

# Temporary Road Closure

## Application Form



### Town Police Clauses Act 1847

Under Section 21 of the Town Police Clauses Act 1847 (as amended by the East Sussex Act 1981) the Council can only close certain highways (not trunk roads) for public celebrations such as street parties; bonfire/fireworks; processions; cultural events etc. Events must not be promoted for private gain. They must be for a genuinely public event. We need at least 12 weeks notice.

Before the Order is made you will be required to produce evidence of insurance to cover public liability up to £10 million.

Applicants undertake to litter pick the road after the event as far as reasonably practical, or if this does not occur pay for any exceptional street cleaning costs.

### PROCEDURE:

- 1.) The applicant should complete this form.
- 2.) In all cases, except Remembrance, a fee of £100 is payable.
- 3.) The Council will then consult Sussex Police and the Highways Authority (East Sussex County Council) and East Sussex County Council public transport section.
- 4.) Once East Sussex County Council and Sussex Police confirm they have no objections, a Notice of Intention to make a Temporary Street Closure Order is produced incorporating any requested conditions and a copy sent to the applicant.
- 5.) The Temporary Street Closure Order is then sealed and a copy sent to the applicant, if requested.

### ORGANISATION/APPLICANT DETAILS:

Person responsible for planning, safety and conduct of event:	
<b>Title:</b>	
<b>First Name(s):</b>	
<b>Surname:</b>	
<b>Address:</b>	
<b>Telephone Number:</b>	
<b>Email Address:</b>	
<b>Organisation:</b>	
<b>Name and contact details of responsible person on day of event:</b>	

<b>Please confirm what charity will benefit from any profits.</b>	
<p>For events that are not a cultural or community event, as defined by the Temporary Road Closure Policy-adopted by Licensing and General Purposes Committee on 3/07/20 Orders will only be made if all proceeds of the event must be donated to a registered or local charity , allowing for a small carry-over in monies that is deemed reasonable to support the continuation of the event for future years. For first-time applications, an undertaking must be given that this will apply.</p>	

**DETAILS OF PROPOSED EVENT:**

<b>Name of Event:</b>	
<b>Type of Event:</b> (e.g. public celebrations, fireworks/bonfire, remembrance)	
<b>Is Event static or a procession?</b>	Yes/No (delete as appropriate)
<b>Date of Event:</b>	
<b>Time of Road Closure:</b> (from....to)	
<p><b>Precise Location of Proposed Event:</b> (e.g. Ash Lane from the junction with Oak Road to the junction with Rowan Way)</p> <p>Please provide a plan.</p>	
<b>Proposed Diversion:</b>	
<b>Have you held this Event before in the District?</b>	Yes/No (delete as appropriate)
<b>If Yes, when was it last held?</b>	
<b>If no, please provide an undertaking that all proceeds of the event will be donated to a registered or local charity</b>	
<p>For events that are not a cultural or community event, as defined by the Temporary Road Closure Policy-adopted by Licensing and General Purposes Committee on 3/07/20, please attach a copy of the previous years' audited accounts showing that all proceeds of the event were donated to a registered or local charity</p>	
<b>Is there local support for this event taking place &amp; the road being closed?</b>	
<b>Please list any residents or businesses that have expressed concerns or objections to the road being closed, together with any reasons:</b>	

<b>How many people are expected to attend/participate?</b>	
<b>Is a bus route affected?</b>	
<b>What measures will be required to minimise disruption to buses?</b>	
<b>Please give details of the arrangements for marshals/stewards:</b> (i.e. how many; where will they be etc)	
<b>Will money be collected for charitable purposes?</b>	Yes/No (delete as appropriate)
<b>Will there be any public entertainment?</b> (e.g. live music)	
The event organiser is responsible for the collecting and disposal of all waste arising from the event. <b>Please confirm who will collect and remove all waste during and after the event?</b> <i>Waste services are not provided by the Council and charges will apply if required.</i>	Insert name of waste company .....
The event organiser is responsible for the collecting and removal of all litter arising from the event. <b>Please confirm number of persons designated to litter picking during and after the event.</b> <i>Street cleansing services for events are not provided by the Council and charges will apply if required.</i>	Insert number of persons .....
<b>Enclosed is my Event Management Plan with Risk Assessments</b> to show how the event can take place without creating any unnecessary or uncontrolled hazards to the public to include all items as below:- a) All identified risks and appropriate control measures associated with the event b) A Road Signage Schedule c) a map indicating positions of road closure/route diversion signs/barriers d) a map indicating positions of marshals/stewards etc e) description of wording/size/colour of the road closure/diversion signs, barriers etc	

<p>f) An Event Management plan for setting out the Closure</p> <p>g) 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.</p>	
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Applicants undertake to litter pick the road after the event as far as reasonably practical, or if this does not occur pay for any exceptional street cleaning costs.

**Please include an annotated map of the closure and diversion.**

**FEE:**

I enclose a payment or receipt of payment for £100 (Remembrance Day Events exempt).

Signature:	Date:
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**ANY ORDER MADE WILL BE SUBJECT TO:**

- Reasonable pedestrian access being available at all times.
- Vehicular access for emergencies being available at all times.
- Road closure and diversion sign being erected to the approval of the Highway Authority at the cost of your organisation and removed by them at the end of the temporary closure.
- Your organisation being responsible for stewards in the event.
- Your organisation being responsible for clearing the Highway immediately after the conclusion of the event and for any damage which may be a patient to the Highway, including street furniture, during the entire period of preparation, event and clearing up operation.
- Street fire hydrant must not be obstructed.
- No assistance can be given by the Police in the removal of vehicles from the closed length of road during the preparation of the event.
- 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 or injury sustained as a result of the event; the onus is on your organisation to obtain necessary insurance cover.
- Your organisation being responsible for notification to all those effected by the Order, especially those fronting the Order, in writing 14 days prior to the event.
- Separate application being made for any necessary Licences or permits for entertainment, charitable collection etc.

Rother District Council is committed to ensuring that your privacy is protected and will only use and store your personal data in line with the General Data Protection Regulation 2016 and the Data Protection Act 1998. We collect and use your personal data in order to provide services you have requested from us or to carry out our legal obligations to you. We will not disclose your personal data to any third parties, unless we need to do so to provide a service to you or we are legally required to do so. We may share your personal data with other Council departments in order to provide the service you have requested and to ensure that the information we hold about you is accurate and up to date. Our Privacy Policy sets out how we collect, use and securely hold your data and can be viewed at [www.rother.gov.uk/article/10065/Privacy-Copyright-and-Legal](http://www.rother.gov.uk/article/10065/Privacy-Copyright-and-Legal)  
If you want more information on how a particular Council service uses your personal data, please view the Privacy Notices on our website using the following link: [www.rother.gov.uk/article/10065/Privacy-Copyright-and-Legal](http://www.rother.gov.uk/article/10065/Privacy-Copyright-and-Legal)

**Please return to:**

**Environmental Services & Licensing,  
Town Hall, Bexhill-on-Sea, East Sussex, TN39 3JX**

[licensing@rother.gov.uk](mailto:licensing@rother.gov.uk)

***Please include Event Health and Safety Information***

## Event Health and Safety Information

<b>Name and location of event</b>	
Date of event	
Description of the event?	
Has the event been held before?	
Name and address of organiser(s)	
Contact telephone number and e-mail address	
Have you produced an event management plan and carried out risk assessments for your event?	
Have you consulted the Police?	
Have you consulted the East Sussex Fire and Rescue Service?	
Have you consulted SECAMB? (Ambulance service)	
Is anyone employed to work on the event? If yes, please describe their role.	
Are you employing contractors? If, yes please describe their role?	
Do you have public liability insurance? If yes, value?	
Numbers of persons expected to attend the event? How many are marshals, spectators or participants etc?	
Details of any higher risk activities planned eg fireworks, processions, racing vehicles etc	
Provide details of your Waste Contractor for the event?	