



# APPLICATION FOR A TEMPORARY STREET CLOSURE ORDER

## TOWN POLICE CLAUSES ACT 1847 SECTION 21

<b><i>For office use only</i></b>
Date received.....

Please read the document entitled "Information on Street Closures"  
before completing this form in BLOCK LETTERS

***Incomplete applications will NOT be accepted and will be returned***

### 1. ORGANISATION / APPLICANT DETAILS (Correspondence Address)

Mr / Mrs / Miss / Ms .....

First Name.....Surname.....

Address.....

.....

.....

Postcode.....

Daytime Tel. No. .... Evening Tel. No. ....

Email Address.....

Name of individual(s) or organisation(s) responsible for the planning, safety and conduct of the event (hereinafter known as the "Event Organiser(s)"): .....

.....

### 2. DETAILS OF PROPOSED EVENT

2.1 Name of event (e.g. Fun Run).....

2.2 Type of event (e.g. Procession).....

2.3 DAY and DATE of proposed event.....

2.4 Times roads will need to be closed **From.....am/pm To.....am/pm**

2.5 Location of proposed event (e.g. Bromsgrove town centre).....

- 2.6 Have you held this event before in the District? **Yes / No**  
 If "Yes", what was the date of the last event? .....
- 2.7 How many people are expected to attend the proposed event?.....

**3. PROPOSED TEMPORARY STREET CLOSURE(S)**

3.1 Please state the names and lengths of roads to be closed

**EXAMPLE:**

<u>Road(s) to be closed</u>	<u>Length of Road (from junction to junction)</u>
i. Crabtree Lane	From its junction with Willow Road to its junction with Broad Street

<u>Road(s) to be closed</u>	<u>Length of Road (from junction to junction)</u>
i. ....	.....
ii. ....	.....
iii. ....	.....
iv. ....	.....
v. ....	.....
vi. ....	.....
vii. ....	.....
viii. ....	.....
ix. ....	.....
x. ....	.....

Continue on a separate blank sheet if required.

**Please enclose a map of the route showing the roads which need to be closed**

3.2 Alternative Route (if road(s) are likely to be closed for more than 30 minutes)

.....  
.....  
.....  
.....

3.3 Will the proposed event be *static* (e.g. a carnival) or a *moving procession* (e.g. a fun run/road race or procession)

**Static**                       **Moving procession**                                            (please tick appropriate box)

**Please remember that if a piece of land is to be used for a static event, or the use of a private road is required for a moving procession, organisers MUST seek permission from the landowner**

3.4 Will the Police be present at the event? **Yes / No / Unsure**

If "Yes", please give the name of the Police Officer who agreed.....

**The expectation of any applicant must be that police officers will NOT be available to police any aspect of the Street Closure.**

**4. OTHER**

4.1 Will money be collected for charitable purposes?                      **Yes / No**

4.2 Will there be any public entertainment (e.g. live music?)                      **Yes / No**

**If you have any other requests which relate to the proposed event please send your written request directly to the relevant officer or send it with this application form and it will be referred to the appropriate department/officer for processing.**

**5. I HEREBY CONFIRM THAT:**

- 5.1 The application is made on behalf of .....  
("Event Organiser(s)")
- 5.2 The information provided in support of this application is complete and true
- 5.3 The Event Organiser accepts **all** responsibilities of an Event Organiser as outlined in the document entitled "Information on Temporary Street Closures"
- 5.4 The Event Organiser accepts that the Event Organiser (and not Bromsgrove District Council) is responsible for what happens at the event and the implementation of the closure (if approved)
- 5.5 I understand that incomplete applications will NOT be accepted and will be returned

SIGNED.....DATE.....

Please give allow a **minimum of 2 months** processing time and return to:

Rasma Sultana  
Legal and Democratic Services  
Bromsgrove District Council  
The Council House  
Burcot Lane  
Bromsgrove  
Worcs. B60 1AA

## **IMPORTANT: Notes of Guidance to Event Organisers**

Event organisers are advised of the following:

- When barriers are required for a street closure they should be manned by responsible stewards/marshals, so as to be easily removable should emergency services require access
- The organisers are responsible for the provision of any necessary access for emergency vehicles
- It is strongly recommended that event organisers ensure all marshals/stewards are appropriately trained
- Bonfires, barbecues and fireworks are prohibited on the highway
- Organisers are responsible for the clearance of any resultant rubbish on completion of the event
- Organisers are responsible for all costs associated with the provision of any publicity material and notices in the local press
- Although barriers may be available from Bromsgrove District Council, it is the organisers responsibility for all costs associated with the provision of all appropriate traffic signs and barriers necessary to enforce the road closure and any diversion(s)
- Organisers are responsible for informing members of the public, particularly frontagers and residents who are directly affected by the closure
- Organisers are responsible for contacting other people and businesses such as taxi and bus companies who may be affected by the Street Closure Order
- Organisers should consider taking out suitable public liability cover for the proposed event and it is strongly recommended event organisers take out such insurance
- It is strongly recommended that event organisers ensure risk assessments are undertaken
- Event organisers are responsible for all third party claims and any additional costs arising from the closure and organisers are strongly advised to take out suitable public liability cover
- The event organiser accepts that the Event Organiser (and not Bromsgrove District Council) is responsible for what happens at the event and the implementation of the closure (if approved)
- It is strongly recommended that event organisers follow the Home Office Guidance document “The Good Practice Safety Guide for small and sporting events taking place on the highway, roads and public places.” Copies can be found on our website [www.bromsgrove.gov.uk/streetclosures](http://www.bromsgrove.gov.uk/streetclosures). Alternatively, please contact Rasma Sultana on 01527 881745 or email [r.sultana@bromsgrove.gov.uk](mailto:r.sultana@bromsgrove.gov.uk)

**For events other than carnivals and processions, event organisers must consider whether or not there are more suitable venues other than on the public highway.**