



Temporary road closure application - guidance notes

Wyre Council can only close the highways for certain events under s21 of the Town Police Clauses Act 1847, the Act gives the Council “Power to prevent obstructions in the streets within the limits of the special Act, in all times of public processions, rejoicings or illuminations”. Some events may not be suitable for closure under this Act and will require a road closure by Lancashire County Council under s16a of the Road Traffic Act 1984. The responsibility for the highways in Wyre belongs to Lancashire County Council.

If you are holding any event within the Wyre area where you intend to make use of a public highway for a procession, race or parade then you will need to make a formal application to Lancashire County Council's Street Works team, the Police, and if applicable Blackpool transport.

Please note that Lancashire Constabulary have recently adopted the ACPO (Association of Chief Police Officers) national guidance and as such the Police must not undertake any traffic management for an event on the highway other than those events that are deemed to be of national importance (such as a Remembrance Day parade). It is the event organiser’s responsibility to liaise with the local Highway Authority (Lancashire County Council) about how the event will be managed. Consequently the police are unable to provide any officers to manage traffic for parades, galas and festivals, although they will attend events when required for the purposes of public order. This is not a decision that has been taken locally, it is national policy.

As an event organiser it will be your responsibility to plan, manage and run the event in a safe manner whilst avoiding unnecessary disruption and impact on the rest of the community during your event.

It is for the event organiser to carefully consider where the safest location for your event is and only use the public highway where there is no alternative.

It is for the event organiser to prepare a Risk Assessment and a Traffic Management Plan to accompany your application form. Guidance can be found at www.hse.gov.uk/event-safety

As the event organiser you are responsible for appointing a suitable qualified person to place signs, barriers and cones on the Highway this cannot be legally carried out by a non-qualified person. The Council does **not** provide this service.

As the event organiser you are responsible for obtaining all necessary licenses or permits from the

Council or other bodies prior to your event.

There is currently no charge for the making or monitoring of an order however this may be reviewed in the future. **Three months** is required to process your application. It is for the event organiser to ensure their completed application form and supporting information is received in good time to ensure all administrative processes can be completed, failure to do so may result in your application not being dealt with.

It is for the event organiser to complete the [Road closure application form](#) at least Three month before the date of your event.

The [application form](#) **must** include the following:

- Traffic Management Plan consisting of:
 - Map (of suitable quality and scale) indicating the positions of road closures/route diversion signs/barriers.
 - Map of proposed diversion route if applicable.
 - Map indicating position of marshals/stewards etc.
- A copy of your public liability insurance (minimum £5 million) that that is valid on the date of the event.
- A list of contact details of those involved in the application for a road closure and a contact number that can be made available to the public for enquiries made regarding the event.
- A copy of the full risk assessment for the event.

When you have received responses from Lancashire County Council, the Police, (and if necessary the tramways authority) and have answered any queries they have made, the application will then be sent to Wyre Councils engineering department. This is to allow the order to be drafted, the relevant authorities notified and a closure pack to be prepared.

Next you **must** the send the following to Alison.Webster@wyre.gov.uk:

- Written evidence from Lancashire County Council giving approval and evidence on any issues raised have been actioned and approved.
- Written evidence from Lancashire Constabulary giving approval and evidence on any issues raised have been actioned and approved.
- Any necessary licenses or permits.
- Evidence that a suitable qualified person(s) has been hired to place signs, barriers and cones on the Highway

If any of the above required evidence is missing or insufficient, the application will be returned to you for resubmission.

Three weeks prior to your event we will be in touch with you to advise you on putting up of closure notices and any other action you may need to take before your event. We will also advise you if there are any problems with your application.

Please note that the event organiser is responsible for putting up closure notices at least 7 days prior to the event.

If the Police and/or the Highway Authority object to the proposals, the Council **will not** proceed with the application and make the Order.

It is advised that dated photo's be taken of any damage/rubbish or litter before the event takes place in the event of any conditions within the application being challenged.