

Answer all the questions; continue on a separate sheet if necessary.



APPLICATION FOR A ROAD CLOSURE UNDER SECTION 21 OF THE TOWN POLICE CLAUSES ACT 1847

This form should only be used to:

- **apply to Blaby District Council for the closure of a road in the Blaby District, Leicestershire.**
- **apply for a road closure for a single event. If you are organising more than one event, please use a separate form for each one.**

Please send your completed application form, together with any additional information requested, to:-

legal.services@blaby.gov.uk

**Information Governance
Blaby District Council
Council Offices
Desford Road
Narborough
Leicestershire LE19 2EP**

**If you have any queries about the road closure procedure,
please telephone 0116 272 7558**

IMPORTANT – PLEASE NOTE:

1. The organiser/applicant is responsible for the planning, safety and conduct of the proposed event. Barriers should be manned by appropriately trained marshals wearing high visibility clothing so that the barriers can be easily removed should emergency services require access.
 2. The organiser/applicant bear full responsibility for all costs associated with the provision of traffic signs necessary to implement the road closure and any diversion(s). Such traffic signs and other apparatus for the control of traffic must conform to current legal requirements and all notified requirements of Leicestershire County Council. Leicestershire County Council may be able to provide traffic signage for your event subject to cost and availability – please contact The Highways Department on 0116 305 0001 or by email to networkmanagement@leics.gov.uk. If your event is associated with Remembrance Day, Leicestershire County Council will provide you with traffic signage free of charge (delivery charges may apply).
 3. The organiser/applicant is responsible for organising and paying for signage and displaying copies of the order at each end of routes affected, including removal of these after the event.
 4. The organiser/applicant is required to provide a risk assessment for this event.. The risk assessment must be thorough and set out in detail how each element of the road closure will operate and how any hazards will be addressed. Please visit the Health and Safety Executive (HSE) Website for more information on dealing with event safety: <http://www.hse.gov.uk/event-safety/transport.htm> **You must supply this Risk Assessment with your application.**
 5. The organiser/applicant must provide the Council with proof of its public liability insurance to the value of £5 million or such higher figure that is needed to provide adequate cover for the particular event and would be responsible for any third party liability claims that may arise due to the event. **You must supply evidence of this insurance with your application.**
 6. The organiser/applicant is responsible for having appropriate traffic management arrangements in place on the day of the event and must have a traffic management plan in place. **You must supply this Traffic Management Plan with your application.**
 7. The organiser/applicant is responsible for contacting Blaby District Council's Licensing Department if you are considering serving food at the event and/or if you need a licence to sell alcohol and/or provide entertainment. Please telephone 0116 275 0555 to clarify what, if any, permits/licenses you need to obtain.
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Answer all the questions; continue on a separate sheet if necessary.

1. CONTACT DETAILS OF APPLICANT:

Name:	
Address for correspondence:	
Daytime telephone no.:	
Email address:	
Organisation represented:	
Your position in organisation:	

2. DETAILS OF EVENT & PROPOSED ROAD CLOSURE

Event name:	
Event date & time:	
Event location:	

3. DETAILS OF PROPOSED ROAD CLOSURE

Start and finish time of proposed road closure:	
Duration of proposed road closure:	
The road(s) (or parts of roads) proposed to be closed:	

Answer all the questions; continue on a separate sheet if necessary.

<p>How many people are expected to attend the location within the road closure?</p>	
<p>Please explain why it is necessary to close the route on the grounds of public safety (what part of the activity/event will take part on the road?):</p>	
<p>Please provide details of the proposed diversion route(s) during the period of the closure:</p>	

4. TRAFFIC MANAGEMENT & HIGHWAYS AUTHORITY

INVOLVEMENT

IMPORTANT: The Police are no longer able to provide practical support for road closures and so you will need to make your own arrangements for the safe and appropriate management of the road closure for your event.

<p>Please provide details of arrangements for traffic management attendance throughout the event and positioning of signs for the closure and diversion(s) and <u>attach evidence of the arrangement to your application:</u></p>	
<p>Appropriate warning signs (road closure signs) must be exhibited on the road(s) affected at all its road junctions and traffic prevented from entering the road by physical barrier. All these signs should comply with Chapter 8 Traffic Safety Measures and Signs for Road Works and Temporary Situations.</p>	

Answer all the questions; continue on a separate sheet if necessary.

<p>Please provide details of arrangements made with Leicestershire County Council (or any other organisation) for provision of signs for the closure and diversion(s) <u>attach evidence of the arrangement to your application:</u></p>	
<p>You are required to provide a risk assessment and a plan indicating the streets that are to be closed. <u>Please enclose these with this form.</u></p>	

5. **ADDITIONAL INFORMATION**

<p>How will access for emergency service vehicles be maintained during the period of the road closure?:</p>	
<p>What provision has been made for residents who may wish to move cars or other road vehicles during the event?</p>	
<p>What provision has been made for car parking for people attending event to prevent any further obstruction on the highway?:</p>	

Answer all the questions; continue on a separate sheet if necessary.

6. INTERESTED PARTIES:

<p>Please provide evidence of consultation with, or proposals to consult, all people / businesses occupying premises fronting the affected road(s). <u>The Council will not undertake any consultation with affected residents/businesses on your behalf.</u></p>	
<p>Have any objections to the proposed closure(s) be received? If yes, please provide details or enclose copies:</p>	
<p>Please list details of any other organisation(s) you have already approached regarding this closure and attach copies of any responses. (Continue on a separate sheet if necessary):</p>	
<p>If a bus route is affected, please provide details of consultations with the relevant bus operators:</p>	
<p>Please provide any other information that you consider will help the Council process your application (continue on separate sheet if necessary):</p>	

Answer all the questions; continue on a separate sheet if necessary.

7. SUBMITTING YOUR APPLICATION

Please submit your application by email to legal.services@blaby.gov.uk at least 8 weeks before your event.

Ensure that you complete all the sections and supply:

- Road Closure Plan** - clearly showing the route of the closure / parade route, positioning of signs and traffic management officers
- Risk Assessment**
- Evidence of **Public Liability Insurance** to the value of £5m and would be responsible for any third party liability claims that may arise due to the event
- Traffic Management Plan**
- Confirmation of **road signage arrangements** with Leicestershire County Council (Highways Authority) arrangements or other
- Notice of any objections
- Evidence of consultations with third parties

Processing of your application may be delayed if this form is not completed correctly or evidence is missing.

8. Leicestershire Event Management

To assist in wider event management and planning across the County, please contact Leicestershire County Council and ask for a copy of the Event Management Matrix networkmanagement@leics.gov.uk . This email address can also be used to request guidance advice on filling out the Event Management Matrix form.

9. DECLARATION

I confirm that the information provided is, to the best of my knowledge, correct and that I am aware of my, or my organisation's, responsibilities in relation to:

- the planning, safety and conduct of the proposed event
- the obtaining of appropriate public liability insurance for the event to the value of £5m and that the applicant/organiser is responsible for any third party liability claims that may arise due to the event
- the provision of traffic signs necessary to implement the road closure and any diversion(s) and the liability for costs of these
- the provision of a risk assessment for this road closure
- the obtaining of the relevant permits and licences for any catering or entertainment to be provided and the liability for costs of these
- the requirement to enclose a plan showing the Parade Route/Road Closure, position of signs & traffic management officers.

Signed:

Printed Name:

Dated: