

SMALL SCALE STREET PARTIES

APPLICATION FOR ROAD CLOSURES/DIVERSIONS UNDER SECTION 21 OF THE TOWN POLICE CLAUSES ACT 1847 RESIDENTIAL ROADS

THIS FORM SHOULD BE USED IF YOU WISH TO APPLY FOR A ROAD CLOSURE FOR A SMALL SCALE EVENT. TO DECIDE WHETHER THE STREET PARTY YOU ARE PLANNING IS A SMALL SCALE EVENT, YOU CAN REFER TO THE TABLE BELOW. IF YOUR EVENT DOES NOT FULFIL ALL OF THE CRITERIA FOR A SMALL SCALE EVENT, YOU SHOULD COMPLETE THE APPLICATION FORM FOR ROAD CLOSURES FOR LARGER EVENTS (AVAILABLE ON OUR WEBSITE, OR BY CALLING NEW FOREST DISTRICT COUNCIL ON 023 80 285505).

IF YOU ARE UNSURE WHICH ROAD CLOSURE APPLICATION FORM APPLIES TO THE EVENT YOU ARE ORGANISING, YOU CAN CONTACT THE LICENSING SERVICES TEAM: traffic@nfdc.gov.uk, OR CALL 023 8028 5505, AND THEY WILL BE ABLE TO HELP YOU.

SMALL SCALE STREET PARTY
The event is for residents/neighbours only
Less than 500 people are expected to attend
The road to be closed is a residential road with no through traffic, and only residents' traffic will be affected
There is no bus route along the road to be closed
There is no taxi rank on the road to be closed
There are no shops or other businesses (or access to shops or business premises) on the road to be closed
There is no public car park on or accessed via the road to be closed (other than a car park for residents of the road)
The event will only be publicised to residents
There will be no entry charge for the event

The good news is that New Forest District Council will not charge you an application fee for an application for a road closure for a small scale street party.

PLEASE READ THE FOLLOWING GUIDANCE NOTES CAREFULLY BEFORE SUBMITTING YOUR APPLICATION TO US

THE APPLICATION FORM

1. Please send your completed application form and supporting documents to:

Licensing Services Team
Appletree Court
Beaulieu Road
Lyndhurst
Hampshire
SO43 7PA

Your application should normally be submitted at least four weeks prior to the planned event, to allow us time for consultations and procedural matters. However, if you are planning a street party at shorter notice, and need to apply for a road closure order, please contact us on **023 8028 5505**, and we will do what we can to assist you.

To avoid disappointment, we strongly recommend that you hand deliver your application, or send it by recorded delivery, to ensure that it reaches us in time. You can check receipt of your application and monitor its progress by phoning **023 8028 5505**.

Alternatively, you can email your application to: **traffic@nfdc.gov.uk**

2. Your application must be accompanied by a map (Ordnance Survey based or equivalent) showing clearly the road(s) to be closed.
3. You must consult with local residents who will be affected by the road closure, prior to submitting your application. When sending us your application, please send us a copy of the consultation letter which you sent to local residents, and copies of their responses. Attached at **appendix 1** is a sample letter which you can use for consulting local residents. If local residents object, we may ask you to contact them to try to overcome their objections. We may not approve your application for a road closure unless you can overcome their objections.
4. If completing your application by hand please use block capitals and black ink.

This form only deals with your application for a road closure. You are also required to inform our Governance and Regulation Department using the online [Event Notification Form](#)

5. WHAT WILL NEW FOREST DISTRICT COUNCIL DO WITH MY APPLICATION?

When we receive your application form we will consult with the following organisations (where appropriate):

- **The Police**
- Strategic.Operations@hampshire.pnn.police.uk
- **Fire and Ambulance services**
roads@hantsfire.gov.uk and hantsroadclosures@scas.nhs.uk
- **Hampshire County Council Passenger Transport**
<http://www3.hants.gov.uk/passengertransport/contacts-us.htm>
- **Hampshire County Council Highway Authority**
roads@hants.gov.uk

If there are any objections to your proposed road closure, we may ask you to contact the objectors. We may not approve the road closure unless you can overcome their objections. If you wish to do so, you can contact any of the above organisations prior to submitting your application to discuss your proposed event.

