# SOUTH OXFORDSHIRE DISTRICT COUNCIL

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| **Application for a Temporary Road Closure for a Street Party (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** (name of street party) |  | | |
| **Date of closure** |  | | |
| **Time of closure -** include set up and close down times. | From: To: | | |
| I have read the Notes for Guidance and Conditions attached and agree to abide by them. | | |  |
| I understand that as organiser of this street party I am responsible for its safe, orderly and proper conduct. | | |  |
| I understand that the council normally requires public liability insurance in respect of road closures, but in respect of street parties this requirement is waived as the risks are perceived to be low.  Although insurance cover is not compulsory the council strongly recommends that the organiser’s effect cover in the event that they are held legally liable to pay compensation if an accident occurs or some third party's property is damaged. | | |  |
| I acknowledge that I have read the council's definition of a street party and confirm that this event falls within that definition (see over page for definition). | | |  |
| Signature of applicant:  Date: | | | |

**Definition of a Street Party**

Street Parties are exempt from the requirement for public liability insurance only when:

* the event is not publicised for the general public and therefore will not draw in people from the wider area
* the event applies to the residents of one or two streets only and not to larger areas
* attendance will generally involve less than 150 people
* there is no amplified entertainment which may cause nuisance to the wider area
* there is no alcohol or food being sold
* the organisers agree to and sign the disclaimer on the application form.

**Notes on completing this form**

Include as much detail as possible and allow time for set up/close down in the timings of your event, this will help us consider the application. If there is not enough space, continue on a separate sheet.

Please include **a clear plan** showing the lengths of road to be closed in **red** and the proposed location of the road closure signs.

You must submit your application for road closure **at least 28 days** before the date of the event.

**See also** the notes for guidance accompanying this form and the conditions that you will need to comply with.

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**

You are responsible for complying with all the following conditions:

1. The applicant should be resident in the area affected by the closure.
2. The applicant must consult with all residents in the area affected by the road closure.
3. The event shall be organised in such a way that access for pedestrians and emergency vehicles can be maintained.
4. 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.
5. 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.
6. 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.
7. 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.
8. The diversion signing must be covered up, other than during the closure period specified in the application and removed at the earliest opportunity afterwards.
9. 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.
10. If the proposed closure is on a bus route the applicant must arrange any temporary bus diversions and relocation of bus stops with the relevant bus operator(s).
11. Closure points should be managed by adult marshals in high-visibility jackets

**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 organise the event in such a way that access for pedestrians and emergency vehicles can be maintained.
3. 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:
   1. a whole road, e.g., as in the case of a cul-de-sac, terminating at convenient junction(s)
   2. part of a road length between convenient junctions
4. The district council will consult with the police and highway authority, 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.
5. 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.
6. Organisers should think about minimising any risks from accident, burns on a BBQ, damage, electricity, rain, breakages, etc. Agree in advance that everyone should take responsibility for themselves and watch out for each other, especially children