



New Forest DISTRICT COUNCIL

GUIDANCE AND CONDITIONS APPLIED FOR ROAD CLOSURE ORDERS ISSUED UNDER S21 OF THE TOWN POLICE CLAUSES ACT 1847

Please note

***Please submit one road closure per application, multiple road closures on one form will not be accepted.

*** This application should be made at least three months before the date of the event but no more than four months before the event.

1. What special events on the highway can NFDC issue road closures for?

- carnival processions,
- parades,
- Remembrance Day events,
- Christmas events,
- street parties, pancake races,
- walks of witness etc.

2. What are NFDC closures NOT used for?

We cannot authorise the following types of closure. Enquires for these should be directed to HCC roads@hants.gov.uk or temporary.road.closures@hants.gov.uk

- Highway repairs, maintenance, improvements to the highway carried out by HCC
- Public utility works affecting the public highway
- Tree works affecting the public highway
- Any other works carried out by private contractors ie sewer connection, hedge cutting, ditch clearance
- Sporting events on the highway
- Events held off the highway.

3. Fees

All costs involved for both the closure and diversion signs are the responsibility of the event organiser.

The fee for a road closure order is £184 for the 2024/25 financial year.

However there is no fee for:

- church services or parades

- linked national celebrations
- events where there is no on-street trading
- events where no entry fee is charged
- small street parties.

4. The applicant MUST give consideration to:-

4.1 Taxi ranks

If there are any taxi ranks situated in or immediately adjacent to the proposed road closure, you must contact the local operators to ensure they are aware of the proposal.

4.2 Bus stops

If any bus stops or bus routes will be affected by the proposed closure, you must contact bus operators to ensure they have no objection to the closure.

4.3 Shopping areas

If the proposed closure may affect a shopping or trading area, you must contact the local Chamber of Commerce or Traders' Association to ensure they have no objection to the closure.

4.4 Car parks

If any car parks are likely to be affected by the proposed closure, you must contact the car park operator to ensure they have no objection to the closure.

4.5 Pedestrian or vehicle access

If pedestrian or vehicular access to any properties will be affected by the proposed closure, then you must notify those properties affected by letter and make a record of this.

5. Traffic management Plan

A traffic management plan is a document which explains how the traffic impacts of your event are going to be managed. Eg. signing the road closure and the alternative diversion if the route is a through road.

It must show clearly the closure, the alternative route and where you are proposing that the signs are placed to alert oncoming traffic of the closure and where the alternative route requires them to drive. No road user should approach from any directions and be unsure as to what is happening and what action is expected from them.

6. Signage

See Appendix 2 for more information on signage

7. Ward and Parish Council areas

The application must provide the Parish Council areas and the NFDC Wards areas to ensure that they are consulted.

To assist with this there is information on the Council's web page at [2023 district ward maps - New Forest District Council](#)

8. Cancellation of event

It is important that should the event be cancelled, you inform licensing@nfdc.gov.uk as soon as possible, so that the relevant authorities and agencies can be informed.

9. Conditions applied to road closures

All applicants are required to declare that they will meet the following conditions.

