

Bromsgrove District Council

Information on Temporary Street Closures



Legal and Democratic Services

CONTENTS PAGE

	Page Number
Introduction	1
Types of Street Closures	1
Information the Council requires	1
How applications for Street Closure Orders are processed	3
What is considered before approving or refusing an application	4
Hiring of Traffic Signs	5
Hiring of Barriers and other Equipment	6
Marshals	6
Risk Assessments	6
Public Liability Insurance	7
Police Powers	7
Other	7
IMPORTANT: Notes to Organisers	8
Useful Contacts	9

Appendix I Flowchart of the Street Closure Order Process

BROMSGROVE DISTRICT COUNCIL

INFORMATION ON TEMPORARY STREET CLOSURES

Section 21 of the Town Police Clauses Act 1847 empowers local authorities to close streets to prevent obstruction “in all times of public procession, rejoicing, or illuminations, and in any case when the streets are thronged or liable to be obstructed”.

This Section is used to close streets to traffic on occasions when the ordinary day-to-day use of the street or highway is, or liable to be, obstructed or dislocated by substantial numbers of persons, on foot or in vehicles, participating as spectators or otherwise in the occasion. Examples are:

- National Celebrations
- Local Carnivals and Fairs
- Street Parties
- Processions
- Illuminations
- Short Charity Runs/Walks
- Specialist Street Markets
- Acts of Worship

However, the words “in any case when the streets are thronged or liable to be obstructed” cannot be read so as to include any other type of activity. The right to close streets must be limited to “public processions, rejoicings and illuminations” and cannot be extended to any other type of event.

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.

Types of Street Closures

There are two types of street closure. The first involves a static event where the physical closure of the road is necessary for some considerable time and requiring the signing of diversionary routes. The second allows a moving procession to pass over a number of roads during the time the closure is in force but it is only necessary to interrupt the flow of traffic for short periods while the procession crosses a particular part of the route.

Information the Council requires

In all cases where the proposal is to hold an event on the public highway, the first priority of the event organiser must be to obtain the necessary permission from the authorities.

STREET CLOSURES

Event organisers should ensure that they allow themselves sufficient time to fully plan the proposed event and requests for a temporary road closure order should be made giving suitable notice having regard to the type and scale of the event proposed. As a general rule, applications should be submitted *early in the event planning process and **no later than 2 months** before the proposed event.* However, events which require many months of planning will obviously require applications to be submitted much earlier.

Below is what is required for an application to be processed:

- The name of the organisation
- Contact details including address, telephone number(s) and email address (if any)
- Brief details of the nature of the proposed event including the location (e.g. Bromsgrove town centre), date and time
- The name of roads and lengths to be closed
- The length of time of the anticipated street closure
- An alternative/diversion route should be stated by the organiser (only necessary when the route needs to be closed for more than 30 minutes. For further advice please contact the Worcestershire County Council. See “Useful Contacts” section for contact details)
- A map showing the proposed event route and the roads which need to be included in the Street Closure Order

To request a Street Closure Order, an application form should be completed. Application forms can be obtained from Della McCarthy, Legal and Democratic Services at Bromsgrove District Council. You can telephone her directly on 01527 881745 or email her at r.sultana@bromsgrove.gov.uk. You can also download a copy from the Council’s website: www.bromsgrove.gov.uk/streetclosures. ***Completed application forms should be marked for the attention of Rasma Sultana, Legal and Democratic Services at Bromsgrove District Council.***

Event organisers should be aware that if they submit an application late they run the serious risk of having to postpone the proposed event or cancel it altogether. It is important to realise that there can be no guarantee that an application will be successful. It is, therefore, unwise for event organisers to incur expenses in promoting or advertising an event prior to obtaining approval for the staging of the event together with the appropriate Street Closure Order.

STREET CLOSURES

If you have any other requests which relate to the proposed event, organisers can send it in with their Street Closure application form. It will then be referred to the appropriate department/officer for processing.

Copies of applications received may be passed to other relevant parties. Event organisers may therefore, be contacted direct by these parties concerning certain aspects of the proposed event (e.g. charitable collections, public entertainment, use of land etc) if there is a need to do so.

If you have any queries regarding applying for a temporary street closure order, please do not hesitate in contacting Rasma Sultana who will try to assist you. As stated, you can telephone her directly on 01527 881745 or email her at r.sultana@bromsgrove.gov.uk.

How applications for Temporary Street Closure Orders are processed

On receipt of an application West Mercia Police and relevant departments at this Council and Worcestershire County Council are consulted. Copies of the application are sent to them and their comments are requested.

If the application is **not** complete and does not include all necessary information, the application is returned to the applicant with details of what is required for the application to be accepted and processed.