Once we have contacted all of the above parties, and any objections (if any) have been resolved, we will let you know whether New Forest District Council can issue a Road Closure Order for your event.

ADVICE AND GUIDANCE

1. We recommend that you photograph any highway defects, damage to street furniture, trees and verges plus litter etc. prior to the event to avoid you being charged for making good any damage that occurred prior to your street party or fete.
2. New Forest District Council does not require you to take out public liability insurance for your event. However, we strongly recommend that you do so.
3. Prior to organising your event, we suggest that you look at the following guidance, which provides information about other applications/permissions which might be required for your event, in addition to your application for a road closure:
<http://www.newforest.gov.uk/index.cfm?articleid=2086>.
In particular, if music is to be played or alcohol supplied, please read the advice at:
<http://www.newforest.gov.uk/index.cfm?articleid=3374>. If you don't have access to the internet, please contact the Licensing ServicesTeam, for more information. **023 8028 5505**.
4. As the event organiser, you will be responsible for public safety at the event. Please read and follow the guidance on Hampshire County Council's website:
<https://www.hants.gov.uk/transport/licencesandpermits/events> If you require a hard copy of this guidance, please let us know by calling the Licensing Services Team on **023 8028 5505**.
5. Any Traffic Regulation Order or other statutory provision which is currently in force in the road(s) to be closed will remain in force during the closure unless specified to the contrary on the Legal Order. Please call **023 8028 5505** if you would like more information.

WARNING this is a formal document designed to create legal rights and legal obligations. You should take advice before signing it if you have any queries.

**APPLICATION FOR ROAD CLOSURES/DIVERSIONS
UNDER SECTION 21 OF THE TOWN POLICE CLAUSES ACT 1847
RESIDENTIAL ROADS**

1. **Name of Applicant**
Organisation (if applicable).....

(If applying on behalf of an organisation, please state the name of the organisation, and the name of the person submitting the application on behalf of the organisation)

2. **Date and Time(s) of Proposed Closure(s)**

DATE	ROAD NAME*	CLOSURE START TIME	CLOSURE FINISH TIME	REMARKS

* Please be specific, e.g. High Street, Greentown from White Road to Black Road

3. **Reason for closure**
.....
.....
.....

4. **Number of participants expected:**

5. **You should submit a map/plan with your application showing the following:-**

5.1 Road(s)/portions of road(s) to be closed

5.2 Proposed location, size and wording of signs for road closure

A schedule of the signs you intend to use at your event, and one copy of a plan (Ordnance Survey based or equivalent) showing sign and barrier locations, must be submitted with your application. To assist organisers an example of a typical arrangement is attached at **appendix 2**, but it will not be suitable for all situations. Please see **appendix 3** for information about/examples of the types of signs which will be required. At **appendix 4** you will find the details of some signs suppliers in the local area, which you may find helpful.

You will need to put up an additional sign for a minimum of one week in advance of the road closure to alert road users to the closure.

If you need help preparing the plan and schedule please contact our traffic technician by phoning **023 8028 5505** before submitting your application.

5.3 Proposed location of Marshals (if necessary)

Please indicate on your plan where you propose that marshals will be located (if necessary), and how many marshals you intend to use.

- 6. Have you sent letters based on the draft in Appendix 1 to all properties/occupiers with either pedestrian and/or vehicular accesses that will be affected by the closures?**

*Yes *No **Delete as appropriate*

- 7. Have you enclosed a copy of the letter which you sent to residents with this application? (You should enclose a copy of this letter when you submit this form)**

*Yes *No **Delete as appropriate*

- 8. Have there been any objections to the closure that you have been unable to resolve to the objectors' satisfaction?**

*Yes *No **Delete as appropriate*

If Yes please enclose copies of any written objections with your application, and provide details of any other objections.

- 9. Are any road(s) affected by the closure in a shopping or trading area?**

*Yes *No **Delete as appropriate*

- 10. Are any taxi ranks situated in or immediately adjacent to the road(s) to be closed?**

*Yes *No **Delete as appropriate*

- 11. Will access to any public car parks be affected by the closure(s)?**

*Yes *No **Delete as appropriate*

- 12. Is the road to be closed part of bus route, where the bus runs on the day of the road closure?**

*Yes *No **Delete as appropriate*

- 13. Have you notified the Governance and Regulation Department at New Forest District Council about your planned event?**

*Yes *No **Delete as appropriate*

**APPLICATION FOR ROAD CLOSURE ORDER UNDER
THE TOWN POLICE CLAUSES ACT 1847**

CONDITIONS

Please read the below conditions carefully, and sign to confirm that you agree to the conditions.