	Conditions
1.	I/we will sign the event safely in accordance with Chapter 8 of the Home Office Guide, taking into account the requirements and advice in Parts 1 and 2 of Chapter 8 of Traffic Safety Measures and Signs for Road Works and Temporary Situations(TSRGD) 1.
2.	I/we will pay the Council's reasonable costs for providing additional signs that should have been provided and removing both unauthorised signs and signs being left in position when the road is not closed.
3.	I/we will ensure that the required signs, barriers etc. including those detailed in the Traffic management Plan shall be erected at the stated locations and that I/we will ensure that there are Marshals at least at all the closure points. I/we will also ensure that additional instructions given by the Police and Highway Authority are complied with.
4.	I/we will ensure that the signs barriers etc. detailed in the Traffic management Plan or required by the Police or Highway Authority will not contain commercial advertising and are maintained throughout the duration of the closure/diversion.
5.	I/we will ensure that access for emergency vehicles is maintained at all times
6.	I/we will ensure that a Public Liability Insurance Policy has been arranged for the event, to cover the period of the closure, for a minimum amount of £5 million . A copy of proof of Insurance must be provided to the Council with the application.
7.	At the time of making my application, I/we will notify the proposed closure to occupiers of all properties (or, in the case of land or unoccupied property, the owner or anyone who may legitimately require access) whose vehicular or pedestrian accesses will be directly affected by the closure.
8.	I/we will take reasonable steps to publicise the closure locally two and three weeks before the closure takes effect by publishing leaflets, displaying notices in local shops and/or placing notice(s) in local newspapers. I/we will also provide appropriately worded advanced notification signs (black lettering on yellow background approximate width 1m) on site for a minimum of one week in advance of each closure.
9.	I/we will inform local bus companies and taxi operators of the closure in writing
10.	I/we will understand that the closure will not be approved if there are unresolved objections from any of the consultees.
11.	I/we will take reasonable steps to ensure that during the period of the closure no unlawful trading takes place on the public highway that has been closed.
12.	During the period of the closure I/we will take reasonable steps to ensure that pedestrians have access at all times to premises either situated on or adjacent to the road(s) to be closed or to other premises with sole pedestrian access from the road(s) to be closed.

13.	During the period of the closure I/we will ensure that where practicable all reasonable steps are taken to allow vehicular access and deliveries to any premises situated on or adjacent to the road and that the occupiers of such premises are informed of the reason for the closure, dates/times of the closure and details of the event.
14.	I/we undertake to comply with the requirements of the Health and Safety at Work, Act 1974. I will ensure that I fully understand the requirements for signing and guarding temporary road closures and diverting traffic and that I/we will seek expert advice if there are any requirements, obligations, procedures etc. I/we are not certain about. I understand that the Council may be able to assist. But that will depend on the availability of suitable employees and that there will be a charge made.
15.	I understand that by signing the form I/we are personally liable for the accuracy of the information provided to the Council in connection with the application for road closure. Also that New Forest District Council is not responsible for any costs incurred by the applicant, the Police, Highway Authority (Hampshire County Council) or any third party.
16.	During the course of the road closure I/we will be responsible for ensuring that the areas affected by the closure are so far, as is reasonably practical, kept free from rubbish and litter at all times and when the event finishes to ensure that the area affected is left clear of rubbish and litter and in a clean and tidy condition to the satisfaction of the Council. In the event that the rubbish and/or litter is not removed, I/we agree for the Council to clean up the area as necessary and to recover the costs from me/us.
17.	I/we agree that any of the information given by me can be disclosed by the Council to third parties and held on the Council's database.
18.	Other conditions Highway Authority Standard Conditions: Applicants must comply with the Highway Authority's standard conditions which normally include the items listed below.
1	The proposed diversion and marshalling shall be submitted to and approved by the local Police. Confirmation of such approval shall be forwarded to Hampshire County Council's Highways team.
2	The organisers shall provide adequate signing for diverted traffic in accordance with Chapter 8 of the Traffic Signs Manual 1991. Details of such signing shall be forwarded to Hampshire County Council's Highways.
3	Adequate provision shall be maintained for access, e.g. the emergency vehicles, including those not mentioned but where access is deprived.

10. Where can I see other closures and events

Planned roadworks, other road closures and events can be viewed on the national website

www.one.network/uk/hampshire , use drop-down menu to define date parameters.

HCC will add details of the NFDC closure to this website.

11. Process for road closure applications under S21 of the TPCA 1847.

11.1 Applications should be emailed to licensing@nfdc.gov.uk at least 3 months before the date of the proposed closure, but no more than 4 months before the event.

