

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. Alternatively the additional items may be sent once the application has been made to the Licensing Section at Brentwood Borough Council, Town Hall, Ingrave Road, Brentwood, CM15 8AY. Please note however, that the application will only be considered as complete once all documentation and payment is received and cleared.

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, however supporting documentation may be submitted by email to the licensing team at licensing@brentwood.gov.uk or by post to:

**Licensing Department
 Brentwood Borough Council
 Town Hall
 Ingrave Road
 Brentwood
 CM15 8AY**

BRENTWOOD BOROUGH COUNCIL
Town Hall, Brentwood, Essex, CM15 8AY.

Telephone: (01277) 312500 Fax (01277) 312526



**APPLICATION FOR ROAD CLOSURE ORDER FOR A SPECIAL EVENT
TO BE MADE UNDER THE TOWN POLICE CLAUSES ACT 1847**

Important - Please read the attached notes before completing this form

Name of applicant and/or contact
Include title ie. Mr/Mrs/Miss etc:

Role of applicant and/or contact (i.e.
organiser, committee member):

Address of applicant and/or contact:

Postcode:

Telephone no and mobile no:

Email Address

Number of people attending the Event

Name of Event

Purpose and Nature of Event

Date(s) of Closure required:

Time(s) of Closure required:

Roads to be closed:

Has this event been held previously? **YES / NO**

If yes, please give details

Have you consulted any other organisation regarding this event? **YES / NO**

Have you consulted all residents/occupiers within the road closure area **YES / NO**

If yes, please specify

Please give details of any businesses, including bus services and residents which may be affected

Checklist	Please Tick
I have:	Please Tick
Enclosed my Risk Assessment to include all items in paragraph 7 of the Road Closure policy.	
Enclosed proof of Public Liability Insurance which must cover the date of the event and be for a minimum liability of £10 million	
Enclosed Evidence of consultation in accordance with paragraph 9 of the Road closure Policy	
Enclosed details of the Marshalling for the event	
Enclosed details of the First Aid arrangements for the event	
Enclosed the appropriate Fee	

ROAD CLOSURE ORDER

1. Whilst it is acknowledged that adequate controls must be in place as outlined in the Road Closure Policy and that these are my/our responsibility. I/we agree that as organisers of an event requiring a road closure I/we and not the Borough Council are responsible for any claims that may arise by reason of making the Road Closure Order.
2. I/we agree to ensure that all safety controls as identified in my/our risk assessment and management plans will be maintained and operated throughout the duration of the event to ensure that the risk to participants and members of the public is minimised and to reduce the likelihood of any injury or claim resulting from the closure or event.
3. I/we agree to consult all residents and occupiers of premises that may be affected by the closure
4. I/we agree to pay all costs associated with the closure as appropriate.
5. I/we agree to pay all reasonable costs relating to any damage to the highway along the route of the closure by reason of making the Road Closure Order.
6. I/we confirm that I/we hold public liability insurance for the event for minimum cover of £10 million. Please note the Council do not accept any responsibility for the level or content of Public Liability insurance policy you have chosen or any consequences which may arise from this choice.
7. I/we agree to provide, erect, maintain and remove all safety measures, including all signs (to include closure signs on the day as well as advance warning signs to be erected a minimum of 2 weeks prior to the event), lighting etc., required by the Council or Police to protect the public and property at the site of the event and on the diversionary route for the duration of the closure and to defray all costs incurred in the event of failure to do so.
8. I/we agree to remove all signs at the immediate conclusion of the event.
9. I/we agree to inform local bus and taxi operators who may be affected by the closure, and to notify residents and businesses by public notice, and to confirm in writing to the Council that we have done so.
10. I/we agree to make plans and provide suitable signage to facilitate adequate access/egress at all times for emergency vehicles during the closure and acknowledge that the closure will apply to all other non participating traffic.
11. I/we agree to be available during, immediately before and after the event and to provide details (e.g. mobile phone numbers of nominated persons) so that we can be contacted by the Council or the Police.
12. I/we agree to ensure that there are sufficient marshals to adequately cover the Road Closure Order and that all marshals for the event are adequately trained and briefed for their duties as appropriate to the size of the event.
13. I/we understand that any failure to comply with the above requirements will be taken into account by the Council in considering future applications for Road Closure Orders by me/us.

NOTE:

I/we agree to comply with the above terms and conditions.

Signed..... Date