- (a) I understand and accept that I am responsible for public safety at the event I am organising. I will take account of the advice given on the Hampshire County Council's website.
- (b) I will ensure that the required signs, barriers and marshals (if necessary) are provided and in place throughout the entire period that the road is closed, in accordance with the plan approved by New Forest District Council, and in accordance with any requirements imposed by the Police or Highway Authority.
- (c) I have taken all reasonable steps, including the delivery of letters, to inform occupiers whose vehicular or pedestrian accesses will be affected by the closure that I am applying to close the road.
- (d) I will display an appropriately worded sign or signs (black lettering on yellow background) on the road for a minimum of one week in advance of the road closure. For example:
- ROAD CLOSED HERE**
..... insert date.....
FOR STREET PARTY
TSRGD Fig No 7003.1(Special)
- (e) I will pay New Forest District Council's reasonable costs for providing additional signs that should have been provided in accordance with the plan approved by New Forest District Council (or as required by the Police or Highway Authority), and for removing any unauthorised signs or signs being left in position when the road is not closed.
- (f) I agree to forward to New Forest District Council details of any objections to the event/road closure that I receive after submitting my application.
- (g) I agree to pay New Forest District Council's and/or Hampshire County Council's reasonable costs incurred as a result of me not complying with these conditions, not complying with the relevant legislation and/or not following the Hampshire County Council, New Forest District Council and Home Office guidance, including the cost of:
- Making good any damage to the highway, street furniture, highway, trees and verges which is due to either my negligence or the negligence of others who helped organise the event.
 - Removing any table, chairs and other things from the highway after the event has ended.
 - Any actions deemed essential by Hampshire County Council or New Forest District Council to safeguard the safety of road users that I do not carry out for any reason whatsoever.
- (h) During the course of the road closure I 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. When the event finishes I will be responsible for ensuring that the area affected is left clear of rubbish and litter and in a clean and tidy condition to the satisfaction of the Council taking into account the condition of the area prior to the event. In the event that the rubbish and/or litter is not removed I understand that the Council will

clean up the area as necessary and may recover their reasonable costs of doing so from me.

- (i) I will ensure that any instructions given by the Police and Highway Authority are complied with. I accept that should any unforeseen circumstances arise whereby Hampshire County Council or the Police feel it is necessary to direct traffic to the road to be closed, the closure might not be effected as planned.
- (j) I will ensure that access for emergency vehicles is maintained at all times.
- (k) During the period of the closure I will take reasonable steps to ensure that pedestrians have access at all times to premises along the road(s) to be closed and are able to pass along the road(s) to be closed at all times.
- (l) I 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.
- (m) I understand that by signing the form I am personally liable for the accuracy of the information provided to the Council in connection with the application for a road closure.
- (n) I 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.
- (o) I accept that New Forest District Council makes no warranty as to the suitability of the road for my event and that New Forest District Council, Hampshire County Council and the Police do not undertake to clear any parked vehicles or obstructions prior to the road closure taking effect.

Applicant to Complete:-

I/We agree to abide by New Forest District Council's above Conditions for a Road Closure Order in respect of the closure of(insert road name(s)) on (insert date).

Name of Applicant:*

*(if applying on behalf of an organisation, state name of organisation)

Address of Applicant:
.....
.....

Daytime Tel. No.....

E Mail.....

Signed by:

Name of Person Signing:

Position Held (if applying on behalf of an organisation):

Date:

SUGGESTED NOTIFICATION LETTER TO RESIDENTS

Date:

Dear Sir/Madam,

Re: Proposed Temporary Road Closure

I am writing to inform you that I am in the process of applying to close the following road(s) for a street party/community event:

.....

The closure is planned for the day(s) of between the times of and

The road will be fully closed to vehicles so I would be grateful if you would arrange for any vehicles to be removed during this time. Access will be maintained for emergency services and pedestrians at all times in all parts of the roads(s).

