

Application for Street Closure Order
(Town & Police Clauses Act 1847)

Important – please read carefully!

1. Please use this form if you wish to apply for a road closure(s) as part of a small Street Party. If you are not sure if this is the correct form please contact Licensing 01730 234095. **This may not be the only application you are required to make in order to hold your event. You may be contacted if further permissions are required.**

This form and guidance has been written to assist those residents who wish to organise a small street party for their neighbours. It is not intended for large public events where traffic other than the local neighbourhood, will be affected.

If you are unsure whether the event you are planning falls within the scope of a small local event, this table will help:

Small scale event – e.g. street parties and fetes:	Larger public events:
Usually for residents/neighbours only (fewer than 500 people)	Anyone can attend. (But could also be a larger, residents only, gathering).
Only residents' traffic will be effected	Through traffic affected (for example bus routes)
Diversionary routes will not be necessary for any road closures	Road closures are likely to require diversionary routes
Publicity only to residents	External publicity (such as in newspapers)
No licences normally necessary if music incidental and no selling is involved	Licence usually needed – especially if you are planning a fireworks display, entertainment is provided or alcohol is sold, or where food is provided late at night – (check with local District Council).
No liability insurance required but it is strongly recommended	Liability insurance needed for road closures.
No formal risk assessment needed	Risk assessment common
Self-organised	Usually arranged by professional/skilled organisers

2. **We should receive your application at least 6 weeks before the date of the event otherwise we may not be able to process it.** This allows time for consultation and other procedural work. **To avoid disappointment please hand deliver or send your application by recorded delivery.**
3. Please make sure you give all the information requested on the form. **To prevent delay you must enclose the following with your application:**
 - i) a street plan of your event (see section 3 below)
 - ii) a copy of your resident consultation letter (see section 5)

4. East Hampshire District Council cannot guarantee that an Order will be made. A closure will only be authorised subject to the following:
- i) you must pay to the council the full costs of any damage to the highway or street furniture or other loss or damage 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. We strongly recommend that you take out Public Liability Insurance for the duration of your road closure.
 - 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 to the contrary 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 from the Noise Pollution department (attached).

I confirm that all the information I provide below is true and complete and that I am at least 18 years of age. I agree that East Hampshire District Council may distribute to third parties and use publicly any of the information provided within these forms. I have read the conditions above and agree to accept and observe them if my application is successful.

Signed →

Date →

1. Applicant details

Name of person (and organisation) →.....

Contact address (incl. post code) →.....

Telephone number (daytime) →

Telephone number (evening) →

Fax number →

Email address →

2. Event details

Please give a full description of the event including the type of entertainment and **estimated**

number of people expected →

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You may need a **Temporary Event Notice** for your event – please contact EHDC Licensing (on **01730 234389** or **licensing@easthants.gov.uk**) for details. Do you intend to place any stall/marquee/tent/stage/other structure on the road(s) to be closed? If Yes please give brief details →

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Will your event involve the sale of alcohol (either through the use of a temporary bar or in conjunction with a local pub), or the preparation or sale of food? If Yes please give brief details →

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Will you be promoting your event beyond the roads to be closed? If so please give details →

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3. Road closure details

East Hampshire District 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.

Name of road(s) to be closed →

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If you plan to close only a section of the road(s), where will the closure begin and end?

From →

To →

Date(s) of closure →

Time(s) of closure →

Please supply a plan showing the exact extent of the closure.

4. Barriers / diversion signs

You must provide and erect all barriers and signs necessary to effect the closure including those signing the alternative route (where applicable), details of which will be supplied on the Legal Order. Also, each barrier must be supervised and maintained at all times by a clearly identifiable person under your authority and control.

What arrangements have you made for the erection and supervision of barriers, cones and diversion signs (where applicable)? The minimum requirement is a 'road closed' sign, diversion signage, and Chapter 8 (*Traffic Signs Manual*) pedestrian barrier(s) **at each point of closure**. A list of suppliers is printed at the end of this form.

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5. Notification to affected properties

It is a requirement that all affected properties be consulted by letter **using the template on page 6 of these forms**. A copy of the letter you have sent must be included with this form. Please note that anything other than the template supplied, such as material promoting your event (e.g. a flyer or advertising leaflet) **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 road(s) you wish to close – **e.g. High Street numbers 1-99 and numbers 2-98**

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Please confirm the date your **consultation** letter was sent →

Has there been any objection to your proposal?

