



Event Guidance Note 10

Road Closures

If your event is on or near a highway such as a street party, parade, carnival, march etc you may need to consider a road closure as part of the event. Large events with an impact on the Highway may also need road closures as part of a traffic management plan to enable the event to operate safely and ensure minimum disruption to traffic flows.

The Police and the Council follow national guidelines which advise against holding events on the highway in the interests of road safety both for the participants and other road users.

Depending on the circumstances the Council may or may not grant a closure order. Clearly you need to know well in advance of the event. You can obtain informal advice from the Council's Facilities Management Section. Application forms are available from the council website at (Link Awaited). The Council will need to consult with the Police and KCC Highways before granting any orders and therefore early applications before the deadlines stated below are essential. The earlier you apply the more chance you have to amend your plans to achieve success and increase the chance of an order being granted if it is practicable.

Two main types of road closures are used for events. A Section 21 "Town Police Clauses Act 1847" or a Section 16A "Road Traffic Regulation Act 1984" Most road closures for small events and of a relatively short duration can be processed under Section 21.

Section 21 "Town Police Clauses Act 1847"

- 8 weeks notice needed for the application to be processed
- Used for small/special events
- A notice is displayed solely on the street to inform people locally of the reasons for the closure.
- The organiser is responsible for providing, maintaining, and removing all signs and barriers.
- There is no charge for the making of the Order.

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- The organiser will have to provide all their own equipment and signs must conform to The Traffic Signs Regulations and General Directions (“TSRGD”) 2002.
- The Council may be able to provide details of suppliers.

Section 16A “Road Traffic Regulation Act 1984”

- **3 Months** (12 Weeks) notice needed for the application to be processed
- Used for all types larger National Events or Sporting Events needing a Road Traffic Closure.
- Organisers responsible for directly informing residents and providing maintaining and removing all barriers and signs.
- KCC highways may charge for this type of road closure depending on the Type of road being closed. For closures on a quiet residential road or cul de sac there will be no charge. For closures on through roads or bus routes, they are required to be advertised in the local newspapers and a charge for this may apply.
- The organiser will have to provide all their own equipment and signs must conform to legal requirements.
- It is recommended that organisers consider appointing a traffic management company to undertake this function. As only certain trained persons can work on the Highway.

Applying for a Street Closure Order

Events held on the Public Highway are potentially a road safety hazard. There are occasions when certain events require roads to be closed for public safety.

An application for a road closure should be made at least **3 Months** before it is required. This is to enable the Council, KCC Highways and the Police to consult and consider whether a road closure is suitable and sufficient to protect public safety and whether it should be granted. In considering this the agencies also consider:-

- Does the proposed event clash with another event?
- Are planned road closures already in place (e.g. road works or utility work)

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- Community disruption
- Traffic flow disruption

The earlier you apply the easier it will be for you to change the date, the location or the venue if difficulties with your proposal arise.

Events that proceed without the appropriate road closure when it is required could invalidate your insurance cover.

The granting of the road closure and its type is at the discretion of the agencies involved.

You will need to supply full details of the event for a legal Traffic Order and this will include:-

- Event timings
- A schedule of the roads to be closed and for how long
- Any traffic diversion details
- Any alternative routes that you may be considering
- Details of parking restrictions in or adjacent to the closure.
- A signing schedule of what signs will be positioned where, what they will say and how they are presented. All signs must be approved and will have to conform to The Traffic Signs Regulations and General Directions ("TSRGD") 2002. It should be noted that advertising on the Highway is illegal and will not be permitted.
- A minimum of £5 Million Public Liability Insurance cover and an indemnity for the Council against all third party liabilities. Insurance certificates must be included with the application.
- Details of how you propose to clear litter from the area and dispose of it appropriately

Failure to provide the necessary information will prevent your application from being processed.

You are recommended to speak to your Town or Parish council who will be able to provide assistance in coordinating local events.

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As you can see closing a road is a complex process and for large events a detailed integrated traffic management plan is often required. This also explains why each application takes a minimum of 12 weeks to process.