

LOCAL ROAD CLOSURES ORDERS FOR SPECIAL EVENTS UNDER SECTION 21 THE TOWN POLICE CLAUSES ACT 1847

Introduction

This policy sets out the requirements and responsibilities relating to applications for temporary road closures made to Brentwood Borough Council (the Council) under provision of the Town Police Clauses Act 1847 (the Act).

If you are holding a special event such as a parade or social gathering and would like to close the road, you will need permission.

The Council has powers under the Town Police Clauses Act 1847 to close public roads to allow such events to take place safely. Approval must be sought from the Police and the Council and a legal order must be made before a road may be closed.

The applicant (and not the Council) is responsible for ensuring that all safeguards, signage, barriers and stewards are in place as applicable, although the Council will expect to see evidence that all necessary steps have been undertaken and relevant adequate safeguards will exist and be in place at all material times immediately before and during the event prior to the granting of any closure order.

The following points must be taken into consideration when applying for a road closure:

- **If you are organising an event which may require a temporary road closure you must inform key authorities, including the police and the Council.**
- **If the closure is required for a parade or march the closure may take the form of a rolling closure which would require a police escort.**
- **The event organiser is wholly responsible for the safety of the event including the safe temporary closure of any roads.**
- **Signs and barriers will be required to warn traffic of the closure on the day as well as advance warning signs of the intended closure.**
- **The organiser/applicant must provide the Council with proof of its public liability insurance to the value of £10 million or such higher figure that is needed to provide adequate cover for the particular event and would be responsible for any third party liability claims that may arise due to the event.**
- **It is recommended that you consult with residents and businesses that may be affected by the closure as soon as possible.**

Policy and Terms

1. If the road(s) that you wish to close are **not** adopted by the Borough Council, we are unable to issue a Road Closure Order.
2. Only events that require a temporary closure for the purpose of processions, illuminations, rejoicings or any case where the streets are thronged by the public for purpose of a specific event may be considered under this policy. Closure of major trunk roads, through roads or longer term closures must be facilitated by application to the County Council for a Closure Order under provisions of the Road Traffic Regulation Act 1984.
3. In order to make a Road Closure Order we require a **minimum of 12 weeks' notice** commencing from the date that a valid application is received. An application will only be considered as valid if it has been fully completed with all relevant information and the appropriate fee has been paid. This is to allow for full consideration of the application by necessary authorities including the granting of permission by the County Council Highways Authority.
4. Before making an application, we would strongly recommend that event organisers discuss the proposals with the local police.
5. Under the terms of the legislation, the Council must be satisfied that it is necessary to close the road in order to facilitate the event.
6. Where there are residents, businesses, bus/taxi operators which may be affected by the closure, the Council will require the event organisers to consult with those parties, confirm and provide proof that this has been done.
7. For all events which require a closure order, the organisers will be requested to provide a risk assessment, verified by a relevant expert, which should consist of:
 - a) All identified risks and appropriate control measures associated with the event
 - b) A Road Signage Schedule
 - c) a map indicating positions of road closure/route diversion signs/barriers
 - d) a map indicating positions of marshals/stewards etc
 - e) description of wording/size/colour of the road closure/diversion signs, barriers etc
 - f) A Management plan for setting out the Closure
 - g) A contingency Plan, which should identify measures that are in place to ensure safety of the public and participants and access for emergency services in the event of any unforeseen circumstances.

All signs **MUST** conform to 'Traffic Safety Measures & Signs for Road Work & Temporary Situations Act', (Traffic Signs Manual, Chapter 8). This may be viewed under the following link.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/203669/traffic-signs-manual-chapter-08-part-01.pdf

Signage warning of the closure must be displayed a minimum of 2 full weeks in advance of the event, the schedule for which must be outlined in the Road Signage schedule submitted with the application. In addition the applicant is responsible for ensuring that all signage is removed immediately at the conclusion of the event.

8. The organisers will be required to provide marshals or stewards as appropriate depending on the size of the event. Any cost involved in establishing the signage, marshalling and stewards, providing notices etc must be borne by the organisers.
9. Evidence that the organiser has undertaken all necessary consultation, notifications and assessments will be required as part of the application process. The organiser will therefore be asked to supply information as may be deemed necessary in order to be satisfied that all procedures have been followed prior to implementing any closure order. This may include (but not exhaustively)
 - copies of any letters sent
 - copies of any emails sent
 - any responses received from residents or other authorities
 - a list of addresses with regard to any consultation undertaken
 - any proof that may be required by any relevant authority, full SAG member or service provider such as Bus Operators, taxi Operators etc
10. The application should be submitted online through the Council website at www.brentwood.gov.uk together with the **correct fee**.

The risk assessment, road signage schedule, map, contingency plan, public liability insurance and details of the marshalling and first aid arrangements must be uploaded with the application.

The Council will then consult the Safety Advisory Group, consisting of the Police, Fire, Ambulance, County Highways Services and others, where this is considered to be necessary or appropriate.

11. If any of the Safety Advisory Group objects to the proposals and these cannot be adequately addressed, the Council will not proceed with the Order.
12. If there are objections from any other parties, the organisers may have discussions with the objectors to try to reach a compromise solution. If a compromise is not possible the matter will be placed before the Council's Safety Advisory Group which will consider the objections and representations and decide whether or not the Order is appropriate. The final decision will lie with the Council, based on advice, if considered necessary from various sources, which will always include County Highways, although

views of others such as Police and any other SAG member as may be considered appropriate may be taken into account.

13. Event organisers shall be aware that during the closure there must be clear access/egress at all times for emergency vehicles. The closure will apply to all other traffic. Event organisers to be responsible for this in consultation with other authorities. The event organiser to ensure that a representative is available during and immediately before and after the event so that he/she can be contacted by the Council or Police.

14. Fees – Road Closure Orders

- a) For all events, the scale of charges below will apply.

Scale of Charges for Road Closures	
Number of people attending event	Fee
0 to 499	£200.00
500 to 1999 (SAG Required)	£360.00
2000 plus (minimum of 1 SAG required)	£680.00

15. Responsibility for Costs

All advertising, signage, notices etc and any associated costs remain the sole responsibility of the applicant.

The application should be submitted online in accordance with the above policy.