf>

ROAD NAME: _____

MAP REF NUMBER	SPEED LIMIT	SINGLE OR DUAL CARRIAGE -WAY	DESCRIPTION	TSRGD ## FIG NO	LETTER HEIGHT (mm)
1			ROAD CLOSED AHEAD	7010.3	
2			BARRIER	7105	
3			DIVERSION ←	2702	
4			DIVERTED TRAFFIC ↑	2703	
5			B3080 CLOSED AT HALE FOLLOW DIVERSION SIGNS FOR BRAMSHAW & CADNAM	7002B (Special)	
6			DIVERSION ↑	2703	
7			DIVERTED TRAFFIC ←	2703	
8			DIVERSION ENDS	2702	
9			ACCESS ONLY	7301 (Special)	
10			DIVERSION ←	2702	
11			ROAD CLOSED	7010.4	
12			ROAD CLOSED	7010.4	
13			ROAD CLOSED AHEAD	7010.3	
14			ACCESS ONLY	7301 (Special)	
15			BARRIER	7105	
16			ROAD CLOSED HERE ON MONDAY LIKELY TO LAST 3 WEEKS	7003.1 (Special)	
17			SHOPS AND BUSINESSES OPEN AS USUAL	7002B (Special)	
18			TRAFFIC CONES	7101.1	



7105

D4.8.13 The “lane closed” barrier to diagram 7105 serves as a visual and physical barrier and reinforces the need to change direction as indicated by traffic cones and other signs. This sign is then used at right angles to the line of traffic and mounted about 1m above the carriageway. The depth may be either 150 or 300mm, refer to [Table A1.2 \(Appendix 1\)](#). A minimum length of 1.25m is prescribed which gives five panels, three coloured red and two white alternately.

Sufficient barriers (7105) shall be provided to cover the entire carriageway width immediately beyond the road closed sign.

ROAD LAMPS (2 per barrier) shall be provided in accordance with Regulation 55.

Consideration shall be given to using interlocking crowd control barriers to separate event participants/spectators from vehicular traffic. Consideration shall also be given to using traffic cones to provide a safety margin (e.g. where the supports of crowd barriers project into live carriageways).

DETAILS OF SOME OF LOCAL HIRE COMPANIES WHO HIRE OUT TRAFFIC SIGNS FOR EVENTS

Note: This list is not exhaustive and other Companies and Organisations who organise events on roads may be able to assist.

Holbury Tool Hire Ltd
Unit 8 & 9
Holbury Drove
Holbury
Southampton
SO45 2PW

Tel No: 023 8089 1839

HSS Hire
Monza House
Third Avenue
Millbrook Road
Southampton
SO15 0AP

Tel No: 023 81 247828

HSS Hire
17a Christchurch Road
Bournemouth
BH1 3LF

Tel No: 012 02 366979

Instant Hire Ltd
Eling Wharf
Totton
SO40 4TE

Tel No: 023 8066 7722
Fax No: 023 8066 0444

Letters & Logos Ltd
Crow Lane
Business Park
Crow Lane
Ringwood
BH24 3EA

team@lettersandlogos.co.uk
Tel: 01425 477281

Sign It
Unit 2
Solent Works
North Close
Lymington
SO41 9BU

Tel: 01590 688990
info@signit-uk.com