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**TEMPORARY ROAD CLOSURE - GUIDANCE NOTES FOR EVENT ORGANISERS**

**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.**

1. 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.
2. 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.
3. 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](file://wyrebc.private/Home-root%24/Home/cgreener/Documents/www.hse.gov.uk/event-safety)
4. 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.
5. As the event organiser you are responsible for obtaining all necessary licences or permits from the Council prior to your event.
6. There is currently no charge for the making or monitoring of an Order however this may be reviewed in the future. The Council requires **3 months** 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.
7. It is for the event organiser to send the completed application form and traffic management plan to Lancashire County Council and the Police for their approvals using the addresses below: -
* **Lancashire Highway Traffic** trafficwest@lancashire.gov.uk
* **Street Works Team, (LCC**) lhsstreetworks@lancashire.gov.uk
* **Mark Proctor, Traffic Management Facilitator** Marc.Proctor2@lancashire.pnn.police.uk

Once you have received their responses, please then forward your application form along with all supporting documentation to Alison.Webster@wyre.gov.uk for the Council to prepare the necessary paperwork

1. If the Police and/or the Highway Authority object to the proposals, the Council **will not** proceed with the application and make the Order.
2. You should carefully read the conditions attached to the application form and **only sign** if in agreement with them.
3. It is advised that dated photographs be taken of any damage/rubbish or litter before the event takes place in the event of any conditions within the application being challenged

 Every application **MUST** include the following:

* A full completed application form (attached below). Please provide as much information as possible about your event.
* A road map on showing your **closure route** and the surrounding area, with **diversion routes**, where marshals will be stationed, where barriers and cones will be placed, and exact locations signs will be placed. A tool for producing maps to the required standard can be found here: <http://www.wyre.gov.uk/maps>.
* A copy of your public liability insurance (minimum £5 million) that covers 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
* Written evidence from Lancashire Constabulary advising they have no objection to the closure request
* Written evidence from Lancashire County Council Highways team advising they have no objection to the closure request
* Written evidence from Lancashire County Council Street works team advising they have no objection to the closure request
* Written approval from car park manager for use of Wyre Car parks if required
* Approved and signed Tram Permit if required
* Land use application approved for the use of Council owned land if required
* If the event is providing food or alcohol as part of the event, please provide a copy of the relevant licences from either Lancashire County Council or Wyre Council.
* If the event will involve fairground rides or other mechanical/electrical equipment, please provide a copy of their public liability indemnity for a minimum of £10m.

Please submit all documentation required as detailed in the checklist below to avoid it the application being returned as incomplete

On your application being successful the Council will:

* Provide you with an approval pack, this pack will include: -
* The legal notice which is to be displayed on the roads affected at least 7 days prior to the closure/event
* Advance Notice advice
* Advice on placement of legal notices on the highway

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**ROAD CLOSURE APPLICATION FORM**

**S21 TOWN POLICE CLAUSES ACT 1847**

**Please read guidance notes before completing this form**

***APPLICANTS DETAILS***

**Name of Applicant:**

**(*If applying on behalf of an organisation/charity, state name of organisation/charity including registration no)***

**Address:**

**Day time Phone No:**

**Fax:**

**Email:**

***EVENT DETAILS***

**The event is for:**

[ ]  ***Public Celebration***

[ ]  ***Fireworks/Bonfires***

[ ]  ***Procession/Parade***

[ ]  ***Other: (please specify)***

[ ]  **full closure**

[ ]  **rolling possession**

**Location:**

**Description:**

**Date of closure:**

**Time of Closure**

***From:***

***To:***

***CLOSURE DETAILS***

**Roads to be closed (in order of possession)**

**Traffic Management Plan**

[ ]  **I attach a location plan showing diversion route and signage
 *(omitting this could hold up your application)***

