

APPLICATION FOR ROAD CLOSURES/DIVERSIONS UNDER SECTION 21 OF THE TOWN POLICE CLAUSES ACT 1847

**PLEASE READ THE FOLLOWING GUIDANCE NOTES CAREFULLY TOGETHER
WITH Hampshire County Council's [Traffic Management Guidance for Event Promoters](#)**

- (i) Please send your completed application form and supporting documents, with the appropriate fee to:

East Hampshire District Council
Licensing Office
Penns Place
Petersfield
Hampshire
GU31 4EX

at least **two months** before the proposed closure(s).

- (ii) Completed application forms must be accompanied by copies of a map (Ordnance Survey based or equivalent) showing clearly the road(s) to be closed with clear diversion routes and all signage.

- (iii) If completing your application by hand please use block capitals and black ink.

Please also find on the government website the guide:

The "Can Do" guide to organising and running voluntary and community events.

This Guide gives you advice on:

- Part 1: What do I need to think about when planning an event?
- Part 2: Do I need any licences or other sort of permission?
- Part 3: How do I keep organisers, volunteers and participants safe?
- Part 4: How do I make sure that food and is safe and do I need to label it?
- Part 5: Can I close a road?
- Part 6: Do I need insurance?
- Part 7: Am I planning an event for which there is specialist guidance elsewhere?

(iv) You may be asked to apply for a Temporary Traffic Regulation Order especially if the event is outside the scope of the Town Police Clauses Act (TPCA). This will have implications as formal notice, including advertisements in a local paper, has to be given which will have cost and time implications for applicants. With such closure Orders there can be limits placed on the number of times a road can be closed (may be just once a year). To be within the scope of the TPCA the event should be a special occasion when ordinary day to day use of the highway(s) is liable to be obstructed by substantial numbers of people. For further advice please refer to the Traffic Management Guidance for Event Promoters or contact the Licensing Office.

(v) **Fees**

- Legal and administrative work - £123.00
- Additional Work (min charge £50) +VAT per hour £28.80
- No charge for churches, national celebrations or events where no on-street trading or no participation/entry charges made.

(vii) Notification of the event should be directed to the relevant police station as follows:

- Strategic.Operations@hampshire.pnn.police.uk

(vii) you are required to consult public transport & taxi operators, Hampshire Highways and all nearby traders and/or their local Groups and public car park operators. You must also notify the occupiers of all nearby homes and other premises.

Consultation details

Public Transportpassenger.transport.inspectors@hants.gov.uk
East Hampshire Taxi Association..... pete@alton8s.co.uk
Hampshire HighwaysThomas.Ward@hants.gov.uk
Car Park Operatorsparking.office@easthants.gov.uk

Name of Applicant and Organisation

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

2. Date(s) of Proposed Closure(s)

.....
.....

Times(s) of Proposed Closure(s)

.....

3. Reason for Closure(s)

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

4. Plan showing the following (also give details under each heading below):

4.1 Name of road(s)/portions of road(s) to be closed (Please be specific, eg Main Street, Greentown from White Road to Black Road)

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

.....

4.2 Proposed location, size and wording of signs for road closure and diverted traffic

The schedule of signs and one copy of a plan (Ordnance Survey based or equivalent) showing sign locations, must be submitted to the Council's Licensing Team at least 3 weeks prior to the closure. (To assist organisers a sample signing schedule is attached). The closure will not be progressed unless, the plan and schedule of signs are both satisfactory.

4.4 Marshalls

Number of Marshalls	
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Show positions on plans referred to above

5. Rolling road closures

Is a "rolling" road closure" required?	*Yes
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*No

**Delete as appropriate*

Alternatives suggested such as traffic lights, signs, signed vehicles, stop boards, re- routing should be considered.

Have the Police agreed to bring the rolling road closure(s) into effect?

#*Yes

*No

**Delete as appropriate*

Please provide written confirmation from Police that they will assist with a rolling road closure as Marshals have no authority to direct moving traffic.

6. Will access to any properties be affected by the closures?

*Yes

*No

**Delete as appropriate*

If yes please state addresses (use separate sheet if necessary) and confirm that occupiers have/will be informed of the closure:

.....

.....

.....

