



Road Closure Application Form

Guidance Notes

1. **Please provide a map or sketch** showing the road(s) to be closed, details of the diversion route and the location of the road closed boards and diversion signs. Your application will not be considered without a map and will be returned to you until one can be provided.
2. Please submit your application as soon as possible and **at least 8 weeks** before your event. Provide as much information as possible about the road closure. Continue on a separate sheet if necessary.
3. The Council will consult with the Derbyshire County Council and Derbyshire Constabulary, before it is able to make a road closure order.
4. Please note that it is the responsibility of the Organiser to close the road and provide road closure signs, South Derbyshire District Council does not provide this facility.
5. Please ensure that all neighbours who may be affected by a closure agree to the proposal or that arrangements will be made to accommodate their access requirements
6. Please see the enclosed conditions from Derbyshire County Council, with which you will need to comply if your application is approved.

Please return this form by email to: chairsoffice@southderbyshire.gov.uk

Or post to: The Chair's Office, South Derbyshire District Council, Civic Offices, Civic Way, Swadlincote, Derbyshire DE11 0AH.

Please remember to attach a map of the area to your email!

Who has access to your information?

Information can be accessed by other staff within the Chair's Office. Your information will only be used in connection to this event and kept for as long as it is required in line with our Document Retention Policy.

For further information about how your personal information will be used, please visit www.southderbyshire.gov.uk where you can see a full copy of our privacy notice.

1. **Applicant details:**

Name: _____

Address: _____

Email: _____

Telephone number: _____

2. What date(s) and times will the road closure be required?

Date: _____

From: _____ am/pm

To: _____ am/pm

3. Why is the road closure required?

4. Which road(s) need be closed: (e.g. Part of Main Street, Newhall between... and...)
Please provide a map or sketch of the area showing the roads to be closed

5. Where will the traffic be diverted to? (Please describe the diversion route that vehicles will use and **please show the diversion route on the map or sketch**)

5. Is there any other information you would like to tell us about this road closure request to support your application?

I/ We* wish/es* to apply for the above road closure and agree to meet any costs and comply with any conditions required for the consent to this road closure.

Signed: _____ *On behalf of:

Date: _____ * delete as necessary

Derbyshire County Council Conditions for Special Events on the Highway

Section 21 Town Police Clauses Act 1847

Temporary Closure of Roads for Events

- 1 Consent is given by The Derbyshire County Council to the temporary closure of roads in connection with Street celebrations **subject** to the approval of the **Police** and contact should be made with them if this has not already been done.
- 2 Consent is given on the understanding that applicants will consult the residents of any properties affected by the closure and resolve any objections.
- 3 **Diversion Signing** will be the responsibility of the applicant. Signs should be in accordance with Chapter 8 of the Traffic Signs manual and be erected and maintained by a competent person or company.
- 4 Where closures affect bus routes, the organisers should agree alternative routes with the bus companies and inform the County Council of the agreement in writing.
- 5 The organisers should agree with the **Fire, Police and Ambulance Services** arrangements for **Access** in emergencies. Access should also be maintained for Derbyshire County Council's Winter Maintenance activities.
- 6 It is most desirable that temporary closures be **cleared before** the hours of **darkness** but where this is not possible then the signs etc should be illuminated.
- 7 The organisers should **indemnify** the County Council by means of insurance against public liability that may arise from the closure in the sum of £5m.