

South Gloucestershire Council

TOWN POLICE CLAUSES ACT 1847
APPLICATION FOR PROPOSED STREET CLOSURE
(Please read the attached notes before completing this form)

Name of Applicant:

Address:

Tel No: Email:

If representing an organisation/group etc:-

(a) Organisation:

(b) Position

Nature of Event:

- Is it proposed to place any building/erection/plant (including tents, stalls etc) upon the closed road?
..... YES/NO (*delete as appropriate)

If YES, please specify on a separate sheet (numbers/location/type):

Date and period of closure:

Times: from to

Name of road(s) **You must also supply a plan clearly showing the extent of the closure please.**

.....

If you intend only to close a section of the road(s), please include beginning and end points of the closure.

From:.....

To:.....

- List names of roads providing the alternative route for traffic taking into account any existing traffic flow arrangement, such as one way traffic working / restrictions on heavy vehicles. (Also clearly identify the alternative route on the above mentioned plan or a separate plan if required).

.....

THE PLAN(S) PROVIDED SHOULD BE AS CLEAR AS POSSIBLE AS IT WILL BE USED FOR THE CONSULTATION EXERCISE. FAILURE TO SUPPLY A PLAN MAY RESULT IN YOUR APPLICATION BEING RETURNED

- On the day of the event, you or your organisation shall be entirely responsible for the provision, erection and supervision of sufficient temporary bollards and diversion signs.

(a) Please confirm what arrangements have been made for this provision.

.....

(b) Please identify on the plan the proposed location of the appropriate road signs (e.g. road closed, diversion). It may be clearer to use a separate plan to the one mentioned on the first page of this application

- Properties (including commercial) directly affected by closure i.e. located on or accessible only from the closed road. Please provide a list of all names and addresses using a separate sheet if necessary.

Note: copies of a notification letter(s) and any replies should be included with your application.

Have all persons identified on the list referred to above been notified of the event/proposed closure.
 YES/NO*

If YES, has any person raised an objection which remains unresolved/outstanding? YES/NO*
 If you answer "Yes" then related correspondence should be attached (see note 7 of the attached Guidance Notes) -

Please note that failure to supply any of the information detailed above may result in delay in or refusal to make the necessary Order.

The Council may require further/additional information.

Charge for Making the Order

The Council charges £176 for the making of the Order for events taking place in the 2019/20 financial year (with the exception of events of national significance i.e. Royal British Legion Remembrance Day Parades).

Signed:

Date:

POST COMPLETED FORM AND PAYMENT TO:

**Legal, Governance and Democratic Services
 Chief Executive and Corporate Resources Dept.
 PO Box 1953
 Bristol
 BS37 0DB**

TOWN POLICE CLAUSES ACT 1847 GUIDANCE NOTES RELATING TO ROAD CLOSURES

1. In order to make a road closure under the above Act a minimum of **10 WEEKS** notice is required. This allows time for the necessary consultation and other procedural work.
2. There is a charge of £176 for time spent by officers producing an order for events taking place in the 2019/20 financial year. This applies to all applicants (* No charge for events of national significance - e.g. Remembrance Day events).
3. 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.
4. The Council will require the event organisers to consult with **residents, businesses, bus/taxi companies** which may be affected by the closure. Please include with your application *written confirmation* that this has been done together with a list of persons/properties consulted.
5. For all events that require an order to close the road the organisers will be required to provide a map indicating positions of road closure/diversion signs, barriers etc. From this map the Council will be able to confirm that the proposed signing is adequate. Should it be that the signing proposed is incomplete you will be contacted by the appropriate officer of the Council. If the order is granted you will need to provide signing as agreed.

All signs **MUST** conform to "Traffic Safety Measures & Signs for Road Works & Temporary Situations Act" (Traffic Signs Manual Chapter 8). Applicants must bear in mind that traffic signs can only be placed on the highway, and removed, by a person who has undergone the appropriate training in accordance with Chapter 8 of the Traffic Signs Manual or is authorised under S.66 of the Road Traffic Regulation Act 1984. Any cost involved must be met by the organisers.

Information signs giving the public advance warning of the street closure and the proposed diversion (if applicable) must be erected at each end of the diversion 10 days before the road closure. A typical sign would state "*This road will be CLOSED on (date and times) Reason: (state event) Please Seek Alternative Route*". The name of the organisation arranging the event and a telephone number should also be stated on the sign.

Should you wish to hire signs, barriers etc for your event you will be able to find specialised Traffic Management organisations, who should be able to assist you, listed in the Yellow Pages under "Traffic Control Equipment" or "Hire Services" (or go to www.yell.com).

6. The completed Application Form **and Plan** should be sent to South Gloucestershire Council as soon as possible. The Council will then consult with the Council's Transportation Network Management Section (*the Highway Authority*), the emergency services; the Council's Safety Advisory Group, the Council's Public Transport Section; the local Member for the area and the Parish Council.

Please note that if the Police and/or the Highway Authority object to the proposals, the Council will not proceed with the order and you will be notified accordingly.

7. If there are any objections from any other parties, the Event organiser(s) should have discussions with the objector to try to reach a compromise solution and the written withdrawal of the objection.

If a compromise is not possible, the issue must be placed before the Monitoring Officer and Head of Legal, Governance and Democratic Services who, together with the

Transportation Network Services Manager, will consider the objection and any other representations and decide whether or not the order should be implemented.

8. If the order is made, the Council will send a copy of the order to the organisers and emergency services.
9. Event organisers should be aware that during the closure there must be clear access at all times for **emergency vehicles**. The closure will apply to ALL other traffic but will not apply to pedestrians.

Marshals. Please note that for large events it is essential that all barriers are manned by responsible stewards/marshals so they can be easily removed should emergency services require access. They should also wear high visibility clothing and it is strongly advised that they are appropriately trained. Both barriers and marshals may be hired from specialist firms and contact details of many of these firms can be found in Yellow Pages (or go to www.yell.com).