If you have any comments, queries or objections about this proposal, please contact me on

New Forest District Council will make the necessary legal Order to close the road. If you want to object to the road being closed you may wish to contact them as well (contact details below). Objections need to be in writing. In the first instance they will probably forward your objection to me in the hope that I can resolve your objection.

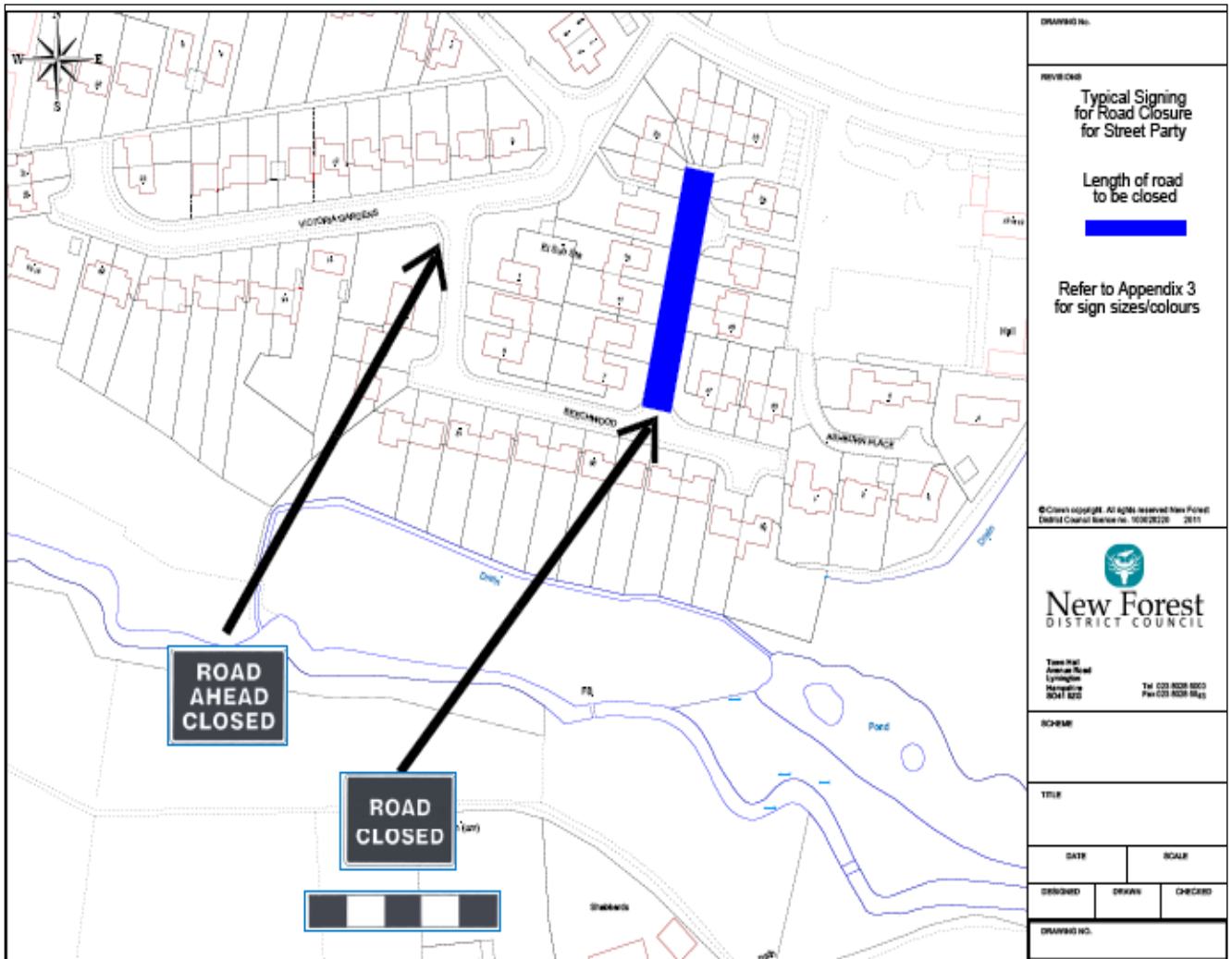
E mail: traffic@nfdc.gov.uk

Licensing Services
New Forest District Council
Appletree Court
Beaulieu Road
Hampshire
SO43 7PA

Tel: 023 8028 5505

Yours sincerely,

.....