If the application is complete and it includes all the necessary information, an acknowledgement letter is sent to the applicant within 10 working days informing them that West Mercia Police, Worcestershire County Council along with relevant officers at the District Council are being consulted on their application. The consultation process generally takes approximately 4 weeks.

Depending on its complexity, West Mercia Police will sometimes refer the request/application to their specialist Road Policing Team. They generally need longer to give a response to the application which is why it is so important event organisers submit their application as early as possible.

Once comments/objections have been received from those being consulted, the application is either approved or refused.

If there are objections from those consulted, the application is refused and the applicant is informed. However, if there are no objections, the Order is prepared, signed and sealed within 10 working days and copies are sent to the applicant, West Mercia Police, Worcestershire County Council, Bromsgrove Fire Station and Bromsgrove Ambulance Station and Street Scene and Waste Management at Bromsgrove District Council.

STREET CLOSURES

If there are any other known interested bodies, they may be sent a copy of the Street Closure Order for their information too.

A flow chart showing the Street Closure Order process is attached.

The consultation process can be very lengthy and it is therefore recommended that the event organisers contact the Police prior to submit an application. Any concerns the Police have could potentially be resolved at an early stage which will increase the chance that the application will be successful and speed up the process.

What is considered before approving or refusing an application

Bromsgrove District Council, Worcestershire County Council and West Mercia Police determine whether or not to approve the making of the relevant Order after taking into consideration details which include the following:

- The timescales involved (applications must be submitted early in the event planning process and allow sufficient time for all aspects of the proposals to be fully considered)
- The necessity for the Street Closure on the grounds of public safety
- The anticipated numbers of persons attending the location within the Street Closure
- The day of the week the proposed event is to take place
- The length of time of the anticipated road closure and probable disruption to traffic flow
- The safety and convenience of alternative/diversionary routes suitable for the traffic which will be affected by the Street Closure (For further advice, please contact the Worcestershire County Council. See “Useful Contacts” section for contact details)
- Access by emergency service vehicles to locations within the Street Closure zone
- Any objections raised
- Any other grounds deemed relevant to the application

Hiring of Traffic Signs

Route diversion signs and advance warning notices are required by the Highway Authority (Worcestershire County Council) to warn traffic of the closure and prompt removal of signage is necessary after the event. Such traffic signs and other apparatus for the control of traffic must conform to the requirements of the Traffic Signs Regulations and General Directions 2002. Furthermore, applicants must bear in mind that traffic signs can only be placed on the highway, and removed, by a person who has undergone the appropriate training in accordance with Chapter 8 of the Traffic Signs Manual or is authorised under S.66 of the Road Traffic Regulation Act 1984.

Although the event organiser does not need to state an alternative/diversionary route if the road is going to be closed for less than 30 minutes, Worcestershire County Council do still require advance warning notices and route diversion signs. The route diversion sign should state something similar to “*Road Closed Temporarily – Seek Alternative Route*”.

Information signs giving the public advance warning of the street closure and the proposed diversion (if applicable) must be erected at each end of the diversion 10 days before the road closure. A typical sign would state “*This road will be CLOSED on (date and times) Reason: (state event) Please Seek Alternative Route*”. The name of the organisation arranging the event and a telephone number should also be stated on the sign.

Traffic signs are available for hire from specialist firms and contact details of many of these firms can be found in Yellow Pages (or go to www.yell.com). These specialist firms should also be suitably qualified to place and remove signs from the highway. The Sign Services offered by the Automobile Association (AA) or the Royal Automobile Club (RAC) may also be appropriate.

IMPORTANT: Please be aware that event organisers should **not** put up signs on any highways apparatus (such as lampposts) as this is classed as flyposting which is **illegal**. Please be warned that Bromsgrove District Council can and will prosecute against those who flypost. If you require further information or advice in relation to flyposting, please contact Graham Rocke, Community Safety Manager, Culture and Community Services at Bromsgrove District Council. (See “Useful Contacts” section for contact details)

It is the organiser’s responsibility for all costs associated with the provision of all appropriate traffic signs necessary to enforce the road closure and any diversion(s).

For further advice on appropriate signs and diversion routes please contact Worcestershire County Council (see “Useful Contacts” section for contact details).

Hiring of Barriers and other Equipment

If barriers and other equipment are required for crowd control and safety then they are available for hire from specialist firms and contact details of many of these firms can be found in Yellow Pages (or go to www.yell.com).

Barriers and other equipment may also be available for hire to certain organisations from the Council. For further information on whether your organisation can hire equipment from the Council's Depot and hiring costs please contact Bernard Edwards, Supervisor, or Michelle Garrett, Business Support Supervisor, Street Scene and Waste Management Services at the authority's Depot in Aston Fields, Bromsgrove. (See "Useful Contacts" section for contact details). You should give them at least three working days notice that you want to hire barriers.

