# SOUTH OXFORDSHIRE DISTRICT COUNCIL

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| Social Event - Temporary Road Closure Application **(Under the Town Police Clauses Act 1847)** |

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| **Applicant name** |  |
| **Applicant address** |  |
| **Applicant email** |  |
| **Applicant daytime telephone number** |  |
| **Road details:**  Please give clear and specific details on road name and number(s) and the length(s) of the road(s) to be closed. |  |
| **Reason for closure** |  |
| **Date of closure** |  |
| **Time of closure -** include set up and close down times. | From:  To: |
| I undertake, if the application is granted, to abide by the terms and conditions attached. | |
| Signature of Applicant | |
| Date | |

**When sending in your form, please include the following:**

1. **a clear road plan** showing the lengths of road to be closed in red and the proposed location of road closure traffic signs.
2. include your **Public Liability Insurance** (must be a minimum of £10 million cover)
3. include an up-to-date **Risk Assessment.**

You must:

1. send in your application and supporting documents for a road closure **at least 28 days** before the date of the event.
2. read through the guidance and conditions that you will need to comply with.

**If your event includes musical entertainment or the sale of food and drink, you’ll also need to apply for a temporary event notice via our website –**

<https://www.southoxon.gov.uk/south-oxfordshire-district-council/licensing/alcohol-and-entertainment-licences/temporary-event-notices/>

Please complete and return this form and all the above supporting documents by email to [TemRdClosure@southandvale.gov.uk](mailto:TemRdClosure@southandvale.gov.uk), or by post to:

Temporary Road Closures

South Oxfordshire District Council

Abbey House

Abbey Close

Abingdon

OX14 3JE

**CONDITIONS**

1. Each road or section of road to be closed shall be clearly defined by means of a “Road Closed” sign (as described below) supported by means of a trestle or suitable half barrier in the carriageway on each approach.
2. Organisers must check for any parking bays, disabled bays etc. which may be affected by their road closure event and where relevant, appropriate signage must be put in place in advance of the event to enable alternative arrangements to be made by drivers.
3. Each sign shall read “ROAD CLOSED” in 15cm height capital letters in white on a red background. For closures of less than one day, paper or card faces posted onto hardboard will be adequate. For longer periods, a waterproof faced sign is needed, e.g., either varnished or gloss paint on hardboard or metal.
4. Any trestle or barrier to be placed in the carriageway shall be painted white and adequately weighted to prevent it being blown over or the sign dislodged. Where these are to remain in place during lighting up times, the offside extremity of each barrier/trestle must be lit by an approved roadworks warning lamp.
5. All signing and other physical obstructions in the highway must be erected and removed, including debris, at the times specified in the application notice. Failure to do this may render you as the applicant or organiser liable to a charge for cleaning the highway or even to prosecution for obstructing the highway.
6. The diversion signing must be covered up, other than during the closure period specified in the application and removed at the earliest opportunity afterwards.
7. The event shall be organised in such a way that access for pedestrians and essential vehicles can be maintained.
8. Any damage caused to street furniture (signs, streetlights, etc.) or the surface of the highway must be notified in writing by the applicant to the County Engineer at Oxfordshire County Council within 7 days of the event.

**NOTES FOR GUIDANCE**

1. Where the application is from an ad hoc body set up for the purpose of one event, rather than an established body, the person submitting the application will be held responsible for any costs arising from the application and any agreed closure.
2. You must submit with the application for a street closure a copy of a Certificate of Insurance indemnifying the district council against any claims arising from the event. (For this purpose, limited liability of £10,000,000 will generally be acceptable).
3. You must give advance warning to all frontages affected by the proposed road closure.
4. You must organise the event in such a way that access for pedestrians and essential vehicles can be maintained.
5. To keep the number of signs to a minimum and reduce inconvenience to diverted traffic, it is helpful if sections of road to be closed take the following form:
6. A whole road, e.g., as in the case of a cul-de-sac, terminating at convenient junction(s).
7. Part of a road length between convenient junctions.

(c) As (a) or (b) but part width only, where one or more traffic lanes (min. 4 metres wide) can be safely maintained.

1. The district council will consult as necessary with the police and highway authority and the environmental health team, but in general will only accept closures for social events on minor residential roads. This reduces organisers’ costs to a minimum and avoids unnecessary nuisance to others arising from diverted traffic and/or buses.
2. Signs, lamps and/or barriers must comply with the conditions over page. These may also be obtained from any plant hire contractor or motoring organisations (AA and RAC) and at the applicant’s expense.