7. Are any road(s) affected by closure in a shopping or trading area?

*Yes

*No

**Delete as appropriate*

If yes, please attach evidence from the local Chamber of Commerce or Traders' Association that they have no objection to the closure(s)

.....
.....

8. Will any bus services be affected by the closure(s)?

*Yes *No **Delete as appropriate*

If yes, please provide name(s) and address(es) of bus operators (including any nationally operated services which may be affected). Please attach evidence that the bus operators have no objection to the closure(s).

.....
.....

9. Will any bus stops need to be relocated during the closure?

*Yes *No **Delete as appropriate*

If yes, please state locations of affected stops and show on plans referred to above. State the positions to which stops will be relocated during closure and show on plans referred to above. Please attach evidence showing that the bus operators have approved this.

.....
.....

10. Are any taxi ranks situated in or immediately adjacent to the road(s) to be closed?

*Yes *No **Delete as appropriate*

If yes, please state locations, provide name(s) and address(es) of local taxi operators.

.....
.....

Please attach evidence that they have no objections to the closure.

11. Will access to any public car parks be affected by the closure(s)?

*Yes *No **Delete as appropriate*

If yes, please give details and attach evidence that car park operator has no objection to the closure.

.....

.....

12. Public Liability Insurance (*See Condition (h))

Name of Insurer

Policy Number

Date on which Policy Expires:

.....

Please attach relevant extracts of the insurance policy, schedule etc. to show you have the required cover.

If unable to provide these details at the time of submitting the application, they must be provided before the Order can be made.

13. Indemnity (*See Condition h)

Please complete the attached Deed of Indemnity and return it either with your application or at the time of submission of your insurance details. The completed indemnity must be received before the Order may be made.

CONDITIONS

- (a) I will take account of the advice given in the Home Office Good Practice Safety Guide for small and sporting events taking place on the highway, roads and public places (Home Office Guide) <http://www.homeoffice.gov.uk/publications/police/operational-policing/event-safety-guide?view=Binary>
- (b) I will sign the event safely in accordance with Chapter 8 of the Home Office Guide taking into account their requirements and advice in Parts 1 and 2 of Chapter 8 of Traffic Safety Measures and Signs for Road Works and Temporary Situations(TSRGD)
<http://www3.hants.gov.uk/trafficmanagement/public-events/events-guidance.htm>
- (c) I will pay the Council's reasonable costs for providing additional signs that should have been provided and removing both unauthorised signs and signs being left in position when the road is not closed.
- (d) I agree that if signs are used that do not conform to Chapter 8 of the Home Office Guide then either the Council or Hampshire County Council or any appropriate statutory authority may without prejudice remedy the problems at my expense.
- (e) I will ensure that the required signs, barriers etc. including those detailed in the Signing Schedule shall be erected at the stated locations and that I will ensure that there are sufficient Marshals at all the closure points. I will also ensure that additional instructions given by the Council, Police and Highway Authority are complied with at my expense.
- (f) I will ensure that the signs barriers etc. detailed in the Signing Schedule or required by the Police or Highway Authority are maintained throughout the duration of the closure/diversion.
- (g) I will ensure that access for emergency vehicles is maintained at all times.
- (h) I will indemnify both the District Council, as the order making Authority, and Hampshire County Council, as the Highway Authority, against any claims which might arise directly or indirectly as a result of the closures. I will ensure that I have arranged for a Public Liability Insurance Policy for the period of the closure, for a minimum amount of **£10 million** for any one claim, with there being no limit on the number of claims. I understand that the Deed of Indemnity attached to the application form must be completed and returned to the Licensing Officer before an Order may be made. I understand that the insurance must be held by the body that is making the application and that a third party cannot offer to allow me to operate under their insurance. I agree to provide the following details regarding my insurance either with my application or at least 28 days before the date the road is due to be closed:
- Name and address of Insurer
 - Policy Number
 - Date on which policy expires
 - Copy of Certificate
- (i) **At the time of making my application**, I will notify the proposed closure to the occupiers of all properties (or, in the case of land or unoccupied property, the owner or anyone who may legitimately require access) whose vehicular or pedestrian accesses will be directly affected by the closure.
- (j) I will take reasonable steps to publicise the closure locally two and three weeks before the closure takes effect by publishing leaflets, displaying notices in local shops and/or placing notice(s) in local newspapers. I will also provide appropriately worded advanced notification

signs (black lettering on yellow background approximate width 1m) on site for a minimum of one week in advance of each closure, eg:

APPLICANTS ORGANISATION/EVENT
ROAD CLOSED HERE
MONDAY 1 JANUARY
AT 9 AM FOR 4 HOURS
(CONTACT TEL. NO.....)
Road Closure Order No.....