**Possible number of attendees?**

**No of Marshalls/Stewards**

***PUBLIC LIABLITY INSURANCE DETAILS***

**Insurance Company:**

**Address:**

**Policy No:**

[ ]  **I attach a copy of our insurance policy relating to this application**

***DECLARATION and CONDITIONS***

1. I/We will display the appropriate notice on the road for a minimum of one week in advance of the closure
2. I/We will be responsible for the erection and removal of road closure and diversion signs to the approval of the Highway Authority and to bear the full cost of such signage.
3. I/We will keep reasonable pedestrian access available at all times
4. I/We will keep Vehicular access for emergencies available at all times
5. I/We will keep street fire hydrants clear from obstruction
6. I/We understand that any instruction received from the Police or Highway Authority are complied with and accept that in the event of an unforeseen circumstance it may be necessary to divert traffic along the closed road and the closure may not take placed as planned.
7. I/We understand that no assistance can be given by the Police, Wyre Council or Lancashire County Council for the in the removal of vehicles or obstructions from the closed lengths of roads for the event.
8. I/We understand and accept that I/We are responsible for public safety at the event I/We are organising
9. I/We will be responsible for marshalling/stewarding the event throughout its duration
10. I/We will be responsible for ensuring the areas of closure are as reasonably possible kept free from rubbish and litter and for the clearing and disposing of any rubbish/litter immediately after conclusion of the event to the satisfaction of the Council taking into account the condition of the area prior to the event. If the Council have to clean/remove any rubbish/litter after the event they may recover their reasonable costs of doing so from me/us.
11. I/We will be responsible for any damage which may be occasioned to the highway including street furniture during the period of preparation, event and clearing up
12. I/We will make separate applications for any necessary licences or permits required for entertainment, charitable collection etc.
13. I/We accept that Wyre Council makes no warranty as to the suitability of the road for my event
14. I/We understand that no claims will be entertained by Lancashire County Council (as highway authority), Wyre Council or the Town/Parish Council for the area in respect of any accident, damage or injury sustained as a result of the event, the onus will be on me/us to obtain the necessary insurance cover.

**I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on behalf of\_\_**

**hereby agree to the conditions listed above**

**Signed: \_\_\_\_\_\_\_\_\_\_ Dated:**



**Temporary Road Closures under the Town Police Clauses Act 1987**



|  |  |
| --- | --- |
| Application and Documentation Checklist | Yes or No |
| 1. Correct application form completed
 | Y/N |
| 1. Written evidence to the event organiser from Lancashire County Council giving approval at email addresses below: -

Trafficwest@lancashire.gov.uk and LHSstreetworks@lancashire.gov.ukif any comments made have these been actioned? | Y/N |
| 1. Written evidence to the event organiser from the police giving approval at email address below: -

Marc.Proctor2@lancashire.pnn.police.ukIf any comments made have these been actioned? | Y/N |
| 1. Traffic Management Plan consisting of:
2. Map (of suitable quality and scale) indicating the positions of road closures/route diversion signs/barriers.
3. Map of proposed diversion route if applicable.
4. Map indicating position of marshals/stewards etc.

A traffic management plan is required for EVERY application. | Y/N |
| 1. Completed Risk Assessment for the event.

(Guidance can be found at: http://www.hse.gov.uk/event-safety/) | Y/N |
| 1. Evidence that a suitable qualified person(s) has been hired to place signs, barriers and cones on the Highway.
 | Y/N |
| 1. A copy of their Public Liability INSURANCE CERTIFICATE (minimum £5 million) that covers the date of the event.
 | Y/N |
| 1. Any necessary licences or permits e.g. entertainment, tram (Varies with type of event)
* Written approval from car park manager for use of Wyre Car parks if required
* Approved and signed Tram Permit if required
* If the event is providing food or alcohol as part of the event, please provide a copy of the relevant licences from either Lancashire County Council or Wyre Council.
* If the event will involve fairground rides or other mechanical/electrical equipment, please provide a copy of their public liability indemnity for a minimum of £10m.
 | Y/N |
| 1. Contact details of applicant provided (these may be given out to persons enquiring about the event and to emergency services)
 | Y/N |
|   Application form and all additional evidence complete? | Y/N |

**PLEASE NOTE**

**If any necessary evidence is missing or inadequate, the application will be returned to you for resubmission.**