

Application for A Temporary Street Closure Order [Section 21 Town Police Clauses Act 1847]

Please read the below carefully and ensure you have answered every question and supplied the information requested; failure to do so may make your application invalid.

- 1: Please use this form if you wish to apply for a Temporary Street Closure Order as part of a planned street party or other organised event which you intend will take place on the public highway [road].
- 2: This may not be the only application you will need to make in order to hold your event. You may be contacted if you do need any further permission.
- 3: Tunbridge Wells Borough Council must receive your application in good time for it to be considered and processed. Tunbridge Wells Borough Council will consider applications, provided a minimum of 12 weeks notice is given.
- 4: Once you have completed the application form and gathered the extra information listed below please submit these using our online events application portal, <http://www.eventapp.org/tunbridgewells/>. If you have any queries please email the events office: events@tunbridgewells.gov.uk
- 5: Please make sure you supply all the information requested on the form. To prevent delay please enclose the following with your application:
 - a) A street plan of your event
 - b) A copy of your resident/businesses consultation letter[s]
 - c) A copy of your letter to affected bus and taxi companies
 - d) A copy of your certificate of public liability insurance
 - e) A copy of your traffic management plan
 - f) A copy of your sign schedule. Any signage must meet legal requirements; this may include road closed, road ahead closed and diversion signs (this is not an exhaustive list)
 - g) A risk assessment

6: Tunbridge Wells Borough cannot guarantee either that an order will be granted or more than one road closure per calendar year will be permitted at the same location. A temporary order will only be granted subject to the following:-

- [i] You [the organiser[s]] must pay to Tunbridge Wells Borough Council the full costs of any damage[s] to the highway[s] or street furniture or other loss or damage[s] suffered by it and of any claims made against it as a result of the making of the order and which arise from your negligence or [if you represent an organisation] the negligence of your organisation's members or officers
- [ii] Any Traffic Regulation Order or other statutory provision which is currently in force in the road[s] to be closed will remain in force during the closure unless specified on the Legal Order
- [iii] You agree to clean the street, if appropriate, in order to return it to its condition prior to the closure
- [iv] You abide by the guidance notes issued by Tunbridge Wells Borough Council at the end of this **application**

7: I confirm that all the information contained in the below application is true to the best of my knowledge and belief and that I am at least 18 years of age. I agree that Tunbridge Wells Borough Council may distribute to third parties and use publicly any of the information provided within this application. I have read the conditions above and agree to accept and observe them if the application is approved.

Signed:

Date:

Note: You need to tell the Council about your planned event to minimise impact on traffic flow and to ensure that any disruption to normal life is kept to an absolute minimum and to ensure there are alternative routes for both traffic and pedestrians as well as making sure it does not create traffic problems elsewhere as a result.

Note: Please return completed forms and a copy of residents' consultation letter page.

1. Applicant details

Name of person:

Name of organisation:

Contact address [incl. Post Code]:

Telephone number:

Mobile:

E-mail:

2. Event details

Please provide a full description of the event including any entertainment provided and estimated number of people attending:

Will you be advertising or promoting your event beyond the road[s] to be closed?

Yes No (please tick)

If yes, please provide brief details

Date of closure: Time of closure:

Closure ends: at

Will the proposed event be static (eg street party) or moving procession?

3. Road closure details

Tunbridge Wells Borough Council makes no warranty as to the suitability of the road for your event and does not undertake to clear it of parked vehicles or obstructions prior to the closure taking effect.

Please state the name and lengths of road[s] to be closed

Road to be closed	Length of road (from junction to junction)
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

(please continue on a separate blank sheet if required)

4. Please supply a brief plan showing the extent of the closure

5. Alternative routes

Please supply your suggested alternative routes for vehicles / pedestrians while the closure takes place

6. Barriers/Diversion signs

It is the responsibility of the organiser[s] to erect all necessary barriers and signs to effect the closure including those offering alternative routes, details of which will be included on the Legal Order. Also, each barrier must be supervised and maintained at all times by a person clearly identifiable under your control.

What arrangements [if any] have you made for the erection and supervision of barriers, cones or diversion signs? The minimum requirement is a Road Closed sign, diversion signage and pedestrian barrier, at each point of the closure.

7. Notification to affected persons

It is a requirement that all affected properties be consulted by letter using the template at the end of this application. A copy of the letter you have sent must be included with this form. Please note that material promoting your event [e.g. a flyer or poster] will not be accepted.

Please give a brief list of properties affected. This means any property, residential or commercial, which is located on or accessed only by the roads[s] you wish to close – e.g. Any Street numbers 1 – 99 and numbers 2 – 98.

- Á
- Á
- Á
- Á
- Á
- Á
- Á
- Á
- Á
- Á

Please confirm the date on which your consultation letter was sent.

Date

Are you aware of any objections to your proposal?

Yes No (please tick)

You must forward to Tunbridge Wells Borough Council without delay details of any objections that you become aware of. Objections may be resolved through discussions between the objector and organiser. Both objector and organiser may consult with Tunbridge Wells Borough Council for advice.

Please return your completed temporary street closure application to us using our online events application portal, <http://www.eventapp.org/tunbridgewells/>.

Your application will be considered in line with Tunbridge Wells Borough Council Policy. If it is successful you will receive the order at least one week prior to the event.

If you have any queries please email the Events Office: events@tunbridgewells.gov.uk

For Office Use Only.

Date Appl' Received	Forward to SAG On	Signature approver	Date sent to legal
Date of Event	Approval to organiser		

Advice on Local Events and Noise

Hopefully, everyone in your area will be attending your organised event so no-one will be disturbed. However, for a variety of reasons not everybody may want to be involved or hear other people partying through the night!

If there are residential properties nearby, please consider the below to ensure that the event is a complete success:

- Notify any near neighbours of your event, the time it will finish and a contact name and telephone number [mobile] for them to contact if they are disturbed or worried about the noise levels
- Carry out regular checks outside your event to ensure that noise is not causing any disturbance to nearby residents or properties, if it is then **turn down the volume**
- The acceptable level of noise in the middle of the day or early evening might not be as acceptable to people late at night after 11pm. Therefore make sure music levels are lowered later in the evenings when children or other residents are trying to sleep
- Make sure that the event does not spill beyond the designated area or location and when people leave make sure they respect others privacy and leave quietly
- If you are having any fireworks, do not let them off late at night do so in the early evening <http://www.hse.gov.uk/explosives/fireworks/>
- Consider any nearby properties that could specially be affected, such as schools, hospitals or elderly persons housing

We do hope your event goes well and if you have any further queries, please contact the Events Office: events@tunbridgewells.gov.uk

To: Resident

From:

Address:

Date

Dear Sir/Madam,

Re: Proposed Temporary Road Closure.

I am writing to inform you that I am in the process of applying to Tunbridge Wells Borough Council to close the below road[s] for a street party/community event. Road[s]

The closure is planned for the day[s] of

Between the hours of and

The road will be fully closed to ensure the safety of those persons taking part in the event. I would be very grateful if you can arrange for any vehicles that you have responsibility for to be moved off the highway in order that the event may take place. Access will at all times be maintained for **emergency services** vehicles and personnel.

If you have any comment, queries or objections relating to this planned event and the associated road closure[s], please contact me without delay on telephone number or at the above address.

Yours sincerely

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Please use as a guide