

**Application for Temporary Road Closure**

**Guidance Notes**

If you are looking to hold an event on a public highway within the Borough of North Warwickshire you must apply for a temporary road closure.

1. **Notice Period**

1.1 Applications must be made at least 8 weeks prior to the event to allow North Warwickshire Borough Council to advertise and liaise with all relevant stakeholders.

1. **Fees**

2.1 North Warwickshire Borough Council will not normally charge for events organised by a charitable or non-profit making organisation.

2.2 Town or Parish Councils will be responsible for 50% of advertising costs plus a 15% admin fee.

2.3 North Warwickshire Borough Council reserve the right to make a charge for the cost of adverts plus a 15% admin fee where a commercial organisation is advantaged by a proposed street closure

1. **Insurance**

3.1 Public Liability Insurance (minimum £5 million) is required to indemnify the Borough Council against all actions, claims, losses and expenses in respect of loss of life or personal injury or damage to property, however caused, arising out of or in any way attributable to the road closure or activity.

3.2 Public Liability Insurance (minimum £5 million) is also required for any company or organisation that will be carrying out any work in the highway on your behalf.

1. **Planning**
   1. The applicant must submit a plan with the application form showing the lengths of road to be closed (indicated in red) and the proposed diversion route (indicated in green).
   2. Access must be maintained for emergency vehicles at all times.
   3. It is recommended that an Event Plan is developed for the event.
2. **Consultation**
   1. Event Organisers are to consult with frontages/residents and other affected organisations at least 8 weeks prior to the event.
   2. North Warwickshire Borough Council will advertise the proposed road closures in the local press and on their website.
   3. North Warwickshire Borough Council will consult with;

Warwickshire and West Mercia Police

Warwickshire Fire and Rescue Service

West midlands Ambulance Service

Passenger Transport Providers

Street works Co-ordinator

Local Members

Town/Parish Clerk

* 1. In the event that an objection is received, it will be passed to the Event Organiser for resolution who must keep NWBC informed of all steps taken.
  2. In the event that an objection cannot be resolved the matter will be placed before the Councils appropriate Committee which will consider the case and decide whether or not the Order shall be implemented.
  3. North Warwickshire Borough Council will provide the Event Organiser with a copy of the signed order, no later than 5 working days prior to the closure.

1. **Road Closure**
   1. The Event Organiser is responsible for displaying copies of the signed order at each end of the closed road prior to the closure.
   2. The Event Organiser is responsible for ensuring that adequate signage of the closure and diversion route is displayed.
   3. All signs placed on the highway are to be in accordance with Chapter 8 of the Traffic Signs Manual.
   4. All signs are to be placed on and removed from the highway by those appropriately trained in traffic management.
   5. Prior to removing the road closure the area must be made safe and all litter removed and disposed of safely.
   6. Any damage to the highway must be reported to the Area Highways Manager.

Please complete the following sections and return to the address below.



**APPLICATION FOR TEMPORARY ROAD CLOSURE**

|  |  |  |
| --- | --- | --- |
| ORGANISER DETAILS | | |
| Mr/Mrs/Ms | First Name: | Surname: |
| Organisation |  |  |
| Address |  |  |
| Postcode |  |  |
| Telephone No |  |  |
| E-mail |  |  |

|  |  |  |
| --- | --- | --- |
| EVENT | | |
| Name |  | |
| Type |  |  |
| No people expected |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| TEMPORARY CLOSURE DETAILS | | | |
| Date | | | |
| Road | Between | and | Times |
| *Long Street*  *Atherstone* | *Woolpack Way* | *Station Street* | *1100-1600* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| CONSULTATION DETAILS | |  |
| Road | Numbers | |
|  |  | |
|  |  | |
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| --- |
| DECLARATION |
| I confirm that all the information I have provided above is true and complete and that I am at least 18 years of age. I have read the conditions above and agree to accept and observe them if my application is successful. |
| Signed Date |

Please return your completed form to:

Streetscape Division – Engineering Services

North Warwickshire Borough Council

The Council House

South Street

Atherstone

Warwickshire

CV9 1DE

or

e-mail: roadclosures@northwarks.gov.uk

**Data Protection Information**

The information provided will be used to administer the application.

The information provided may be shared with those third parties listed in section 5.3.

The information provided will be stored securely on our management system.

The information provided will be removed from our records 2 years after your event.

If you would like more information about how we use your data, please read our Privacy Notice at [www.northwarks.gov.uk/privacy](http://www.northwarks.gov.uk/privacy)

If you have any questions regarding Data Protection, please e-mail [policysupport@northwarks.gov.uk](mailto:policysupport@northwarks.gov.uk)