

GUILDFORD BOROUGH COUNCIL

ROAD CLOSURES UNDER THE TOWN POLICE CLAUSES ACT 1847

NOTES FOR APPLICANTS

1. The Council is permitted to make a road closure order under the Town Police Clauses Act 1847 only where roads are likely to be crowded or obstructed during an event on or near a highway. Common events whereby the Council will be prepared to make a road closure order include parades and processions, street parties, Christmas light illuminations and celebrations of marked events such as Bonfire Night.
2. The Council reserves the right to refuse to make a road closure order if:
 - a. the applicant is unable to satisfy the Council that the event falls within the Act;
 - b. if there are objections which the Council considers to be valid and cannot be resolved;
 - c. if the Council is not satisfied with any of the arrangements made and/or if the applicant has not complied with the guidance in this note.
3. For special or large events, applicants may be able to a Temporary Traffic Regulation Order under the Road Traffic Regulation Act 1984 from Surrey County Council.
4. It is for you, as organiser, to ensure that manned barriers and signing are in place. The applicant will be required to bear the costs of all signage and barriers. Details of providers can be found on www.streetparty.org.uk or contact your local sign maker / hire shop.
5. Before submitting an application, the applicant should consider the implications for emergency service access, bus operators and others who may be inconvenienced by the road closure. The applicant should discuss the proposals with organisations such as the Police, bus operators, taxi operators and Highways (Surrey County Council) to confirm that they have no objections.
6. The Council strongly advises you to carry out a risk assessment for your event and consider purchasing Public Liability Insurance. Further information on Public Liability Insurance and Risk Assessments can be found online at www.streetparty.org.uk or www.thebiglunch.com. Both websites are aimed at helping you make the best out of your day.
7. During the event, there must be clear access at all times for emergency vehicles. This applies even to small street parties. You must have a plan of how the emergency services can get access if there is an accident.
8. The site must be left clean and tidy after the event. You will be responsible for clearing your own rubbish.
9. If you are planning to sell alcohol to the public, you will need to contact the Council's Licensing department for advice on any licence you that you will be

required to obtain. If everyone brings their own alcohol then you will not need a licence.

10. Applicants should apply for a road closure at least 8 weeks before the closure date. If you do not do so, the Council may be unable to deal with your application.
11. The applicant must nominate a named representative who will be available at all times immediately before, during and after the event so they can be contacted by the Council, Surrey County Council or the Police if necessary.
12. Your application must be accompanied with the fee payable in respect of the application. The fee payable from 1 April 2017 is £136.00 and is reviewed annually.

Please complete your application in full and send, along with the fee to:

**Business Support Legal
Legal Services
Millmead House
Millmead
Guildford
Surrey
GU2 4BB**

Direct Line: 01483 444120

Email: BusinessSupportLegal@guildford.gov.uk

GUILDFORD BOROUGH COUNCIL

TOWN POLICE CLAUSES ACT 1847 – SECTION 21

**APPLICATION FOR A
ROAD CLOSURE ORDER**

1. Name of Applicant/Organisation	
2. Contact address Email address: Daytime telephone number:	
3. Reason for closure	
4. Name of road(s) to be closed	
5. Date(s) and times(s) of road closure	
6. If you plan to close only a section of the road(s) where will be closure begin and end?	From: To:
7. Are any of the roads to be closed used by through traffic? If yes, please provide a plan showing the exact extent of the closure and an alternative route for traffic.	Yes / No
8. Have arrangements been made with the emergency services should they need access? If no, you must discuss this with Surrey County Council and emergency services. In the interest of safety we	Yes / No

highly recommend that roads are accessible for emergency vehicles at all times.	
9. Have arrangements been made for temporary signs, barriers, diversion signs to be erected along the route prior to closure? If yes, please provide details.	Yes / No
10. Number of marshals being used to direct participants, traffic and pedestrians.	

Agreement to conditions:

1. I/We agree that as organiser(s) of the event, I/we will indemnify Guildford Borough Council against all liability and against all actions, claims, proceedings, demands, costs, expenses damages and loss whatsoever which may be sustained, incurred, made or taken against the Council in respect of the event.
2. I/We have read the notes for applicants which accompany this application and confirm that I/we do/do not (*delete as appropriate*) hold public liability insurance for the event.
3. I/We agree to pay all reasonable costs relating to any damage to the highway along the route of the closure incurred in connection with the road closure.
4. I/We agree to provide, erect, maintain and remove all safety measures including all signs, lighting etc which may be required by the Council or the Police to protect the public and property at the site of the event and on the diversionary route for the duration of the road closure and to pay any costs incurred by the failure to do so.
5. I/We agree to inform local bus and taxi operators who may be affected by the road closure and to notify residents and businesses by way of public notice and to confirm in writing to the Council that I/we have done so.
6. I/We agree to provide adequate access/egress at all times for emergency vehicles during the road closure.
7. I/We agree to be available during, immediately before and after the event and to provide contact details for myself and any other nominated person for use by the Council and the Police in the event of any matters arising.
8. I/We agree to ensure that there are sufficient marshals to adequately cover the road closure and that all such marshals shall be adequately trained as appropriate prior to the event.

Signed.....

Dated.....