DRAWING NO.		
REVISIONS		
<p>Typical Signing for Road Closure for Street Party</p>		
<p>Length of road to be closed</p> 		
<p>Refer to Appendix 3 for sign sizes/colours</p>		
<p><small>© Crown copyright. All rights reserved New Forest District Council Licence No. 10302226 2011</small></p>		
 <p>New Forest DISTRICT COUNCIL</p>		
<p><small>Tree Hill Avenue Road Lyndhurst Hampshire SO41 8DQ</small></p>		
<p><small>Tel 020 8028 8800 Fax 020 8028 8845</small></p>		
SCHEME		
TITLE		
DATE		SCALE
DESIGNED	DRAWN	CHECKED
DRAWING NO.		

SAMPLE SIGNING SCHEDULE

The signs which you propose to use at the event need to be consistent with the Department for Transport's Traffic Signs Manual. You can find this at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/203670/traffic-signs-manual-chapter-08-part-02.pdf You should also consult the Traffic Signs Regulations and General Directions 2016.

<https://tsrgd.co.uk/pdf/tsrgd/tsrgd2016.pdf>

If you do not have access to the internet, or if you require any assistance, please call Licensing Services on **023 8028 5505** and we would be happy to help you.

ROAD NAME: _____

MAP REF NUMBER	SPEED LIMIT	SINGLE OR DUAL CARRIAGE -WAY	DESCRIPTION	TSRGD ## FIG NO	SIGN SIZE
1	30	SINGLE	ROAD AHEAD CLOSED	7010.3	1050mmx750mm White letters on red background
2	30	SINGLE	BARRIER	7105	Min 1250mm length, 150mm-300mm height Alternate red/white bars
3	30	SINGLE	ROAD CLOSED	7010.4	1050mmx750mm White letters on red background
4	30	SINGLE	ROAD CLOSED	7010.4	1050mmx750mm White letters on red background
5	30	SINGLE	ROAD AHEAD CLOSED	7010.3	1050mmx750mm White letters on red background
5	30	SINGLE	BARRIER	7105	Min 1250mm length, 150mm-300mm height Alternate red/white bars
6	30	SINGLE	ROAD CLOSED HERE insert date..... FOR STREET PARTY	7003.1 (Special)	1050mm x750mm Black lettering on yellow background

8	30	SINGLE	TRAFFIC CONES	7101.1	
9	30	SINGLE	ROAD LAMPS (ONLY REQUIRED AFTER SUNSET)		



7105

D4.8.13 The "lane closed" barrier to diagram 7105 serves as a visual and physical barrier and reinforces the need to change direction as indicated by traffic cones and other signs. This sign is then used at right angles to the line of traffic and mounted about 1m above the carriageway. The depth may be either 150 or 300mm, refer to [Table A1.2 \(Appendix 1\)](#). A minimum length of 1.25m is prescribed which gives five panels, three coloured red and two white alternately.

Sufficient barriers (7105) shall be provided to cover the entire carriageway width immediately beyond the road closed sign.

ROAD LAMPS (2 per barrier) shall be provided in accordance with Regulation 55.

Consideration shall be given to using additional "informal" barriers (e.g. straw bales) to separate event participants/spectators from vehicular traffic.

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. New Forest District Council only keeps signs for emergencies and these are not available for loan.

Holbury Tool Hire Ltd
Unit 8 & 9
Holbury Drove
Holbury
Southampton
SO45 2PW

Tel No: 023 8089 1839

HSS Hire
Monza House
Third Avenue
Millbrook Road
Southampton
SO15 0AP

Tel No: 023 81 247828

HSS Hire
17a Christchurch Road
Bournemouth
BH1 3LF

Tel No: 012 02 366979

Instant Hire Ltd
Eling Wharf
Totton
SO40 4TE

Tel No: 023 8066 7722
Fax No: 023 8066 0444

Letters & Logos Ltd
Crow Lane
Business Park
Crow Lane
Ringwood
BH24 3EA

team@lettersandlogos.co.uk
Tel: 01425 477281

Sign It
Unit 2
Solent Works
North Close
Lymington
SO41 9BU

Tel: 01590 688990
info@signit-uk.com