→ **YES** **NO** (please circle)

You must forward us details of any objection you receive as you become aware of it.
Most objections are then resolved through discussion between the objector, organiser(s),
and occasionally a council officer.

Return your completed form to:

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

**If your application is successful you will be sent the Road Closure Notices
approximately 1 week before your closure is due to commence.**

If you have any queries please write to the above address, telephone 01730 234095, fax
01730 234330 or e-mail: licensing@easthants.gov.uk
Our office is open from 9am to 5pm Monday to Friday.

For office use only

Date received	Date forwarded to Events	Signature of approval	Date sent to Legal

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.

To: Resident

From:

Address:

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Date:

Dear Sir/Madam,

Re: Proposed temporary road closure

I am writing to inform you that I am in the process of applying to close the following road(s) for a street party/community event:

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The closure is planned for the day(s) of
between the times of and

The road will be fully closed so I would be grateful if you would arrange for any vehicles to be removed during this time. Access will be maintained for emergency services at all times in all parts of the street(s).

If you have any comments, queries or objections about this proposal, please contact me on, or contact the licensing team on 01730 234095.

Many thanks in advance for your co-operation.

Yours sincerely,

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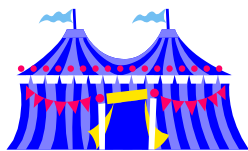
Street Parties and noise

Hopefully, everyone in your area will be attending your event so there won't be anyone to disturb. However due to various reasons not everyone may want to party or hear other people partying throughout the night.

If there are residential properties nearby here are a few handy hints to try to ensure that everyone has a night to remember.

1. Notify any near neighbours of your event, the time it will finish and a name and telephone number for them to contact if they are disturbed by it.
2. Carry out regular checks outside your event to ensure that noise is not causing any disturbance to nearby residents, if it is then turn down the volume.
3. The level of noise acceptable in the middle of the afternoon might not be as acceptable at 11 o'clock at night. Therefore make sure the music level is lowered later in the evening when children or other local residents might be trying to get to sleep.
4. Ensure that partying does not carry on outside the area of your event and that partygoers consider neighbouring residents when they leave.
5. If you are having fireworks then let them off earlier in the evening, not after 11pm, so that everyone can enjoy them.

We hope your event goes well, if you would like any further advice then contact us on **(01730 234095)**



SAFETY AT SMALL OUTDOOR EVENTS

A GUIDE TO PUBLIC SAFETY AND FOOD SAFETY

Who should read this information?

- Those organising an outdoor event such as a small carnival, fete, street party or garden party
- Those who plan to sell food at an outdoor event from a mobile unit or temporary structure such as a stall, marquee or similar.
- Those who want to ensure that the event does not injure anybody or cause food poisoning
- Those who want a basic introduction to health and safety and food hygiene and who want to comply with the relevant legislation
- Those who want their event to be a success
- Those who wish to enjoy the day

Planning for the event

When considering health and safety at outdoor events, the primary task that any event organiser must undertake is what is called a risk assessment. This basically means that organisers, stallholders etc must identify all the significant dangers that may be present at the event during the day and who may get harmed as result. From this you must then work out what you can do to make sure these dangers, or 'hazards' are controlled so that they will not pose a threat to anybody's health or safety.

If you are running a business it is a legal requirement to do a risk assessment. If your event is not a business activity e.g. it is a street party run by a group of neighbours then it is still a good idea to do an informal risk assessment to help prevent any injuries.

Some of the most common hazards are detailed on the following pages together with guidance on how you can ensure that they are controlled safely. When looking at these hazards, it is important to remember that the working environment at outdoor events is very different to any other, and any dangers will be exaggerated by a number of factors such as noise, crowds, young children, adverse weather, limited space, lack of usual facilities, etc.

If you are an organiser, depending on the size of the event, you may also need to think about a number of other things related to the wider picture. These may include –

- Whether the site is suitable for the event (consider physical nature of the ground, number of

people likely to attend, parking facilities, location of water and electrical supplies, etc)?

