



APPLICATION FOR A SMALL EVENT ROAD CLOSURE

ALL APPLICATIONS MUST BE RECEIVED AT LEAST FOUR WEEKS BEFORE THE DATE OF THE EVENT ACCOMPANIED BY A DETAILED PLAN CLEARLY SHOWING THE SECTION OF ROAD(S) TO BE CLOSED AND FEE OF £50.

CONTACT DETAILS:

Name of person making application (NB. this should be the person who will be acting as the principal contact with the Council).

Organisation (The organisation for whom the person named above is making the application – if applicable)

Is the organisation a Registered Charity? Yes / No

Please give details including charity registration number

Contact address (incl. postcode):

Telephone number (daytime):

Email address:



DETAILS OF ROAD CLOSURE REQUESTED:

Description of event to be held:

Name of road(s) to be closed:

Date and time of road closure(s)

If you plan to close only a section of the road(s), where will the closure begin and end?

From:

To:

Give a brief list of properties affected. This means any property, residential or commercial, which is located on or accessed only by the road(s) you wish to close – e.g. Cedar Close numbers 1-20 and numbers 21-98

Are any of the roads to be closed used by through traffic? YES/NO

If yes, you will need to send a traffic plan showing the exact extent of the closure and an alternative route for traffic.

Are you planning on closing a road that is part of a bus route? YES/NO

If yes, you will need to consult the bus company and attach a copy of their response.



Will access for emergency vehicles be readily available at all times? YES/NO?

If no, you will need to discuss this with Staffordshire County Council (highways@staffordshire.gov.uk or telephone: 0300-11-8000) and with the emergency services. In the interest of safety we highly recommend that roads are accessible for all emergency vehicles.

How will people know the road has been closed off – have you thought about barriers/diversion signs needed?

If yes, can you say what you will be doing?

If no, Streets Alive (www.streetparty.org.uk) may be able to help you with street signs.

Have residents agreed to this neighbourhood/community event? YES/NO?

The Council will want to ensure most people are happy with this event, so if there are any objections you should let us know. It is up to event organisers to resolve any objections. It is worth remembering that not everyone will be able to participate so let everyone know what time the event will start and end.

If you are planning a road closure you will also need to consult any businesses in the wider area that may be affected. Have you already consulted about the road closure?

YES/NO?

If yes, please attach a copy of your consultation invitation/notice and confirm the date it was sent:



Public Liability Insurance

The Secretary of State for Communities and Local Government has issued guidance to Councils that there is no requirement for the organiser of small community events to take out Public Liability insurance. Organisers should be aware that no liability will fall on South Staffordshire Council as a result of the making of a Road Closure Order.

You are advised to seek the advice of an Insurance Advisor as to your responsibilities in respect of any damages to the highway and street furniture as well as the general public liability aspects. You are strongly recommended to obtain Public Liability insurance cover for the event. The Highway Authority (Staffordshire County Council) considers that an appropriate level of insurance cover would be £5,000,000.

Signed:

Name:

Dated:

RETURN COMPLETED FORM TO: -

Legal Services
South Staffordshire Council
Council Offices
Codsall
South Staffordshire
WV8 1PX

or by email (with attachments) to: - sslegalservices@sstaffs.gov.uk

Please note there is a charge of £50 per application.

Applications from Registered Charities or for small, community street parties are free of charge. Closures for Remembrance Day parades are also free of charge. All other applications are chargeable.