



# Road Closure Application Under Town Police Clauses Act 1847 Guidance Notes

## Applying for a Temporary Road Closure

1. Applicants wishing to close a road on a temporary basis to hold a parade, street party or social gathering, require formal permissions to do so, and prior approval must be given by the Council before a road may be closed.
2. The application, fee and relevant documents must be submitted using the Councils 'Road Closure Application'.

## Application requirements

1. We must receive the completed application form and fee at least **6 weeks before the event**, to allow sufficient time for consultation and drafting of the Order.
2. Before making an application, we advise that the event organisers discuss the proposals with the local Police.
3. Where there are residents, businesses and public transport operators which may be affected by the closure, the Council would expect the Applicant to engage with those parties prior to making an application and provide evidence that this has been undertaken. The Applicant should demonstrate their consideration and engagement of any responses.
4. For all events which require a road closure order, the Applicant will need to provide a risk assessment which consists of:
  - A map indicating positions of road closure/route diversion.
  - A map indicating positions of stewards.
  - A risk assessment identifying risks and appropriate control measures associated with the event.
  - A management plan for setting out the closure.
  - A contingency plan, which should identify measures that are in place to ensure safety of the public and participants and access for emergency services in the event of any unforeseen circumstances.
  - A road signage schedule.
  - A minimum £10 million Public Liability Insurance (notice should be given that if the Council consider an event to be of particular high-risk, officers will refer the matter to a relevant person to assess whether an increased level of insurance is required)
5. It is expected that all signs created by the Applicant will be in accordance with the advice contained in Chapter 8 of the Traffic Signs Manual and the requirements of the Traffic Signs Regulations and General Directions 1994 ([traffic-signs-manual-chapter-8](#))

6. West Oxfordshire District Council cannot give permission to set up stalls on the highway. Please contact Oxfordshire Highways in this instance.

## **Our process**

1. We will acknowledge in writing (by post or email) the application within 5 working days.
2. We will aim to write to the list of consultees within 5 working days, giving at least 3 weeks for response. We will let you know if we aren't able to consult within this time and will give a new expected time frame.
3. Upon receiving a valid application, the Council will give notice of the proposed road closure on the Council's website. This notice will invite comments in favour or against the road closure by a specific date.
4. Please note that if the Police and/or the Highways Authority object to the proposals, we will not proceed with the Order.
5. If no objections are received, a copy of the Order will be sent to the applicant 10 days prior to the event. The Applicant will then need to place copies of the sealed Order in prominent location(s) on the road subject to the Road Closure Order
6. The Applicant should then confirm in writing to the Council that the signage has been displayed, pictures should be taken of the signage displayed. The Council will also take steps to update its website to confirm when the Order will come into effect.

## **Upon successful application the applicant must:**

1. Keep vehicular access for emergencies being available at all times.
2. Road closure and diversion signs being erected at the cost of the event organisers and removed by the end of the temporary closure.
3. The event organisers being responsible for stewarding the event. Each road closure barrier must be supervised and maintained at all times by a clearly identifiable person under your authority and control.
4. The event organisers being responsible for clearing the highway after conclusion of the event and for any damage which may be occasioned to the highway, including street furniture, during the entire period of preparation, the event and cleaning up operation.
5. No claims will be entertained by the County Council (as Highway Authority) the District Council, the Town or Parish Council or any statutory undertaker in respect of any accident, damage, loss or injury sustained as a result of the event.
6. You are advised to take out Public Liability insurance for the duration of your event.
7. The event organisers must arrange for copies of the Order to be displayed on all affected routes no later than 10 days prior to the event.