- Whether you have enlisted the support of a sufficient number of suitable people to help on the day (e.g. stewards, first aiders, etc) and have you thought about how you will all communicate with one another if needs be?
- If necessary, have you identified a control point where people can report a problem or seek help?
- Does there need to be special arrangements in place for lost children/ lost property/ drinking water provision/ toilet facilities/ etc.?
- Have you obtained all the relevant permissions (land owner, street closures, etc)?

NB: If you are planning a large-scale event, then the risks will be much greater and significantly more thought needs to be put into the day. Please contact us for more information (details at end of this section).

Common Hazards and How to Deal with Them

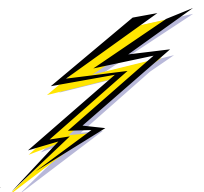
Barbecues

- The biggest risk with barbecues is that people may be pushed against them in crowded conditions. Barbecues should therefore be placed so that they are separated from the crowds by a table or other barrier.
- Remember to keep barbecues away from flammable or explosive articles such as canvas awnings and gas cylinders.



Electrical safety

- All electrical equipment must be safe and in good working order.
- All electrical work must be done by a competent electrician.
- Flexes must not run across the road or pavement where they can be tripped over or become damaged. If this is unavoidable however, you must make sure the cables are suitably protected using purpose made rubber strips.
- Electrical equipment used outside must be protected by a 30mA RCD (circuit breaker) and be suitable for outdoor use.
- If your supply is from a generator check that it has an integral circuit breaker, it is earthed and that it is sited in a well-ventilated and dry area.
- If you have to refuel your generator, make sure it is switched off and cool before doing so.



- Make sure all electrical equipment is not used near to any sources of water. Furthermore, make sure you are familiar with all the equipment being used, and that you know how to isolate it from the electrical supply if needed in an emergency situation.

Gas cylinders and equipment

- All equipment must be in good working order and all connections must be correctly secured.
- Use only flexible hoses that are not cracked.
- Test for leaks if necessary using soapy water and look for bubbles.
- Store spare cylinders upright and in such a way that they won't get knocked over. Also ensure that they are kept away from heat and flames, and from bags of rubbish etc. and secure.
- Make sure gas rings and burners are sited away from flammable materials such as awnings and are installed by a competent person.

Fire

- Every stall should have a multi-purpose fire extinguisher
- If there is a fire make sure the Fire Brigade is called immediately and get people away from the area.
- Only try to fight the fire yourself if it is small and you can do so without increasing the risk to yourself or others.
- If gas cylinders are involved do not throw water over them but tell the Fire Brigade the number and location of the cylinders.



Bouncy Castles

- Hire from a reputable company and make sure it is inflated, anchored and used according to their advice. Make sure that test and insurance certificates are current.
- Make sure that a responsible person is in charge at all times and that they have enough helpers.
- Fence off the pump, generator etc to prevent tampering.
- Users must remove shoes, glasses and any hard or sharp objects that they are carrying or wearing.
- Don't allow it to become overcrowded, stop any horseplay and separate older, more boisterous children from younger ones.

- Adults should only be allowed on to assist small children. Under no circumstances allow adults on if they appear to have been drinking alcohol.
- Don't allow anyone to bounce on the front apron/step, or to climb or hang on outside walls.

Using Ladders

- If you are using ladders or stepladders to put up stalls, flags etc follow these rules to avoid accidents
- Make sure the ladder is in a safe condition, that the ground is firm, level and not slippery, and that you use that ladder for short jobs only (e.g. max 30 mins)
- Do not overreach sideways – move the ladder if necessary
- Don't carry heavy or awkward objects up the ladder
- With a straight ladder:
 - Lean it against a secure resting point (not a plastic gutter). Ask someone to foot it.
 - Have it at the correct angle of 1 in 4
 - Don't work off the top 3 rungs – these provide a handhold and not a foothold!
 - Keep 3 points of contact with the ladder while working (2 feet and 1 hand)
- With stepladders:
 - Open fully and use locking devices
 - Don't work off the top 3 steps unless you have a safe handhold on the steps

General

- All stalls should have a first aid kit. It is also advisable to familiarise yourself with who has access to a phone so that the emergency services can be called as quickly as possible if needed.
- Make sure there are no sharp projections on which somebody, including small children, may hurt themselves.
- Ensure that all trip hazards (such as cables, ropes, etc) have been removed as far as possible.
- Only consider having a firework display if you have adequate space e.g. a playing field. It is best to use a professional fireworks company but if you plan to run it yourself then you **must** follow guidance from the Health and Safety Executive. Contact the Public Service on the number below for further advice.