The making of the Street Closure Order and the hiring of barriers or any other equipment is simply a commercial transaction and does not imply that the Council is in any way responsible for what happens at the event and the way in which the closure is implemented. Please also note that the safety of the participants is the responsibility of your organisation as the event organisers.

Although barriers and other equipment may be available for hire from Bromsgrove District Council, it is the organiser's responsibility for all costs associated with the provision of appropriate barriers necessary to enforce the road closure. Please note that full cost of replacement will be required for lost or damaged equipment.

Marshals

Please note that it is essential that all barriers are manned by responsible stewards/marshals so they can be easily removed should emergency services require access. They should also wear high visibility clothing and it is strongly advised that they are appropriately trained.

Both barriers and marshals may be hired from specialist firms and contact details of many of these firms can be found in Yellow Pages (or go to www.yell.com). Please contact either Rasma Sultana who may be able to give you further information. (See "Useful Contacts" section for contact details)

Risk Assessments

It is strongly recommended that event organisers complete a risk assessment. The purpose of a risk assessment is to identify hazards that could cause harm, assess the risks that may arise from those hazards and decide on suitable measures to eliminate or control the risks.

A *hazard* is anything that has the potential to cause harm to people and a *risk* is the likelihood that the harm from the hazard is realised and the extent of it.

The aim of a risk assessment is to make sure that no one gets hurt or becomes ill. There is a helpful leaflet available called “Five Steps to Risk Assessment” which assists organisers to assess risks in five easy steps. It is produced by the Health and Safety Executive and you can request a free copy from Rasma Sultana, Legal and Democratic Services at Bromsgrove District Council. (See “Useful Contacts” section for contact details). Or you can log on to the Health and Safety Executive’s website: www.hse.gov.uk and click on the link for “Free Leaflets”.

Public Liability Insurance

Event organisers should at least consider the appropriateness of having suitable public liability cover for the proposed event. Bromsgrove District Council does strongly recommend that event organisers take out such insurance.

Police Powers

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

The police reserve the power to modify and, if necessary, remove any Street Closure Order on the grounds of public safety or in the event of a major incident, even if a Street Closure Order is in force. The police also reserve the right to assist in traffic direction if it becomes necessary for any reason. Only the police or someone under their direction can legally undertake traffic regulation on the public highway.

Other

If the event involves public entertainment (e.g. live music) and/or if money is to be collected for charitable purposes, a licence for one and/or both will be required. For further information please contact Sharon Smith, Principal Licensing Officer at Bromsgrove District Council (See “Useful Contacts” section for contact details).

If using a piece of land for a static event, organisers must seek permission from the landowner.

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. Alternatively, please contact Rasma Sultana on 01527 881745 or email 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.

USEFUL CONTACTS

Rasma Sultana

Legal Assistant
Legal and Democratic Services
Bromsgrove District Council
Direct Line: 01527 881745
Email: r.sultana@bromsgrove.gov.uk

Graham Rocke

Community Safety Manager
Culture and Community Services
Bromsgrove District Council
Direct Line: 01527 881486
Email: g.rocke@bromsgrove.gov.uk

Sharon Smith

Principal Licensing Officer
Planning and Environment Services
Bromsgrove District Council
Direct Line: 01527 881626
Email: sharon.smith@bromsgrove.gov.uk

Address of Bromsgrove District Council:

*The Council House
Burcot Lane
Bromsgrove
Worcestershire
B60 1AA*

PC Stan Baker

Crime Risk Manager
WEST MERCIA CONSTABULARY
The Police Station
The Crescent
Bromsgrove
Worcestershire B60 2DF
Direct Line: 01527 586217
Email: stan.baker@westmercia.pnn.police.uk

John Davies / Tim Kendle

Streetworks Technicians
Environmental Services
WORCESTERSHIRE COUNTY COUNCIL
County Hall
Spetchley Road
Worcester
WR5 2NP
Direct Lines 01905 768339 / 768340
Email: roadclosures@worcestershire.gov.uk

Bernard Edwards

Supervisor (*contact for Barrier Hire*)
Street Scene and Waste Management
Bromsgrove District Council Depot
Direct Line: 01527 881717
Email: b.edwards@bromsgrove.gov.uk

Michelle Garrett

Business Support Supervisor (*contact for Barrier Hire*)
Street Scene and Waste Management
Bromsgrove District Council Depot
Direct Line: 01527 881706
Email: m.garrett@bromsgrove.gov.uk

Address of the Council's Depot:

*Street Scene and Waste Management
Bromsgrove District Council Depot
Aston Road
Aston Fields
Bromsgrove
Worcestershire
B60 3EX*

Street Closure Order Process

