

WEST SOMERSET COUNCIL
West Somerset House
Killick Way
Williton
Somerset TA4 4QA



Tel: 01643 703704

**APPLICATION FOR ROAD CLOSURE ORDER FOR A SPECIAL EVENT
TO BE MADE UNDER THE TOWN POLICE CLAUSES ACT 1847**
Important – Please read the attached notes before completing this form

Name of Applicant/Organisation	
Address of Applicant/Organisation	
Telephone no. and mobile no.	
Name of event	
Reason(s) for the closure	
Date(s) of closure	
Times(s) of closure	
Roads(s) to be closed	
Proposed alternative routes for traffic	

Have you enclosed your signing schedule, list, contingency plan and proof of Public Liability Insurance? **YES / NO**

Have you enclosed details of the marshalling and first aid arrangements for the event? **YES / NO**



Do you consider that you may need a **Public Entertainment Licence** or a **Licence for a Charitable Collection** for your event? **YES/NO**

(If YES, please contact telephone number 01984 635282)

Has this event been held previously? **YES/NO**

If YES, please give date

If YES, have previous arrangements been amended in any way? **YES/NO**

IF YES, please give details

Have you consulted any other organisation regarding this event? **YES/NO**

If YES, please specify

Please give details of any businesses, bus services and residents who may be affected by the granting of the Order

DECLARATION : I confirm that I have read and understood the notes attached to this application form and have provided accurate information in this, my application

Signed Date

Please return this form to :
Kathryn Gilligan, West Somerset Council, West Somerset House, Killick Way, Williton, Somerset, TA4 4QA



ROAD CLOSURE ORDER - NAME OF EVENT:

.....

I/we hereby indemnify West Somerset Council against all claims whenever arising which may be made against them by making the Road Closure Order and to defray all costs incurred as a result of such claims being made.

I/we agree to pay all reasonable costs for making good any damage to the highway along the route of the closure by reason of making the Road Closure Order.

I/we confirm that I/we hold public liability insurance for the event for minimum cover of £5 million.

I/we agree to provide, erect, maintain and remove all safety measures, including all signs, lighting etc., required to protect the public and property at the site of the event and on the diversionary route for the duration of the closure and to defray all costs incurred in the event of failure to do so.

I/we agree to inform local bus and taxi operators, who may be affected by the closure and confirm in writing to the Council that I/we have done so.

I/we agree to make plans and provide suitable signage to facilitate adequate access/egress at all times for emergency vehicles during the closure and acknowledge that the closure will apply to other non participating traffic.

I/we agree to be available during, immediately before and after the event and to provide details (e.g. mobile phone numbers of nominated persons) so that I/we can be contacted by the Council or the Police.

I/we agree to ensure that there are sufficient marshals to adequately cover the Road Closure Order and all marshals for the event are adequately trained and briefed for their duties as appropriate to the size of the event.

I/we understand that if I/we fail to comply with the above requirements I/we may be liable to a fine not exceeding Level 3 on the Standard Scale and that any such failure will be taken into account by the Council in considering future applications for Road Closure Orders by me/us.

Signed: **Date:**.....
(Please return this form to: Kathryn Gilligan, West Somerset Council, West Somerset House, Killick Way, Williton, Somerset, TA4 4QA

ROAD CLOSURES FOR SPECIAL EVENTS UNDER THE TOWN POLICE CLAUSES ACT 1847



Important – Please read these notes before completing the attached application form

1. In order to make a Road Closure Order we normally require a minimum of 10 weeks notice.
2. There will be a charge for the making of an Order.
3. Before making an application, it is strongly recommended that event organisers discuss their proposals with the Police. This may save time as it is not always necessary to have a formal road closure.
4. 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.
5. Where there are residents, businesses, bus/taxi operators which may be affected by the closure, the Council will require event organisers to consult with those parties and confirm that this has been done.
6. For all events which require a Road Closure Order, the organisers will be requested to provide a 'Signing Schedule'. This must consist of:
 - (a) a map indicating positions of road closure/diversion signs/barriers etc.;
 - (b) a map indicating positions of marshals/stewards etc.;
 - (c) a list describing the wording/size/colour of the road closure/diversion signs, barriers etc.

All signs MUST conform to 'Traffic Safety Measures and Signs for Roadworks and Temporary Situations Act', (Traffic Signs Manual, Chapter 8). Any cost involved must be met by the organisers. The organisers will be required to provide marshals or stewards for the event. However, please be aware that only suitably qualified persons may place signs, barriers and cones on the Highway. 'Qualified' means someone who has attended a course and holds a Certificate of Competence in "Chapter 8 of the Department of Transport Traffic Signs Manual". This may have a cost implication for your road closure should you need to employ a contractor to supply and erect signs, barriers etc on your behalf. For information on Training for individuals to erect signs on the Highway contact the Highway Authority. A certificate is issued on completion of training.

7. Sign suppliers can be found in the Yellow Pages under 'Road Marking Contractors' or you may contact W S Atkins Highways West on (01643) 700700.
8. The completed Application Form and Signing Schedule should be sent to West Somerset Council as soon as possible. The Council will then consult with the interested parties.
9. If the Police, Fire, Ambulance or Highway Authority object to the proposals, and a compromise cannot be reached, the Council will not proceed with the Order.
10. If there are objections from any other parties, the organisers shall have discussions with the objectors to try to reach a compromise solution. If a compromise is not possible the Order may not be made.
11. The Council will arrange for the Order to be advertised in the local press.
12. Event organisers should be aware that during the closure there must be clear access/egress at all times for emergency vehicles. The closure will apply to all other traffic. Event organisers are to be responsible for this in consultation with other authorities.

13. The event organiser is to ensure that a representative is available during and immediately before and after the event so that he/she can be contacted by the Council or Police.
14. If you advertise your event by way of a Banner on the highway you must obtain a licence from the Highways Authority, giving full details of the proposed Banner.