- Make sure competent people are responsible for various activities. This applies particularly to tasks such as making sure any electrical equipment is safe, looking after the bouncy castle and running the barbecue.
- Use safe equipment; any equipment you use must be in a safe condition and suitable for the purpose you are going to use it for.
- Make sure everyone who may be affected by the event knows what is planned and is happy with it, e.g. date and duration of the event, any road closures, increased noise etc.
- If you intend to use speakers on the street after 9pm you will need to apply for consent from the council's Pollution Control team (01730 234349)
- Make sure that you have carefully looked at your activity and made sure that the risk of somebody hurting themselves has been reduced to a minimum by removing dangerous objects or placing them out of reach of the public, displaying warning signs, training staff, etc.
- Finally, make sure that you are aware of any emergency procedures that the event organisers have put in place and that you know how to contact them quickly if you need to.

For information on food safety or information or advice on any other health and safety issue please contact Food and Safety, East Hampshire District Council, Penns Place, Petersfield, Hampshire GU31 4EX tel. 01730 234306
There is also a range of useful information at: www.hse.gov.uk

Four Golden Rules for Food Safety:

- Choose foods that can be cooked and served safely;
- Use staff who know what they are doing and who can demonstrate good practices of personal hygiene;
- Manage cleaning and disinfection to the highest standards;
- Store perishable foods at 8°C or below.

The Foods:

- Keep it simple and only put on the menu what can be handled safely;
- If foods cannot be stored, cooked and served safely - don't use them;
- Do not serve any salad dressing, sauce or pudding made with uncooked egg;
- Serve foods that do not require refrigeration - for example apple pie, cheddar type cheeses, and fruit salad to reduce storage problem.

Storage and cooking - cold food, buffet dishes, cream dishes:

- Hire extra refrigeration equipment as necessary. High-risk foods should be refrigerated at ideally at 5°C or less until ready for service. Keeping food cold is a priority;
- Make a list of all the cold foods to be used - then work out if there is sufficient refrigerator space to store them properly.

Storage and cooking of food that will be served hot:

- Ensure that foods can be cooked safely, core temperatures must reach at least 75°C;
- Has the equipment to be used sufficient capacity?
- If food is to be served hot is there suitable and sufficient equipment capable of keeping food above 63°C?
- Ensure dishes made with minced meats, burgers, stuffed joints and rolled joints be cooked through to core temperature of 75°C? ('No pink bits')
- Are there means for checking temperatures? Who will carry out the checks?
- The preparation of raw and cooked food must be kept separate at all times to prevent cross contamination.
- Are there separate boards and knives?

Cooking hot food/Cooking to serve cold or to reheat:

- Food must be cold within one and a half-hours of cooking so that it can be put in the refrigerator. Can this be achieved?
- If food is to be reheated it must be kept refrigerated until this takes place. The food must then be reheated to 75°C or above. Can this be achieved?
- How will the temperatures be checked and recorded?

Some final thoughts:

For further guidance on Food Safety contact the Council's food safety team located at East Hampshire District Council, Penns Place, Petersfield, Hants GU31 4EX. Telephone 01730 266551. Information is also available on the Council's website

If you are intending to use contract caterers or mobile food units ensure that they are registered with their own Local Authority and can demonstrate that they are trained in Food Hygiene.

If it is a large event mark the location of each of the food traders on a plan in advance. Knowing where food traders are operating gives any Food safety Officers visiting the site the opportunity to clearly identify each trader and give you feedback on any issues they may have.

Make East Hampshires Food Safety Team aware of the type of food traders you intend to use at the earliest opportunity. Food inspections are prioritised on a risk basis. Food traders that are preparing high risk foods or using specialist cooking methods score more on the risk rating system than those only handling wrapped produce.

Make adequate provision for all food traders to be supplied with potable water. It is a legal requirement for food premises to have a supply of potable water. The event needs to be able to provide the traders with such a supply if they don't have their own.

Estimate the amount of food waste likely to produced and make waste collection and disposal provisions for the food traders operating at your event. If the caterers supply food in packaging then litter bins and litter picking will also need to be addressed.