11.2 The application **must** include

- a Traffic Management Plan, - showing the road(s) to be closed, the road(s) diversion proposed and the location of your proposed signage. The plan must be very clear using, Ordnance Survey based or equivalent as this will be sent out for consultation to relevant parties.
- Proof of Public Liability insurance for up to £5 million

11.3 Appropriate fee or contact phone number to enable a payment to be made (see 3. above for fee exemptions).

11.4 If the event will provide regulated entertainment or the sale of alcohol advice should be sought from the licensing team at licensing@nfdc.gov.uk or visit the web pages at [Licensing Act 2003 - New Forest District Council](#)

APPENDIX 1

LINKS TO OTHER GUIDANCE

Hampshire County Council Highways information

<https://www.hants.gov.uk/transport/licencesandpermits/events>

Safety Advisory Group Event information

[Organising an event - New Forest District Council](#)

Alcohol and regulated entertainment Licensing

[Licensing Act 2003 - New Forest District Council](#)

APPENDIX 2

GUIDANCE AND REQUIREMENTS FOR SIGNAGE

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/203669/traffic-signs-manual-chapter-08-part-01.pdf

<http://tsrqd.co.uk/pdf/tsm/tsm-chapter-08-part-02.pdf>

<http://tsrqd.co.uk/pdf/tsm/tsm-chapter-08-part-03.pdf>

Signs on the highway direct and advise users of upcoming hazards and what is expected of them. Therefore they have to be of a consistent design and use, nationwide, this is ensured by following Traffic Signs Regulations and General Directions 2016 for sign design and Traffic Signs Manuals for their use.

The Traffic Signs Regulations and General Directions 2016 (TSRGD 2016) specifies all of the sign designs that are permitted to be used on the highway. Any signs used for your event should comply with the designs specified in the TSRGD 2016.

The Traffic Signs Manuals are government guidance on how the signs and road markings should be used. Chapter 8 refers to managing temporary situations on the road.

In terms of small events (e.g. street parties, playing out sessions, carnival parades etc.) the generally applicable parts of Ch.8 would be:

- Anyone setting out signs needs to be deemed 'competent' in accordance with Chapter 8 of The Traffic Signs Manual which provides the following definition: "Competent person" means a person who has sufficient training and experience or knowledge and other qualities to enable him or her to undertake the task referred to.
- Advance Warning Signs — information signs to be erected, a minimum of one week, ideally 2 weeks, before the event, at each closure point. These signs should have a bright yellow background with black text, and include information such as the start date and expected duration of closure, as well as a contact number for any enquires from members of the public. The text should be clear and concise as possible and ideally should read: '**Road Closed here for (event) on [date], tel. [organiser's telephone number]**'.
- Road Closed signs (**Large red background with white text 'Road Closed'**) and cones or barriers at closure points.
- Road Ahead Closed signs may be necessary depending on the visibility of the closure point. Ideally these would be located at a junction prior to the closure so drivers have a choice to avoid the closure.
- Diversion signs If the road to be closed is a through road (not a dead end) then an alternative route should be signed using yellow background, black arrow
- All signs on the public highway must be placed so as not to obstruct sight lines at junctions, or obstruct vehicular or pedestrian traffic.
- Signs on the public highway must be removed safely as soon as possible after the event has cleared the road, but no later than two working days after the event.
- Only traffic marshals with police CSAS accreditations can direct traffic on the public highway. If no such marshals are available then any directions given to traffic must only be provided by legal signs.
- Signs can be bought online or hired from various companies. There are suppliers listed in Appendix 3.

APPENDIX 3

DETAILS OF SOME OF LOCAL HIRE COMPANIES WHO HIRE OUT TRAFFIC SIGNS FOR EVENTS

Note: This list is not exhaustive and other Companies and Organisations who organise events on roads may be able to assist.

Holbury Tool Hire Ltd Unit 8 & 9 Holbury Drove Holbury Southampton Tel 023 8089 1839 SO45 2PW	HSS Hire Monza House Third Avenue Millbrook Road Tel No: 023 81 247828 Southampton SO15 0AP
HSS Hire 17a Christchurch Road Bournemouth Tel No: 012 02 366979 BH1 3LF	Instant Hire Ltd Eling Wharf Totton Tel No: 023 8066 7722 SO40 4TE
Letters & Logos Ltd Crow Lane Business Park Crow Lane Ringwood BH24 3EA Tel: 01425 477281 Email: team@lettersandlogos.co.uk	Sign It Unit 2 Solent Works North Close Lymington SO41 9BU Tel: 01590 688990 Email: info@signit-uk.com