**Epping Forest District Council**

ROAD CLOSURE FOR SPECIAL EVENTS

Section 21 of the Town Police Clauses Act 1847

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| **1. LOCATION/POSTCODE**  **………………………………………………………………………………………………………………………………**  **………………………………………………………………………………………………………………………………**  **………………………………………………………………………………………………………………………………**  **Town/Village/Area**  **………………………………………………………………………………………………………………………………** | |
| **2. DATE:**  **START TIME: FINISH TIME:** | |
| **3. REASON FOR CLOSURE** (Name/Nature of Event)  **………………………………………………………………………………………………………………………………**  **………………………………………………………………………………………………………………………………** | |
| **4. APPLICANT DETAILS**  Organisation/Individual:..**………………………………………………………………………………………………….**  Address:**…………………………………………………………………………………………………………………….**  Email:**………………………………………………………………………………………………………………………..** | |
| **Contact Telephone No:** | **Signature:** |
| **5. ADDITIONAL DOCUMENTS & FEE (TICK TO CONFIRM)**  I enclose or provide confirmation of £216 application fee, location plan and diversion route (not  required if cul-de-sac or no through road) | |
| **6. PLEASE SIGN TO CONFIRM:**  I/we have notified all Hospitals, Schools, Churches, residents, businesses, and Town/Parish Council etc. that may be affected by closure and details of all persons notified have been recorded and copies of any responses opposing the road closure must be supplied to the Councils Licensing Service for consideration within 14 days of submitting this application.  I/we understand that it is the applicant’s responsibility to contact any bus companies that may be affected by the proposed closure to determine what they will do and agree on where the buses will stop, and which stops will be closed (if applicable).  I/we understand it is our event, and the Council will not be held responsible for any damage to property, or injury to any person arising from or in connection with the event and it is for residents organising the closure to consider whether to take out appropriate insurance.  **Signature…………………………………………………..**  **Print Name………………………………………………...**  **Date………………………………………………………...** | |
| **7. DETAILS OF HOW YOU PROPOSE TO CONTROL THE EVENT** (Please continue on additional sheets if necessary) | |
| **8. INSURANCE DETAILS (if applicable):**  Insurance Company: **………………………………………………………………………………………………….**  Address: **………………………………………………………………………………………………………………..**  **…………………………………………………………………………………………………………………………...**  Policy No: **………………………………………………………………………………………………………………** | |
| **9. RISK ASSESSMENT:** Please see guidance notes for info | |

**NOTES FOR ROAD CLOSURES**

**Temporary Road Closures under the Town Police Clauses Act 1847**

**Notes:**

* Placing signs on the Highway can be carried out only by a supervisor and operative who hold a current ‘New Roads and Street Works’ (NRSWA) certificate or IBOSH equivalent.
* These certificates only allow the putting out of signs/barriers and the manning of the closure. They **do not** allow the holder to set up diversion routes/divert traffic in any way, lift or set bollards.
* If you wish to use any other competent contractor, they will be required to send us copies of their ‘New Roads and Street Works’ (NRSWA) certificates or equivalent, before work commences.
* Neither Epping Forest District Council nor Essex County Council provide signage. If signage is required for your road closure, these must be sourced by the applicant.

**IMPORTANT**

* Applications should be completed and returned at least **6 weeks** prior to the Event date to ensure that all administrative processes can be completed.
* Access points must be maintained for emergency ingress and egress – at all times during the closure.
* If hard barriers are to be used, these must be staffed to ensure emergency ingress and egress.
* Space must be maintained within the closure for an emergency vehicle to be able to park if required to respond.
* Fire hydrants are to be kept clear at all times.

**You have the responsibility for bus services if your closure affects any bus route**

**You must:**

* Contact the bus companies in advance of the closure to determine what the bus companies will do during the closure and agree on where the buses will stop, and which stops will be closed.
* Agree with the bus companies who is going to produce the information and when and where it will go on display.
* Brief all your marshals and stewards or any staff dedicated to bus liaison on the arrangements.
* Remove any information put up after the event.
* Provide a diversion route.
* Ensure that a person is appointed who is responsible for safety.
* Notify any residents and businesses that may be affected by closure, either in person or by leaflet.

**The Council will:**

Consult with Essex Highways and other service areas as necessary on your behalf.

Z/L/LICENSING/ROAD CLOSURE FOR SPECIAL EVENTS