- (k) I will inform the police, local bus companies, taxi operators of the closure in writing;
- (l) I will understand that the closure will not be approved if there are any unresolved objections from:
- the Statutory Undertakers, (such as electric, gas or water suppliers), within the prescribed notice period under the terms and conditions of the New Roads and Street Works Act 1991
 - Police and other emergency services
 - public transport operators
 - the highway authority (Hampshire County Council or the Highways Agency)
 - Operators of adjacent public car parks;
- (m) I will take reasonable steps to ensure that during the period of the closure no unlawful trading takes place on the public highway that has been closed.
- (n) During the period of the closure I will take reasonable steps to ensure that pedestrians have access at all times to premises either situated on or adjacent to the road(s) to be closed or to other premises with sole pedestrian access from the road(s) to be closed.
- (o) During the period of the closure I will ensure that all reasonable steps are taken to allow vehicular access and deliveries to any premises situated on or adjacent to the road and that the occupiers of such premises are informed of the reason for the closure, dates/times of the closure and details of the event.
- (p) I undertake to comply with the requirements of the Health and Safety at Work, etc, Act 1974. I will ensure that I fully understand the requirements for signing and guarding temporary road closures and diverting traffic and that I will seek expert advice when appropriate. I understand that the Council may be able to assist but that will depend on the availability of suitable employees and that there will be a charge made.
- (q) I understand that by signing the form I am personally liable for the accuracy of the information provided to the Council in connection with the application for a road closure. Also, that I am personally liable for paying on demand any costs reasonably incurred by the Council if the organisation for which the road closure is requested fails to pay such reasonable costs to the Council and liable for any incident arising from the closure.
- (r) During the course of the road closure I will be responsible for ensuring that the areas affected by the closure are so far as is reasonably practical kept free from rubbish and litter at all times and when the event finishes to ensure that the area affected is left clear of rubbish and litter and in a clean and tidy condition to the satisfaction of the Council. In the event that the rubbish and/or litter is not removed I agree for the Council to clean up the area as necessary and to recover the cost from me.
- (s) I agree that any of the information given by me can be disclosed by the Council to third parties and held on the Council's database.

(t) Other conditions (intentionally left blank if none apply)

Declaration:

I have read and accept the conditions set out above.

Note: If the Applicant is not an **incorporated body** (i.e. a Legal body) an individual has to be **named** as the Applicant and the indemnity below has to be entered into by the same individual.

Thus that individual **must** have the benefit of Public Liability Insurance (see Condition f) for the duration of the road closure.

If the Applicant is an **incorporated** body the Applicant will be that organisation on whose behalf the application is made and the **indemnity** should be signed by a senior person or officer within that organisation i.e. Director or Chief Executive and the Public Liability Insurance should be in the name of that body.

Signed:

Name (block capitals please).....

Position within organisation (if applicable).....

Organisation:

Address:

.....

.....

E-Mail:

Daytime Telephone No:

THIS DEED OF INDEMNITY is given this day of 20.....
by..... (hereinafter referred to
as “The Applicant”) to East Hampshire District Council (hereinafter referred to as “the Council”)

W H E R E A S:

1. The applicant has applied to the Council to grant a temporary road closure Order in respect of
certain lengths of road in the area known as
.....
.....

in the parish of for certain periods on
.....for the purpose of
holding.....
.....
..... (hereinafter called “the
Event”)

The Council in considering the application requires indemnity against all actions proceedings claims
demands or loss made against the Council or Hampshire County Council (as Highway Authority) as
a result of the temporary closure of the roads.

1. In contemplation of the granting of the application the applicant hereby indemnifies the Council
and Hampshire County Council against all actions proceedings claims demands and loss of
any kind whatever arising either directly or indirectly from the temporary closure of the roads
for the holding of the event and diversion of traffic; save
2. and excepting any claim arising as a result of the negligence of the said Council its servants
or agents

IN WITNESS WHERE OF the applicant has hereby caused its hand to be written the
..... day of 20.....

