



Road Closure Orders

Section 21 of the Town Police Clauses Act 1847



Stratford-on-Avon District Council
Customer Access, Elizabeth House, Church Street, Stratford-upon-Avon CV37 6HX
 Telephone 01789 260669 Minicom 01789 260747
 e-mail road.closures@stratford-dc.gov.uk website www.stratford.gov.uk

If you find the text on this form difficult to read we may be able to supply it in a format better suited to your needs.

Stratford-on-Avon District Council (“the District Council”) has the power to issue temporary Road Closure Orders for special public events such as a public procession, street party, festival etc. under s.21 Town Police Clauses Act 1847.

Applications received from event organisers are passed to the Police and Warwickshire County Council acting as the Highway Authority (“the County Council”) for their comments and requirements in respect of the closure. **APPLICATIONS SHOULD BE MADE AT LEAST 12 WEEKS BEFORE THE EVENT TO ENABLE CONSULTATION TO TAKE PLACE.**

A road closure will require the erection of temporary route diversion signs, located ahead of the closure to warn traffic, in accordance with the requirements of the County Council. It is advisable to contact your local Police Station to notify them of the event.

The District Council recommends the organisers take out public liability insurance cover in the event they are held liable to pay compensation if any accident occurs or third party property is damaged.

At present there is no charge made by the District Council for providing a Road Closure Order.

Privacy Notice - Stratford-on-Avon District Council collects and processes personal information submitted as part of the application for the purpose of processing the road closure application. Our lawful basis for processing the personal data is in the performance of a public task or official authority vested. Your personal data will be shared with the Police Authority, Highways Division at Warwickshire County Council and other departments within the Council. Your information is held in accordance with the Council’s retention policy. You have the right to access your information as well as a number of other rights including erasure, object and rectification. For full details of the rights available to you as well as our contact details and that of the Council’s data protection officer, please visit www.stratford.gov.uk/council-democracy/data-protection

The Order will be subject to the following conditions:

Conditions of Road Closure Order	
1	Vehicular access for emergencies being available at all times.
2	Road closure and diversion signs must be erected at the cost of your organisation and removed by the end of the temporary closure.
3	Your organisation is responsible for the stewarding of the event. Each road closure barrier must be supervised and maintained at all times by a clearly identifiable person under your authority and control.
4	Your organisation being responsible for clearing the highway after conclusion of the event and for any damage which may be occasioned to the highway, including street furniture, during the entire period of preparation, the event and cleaning up operation.
5	No claims will be entertained by the County Council, the District Council, the relevant Town or Parish Council or any statutory undertaker in respect of any accident damage loss or injury sustained as a result of the event.
6	If your event is to be held on land belonging to the District Council your organisation MUST provide public liability insurance cover for this event of at least £5 million. Please forward a copy of the insurance cover with your application.
7	Your organisation being responsible for notification to all those affected by the order, especially any bus companies and those fronting the road(s), in writing at least 14 days prior to the event.
8	Street notices advertising the closure must be placed in all roads to be closed by your organisation.

Please complete the attached application form and return (with this page included) to the address above.



Application for a Temporary Road Closure Order

Section 21 of the Town Police Clauses Act 1847



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Contact Name of Applicant / Organisation	
Contact Telephone Number	
Contact Email Address	
Address of Applicant	
Postcode of Applicant	
Town / Village where event is to be held	
Name of Event to be held	
Road(s) to be closed (please provide sketch plan)	
Date(s) of Closure	
Time(s) of Closure	
Proposed alternative routes for traffic	
Details of proposed marshalling arrangements including number of designated Marshalls.	
Please confirm all residents of properties fronting the road(s) are aware of the event and confirm they have no objections.	
Please confirm any bus companies affected are aware of the event and confirm they have no objections.	
Are any Taxi Ranks affected by the proposal?	

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I confirm that the road(s) will be freely available to emergency vehicles at all times.

I confirm that I have read the privacy notice and I accept the terms and conditions detailed above.

Signed	
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PRINT NAME	
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Dated	
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Please complete and sign this form where indicated and return pages two and three to the address overleaf.

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