(Signature) _____

Position within organisation (if applicable) _____

SAMPLE SIGNING SCHEDULE

Needs to be consistent with Traffic Signs Manual

<http://www.dft.gov.uk/pgr/roads/tss/tsmanual/chapter8/trafficsignsmanualchap8ro4180> and The Traffic Signs and General Directions 2002 <http://www.opsi.gov.uk/si/si2002/20023113.htm>)

ROAD NAME: _____

MAP REF NUMBER	SPEED LIMIT	SINGLE OR DUAL CARRIAGE -WAY	DESCRIPTION	TSRGD ## FIG NO	LETTER HEIGHT (mm)
1			ROAD CLOSED AHEAD	7010.3	
2			BARRIER	7105	
3			DIVERSION ←	2702	
4			DIVERTED TRAFFIC ↑	2703	
6			DIVERSION ↑	2703	
7			DIVERTED TRAFFIC ←	2703	
8			DIVERSION ENDS	2702	
9			ACCESS ONLY	7301 (Special)	
10			DIVERSION ←	2702	
11			ROAD CLOSED	7010.4	
12			ROAD CLOSED	7010.4	
13			ROAD CLOSED AHEAD	7010.3	
14			ACCESS ONLY	7301 (Special)	
15			BARRIER	7105	
16			ROAD CLOSED HERE ON MONDAY LIKELY TO LAST 3 WEEKS	7003.1 (Special)	
17			SHOPS AND BUSINESSES OPEN AS USUAL	7002B (Special)	
18			TRAFFIC CONES	7101.1	



7105

D4.8.13 The "lane closed" barrier to diagram 7105 serves as a visual and physical barrier and reinforces the need to change direction as indicated by traffic cones and other signs. This sign is then used at right angles to the line of traffic and mounted about 1m above the carriageway. The depth may be either 150 or 300mm, refer to [Table A1.2 \(Appendix 1\)](#). A minimum length of 1.25m is prescribed which gives five panels, three coloured red and two white alternately.

Sufficient barriers (7105) shall be provided to cover the entire carriageway width immediately beyond the road closed sign.

ROAD LAMPS (2 per barrier) shall be provided in accordance with Regulation 55.

Consideration shall be given to using interlocking crowd control barriers to separate event participants/spectators from vehicular traffic. Consideration shall also be given to using traffic cones to provide a safety margin (e.g. where the supports of crowd barriers project into live carriageways).

Note: On high speed road ie over 50mph, only a qualified person may erect signs. Otherwise a person must be adult, physically fit and wearing a high visibility jacket.

DETAILS OF SOME LOCAL HIRE COMPANIES WHO HIRE OUT TRAFFIC SIGNS FOR EVENTS

Note: This list is not exhaustive and other Companies and Organisations who organise events on roads may be able to assist.

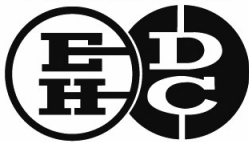
Suppliers of barriers, signs and cones

Beaver Tool Hire Limited 2c Bedford Road Petersfield Hampshire GU32 3LJ 01730 264804
APG Traffic Limited Unit 3 Lower Farringdon Alton Hampshire GU34 3DZ 01420 588003

Please Note:

These details are provided to help the planning of your event but they do not constitute a complete list of traffic management equipment suppliers, neither does inclusion here imply any approval or warranty by East Hampshire District Council as to the goods and services offered.

EAST HAMPSHIRE



Partners

www.easthants.gov.uk

**Section 287, Highways Act 1980
Section 21, Town Police Clauses Act 1847**

Re:

Occasion or event:

Date:

We certify that:

Holds a Public Liability Policy with this Company with an indemnity limit of not less than £10,000,000 (*as advised by Hampshire County Council*) and that the policy includes cover for any liability for damage to any part of the highway.

We further certify that the policy is in respect of the above event and that it has been endorsed to provide indemnity to Hampshire County Council as Highway Authority and East Hampshire District Council in respect of injury, illness, disease, loss or damage arising out of the occasion or event.

Insurers name and address:

.....

.....

Policy Number

Signed

Please complete and return to:

East Hampshire District Council
Licensing Office
Penns Place,
Petersfield
Hampshire,
GU31 4EX