

Application for Temporary Road Closure for A Special Event

Guidance Notes

1. Notice periods

28 days notice is required before the start date.

2. Start Date and Duration

A date and duration must included.

3. Fees

The only fees are those involved with the placing advertisements in the local newspaper.

4. Minimising the Impact of a Road Closures

If a road closure is agreed, it is essential that delays are minimised by:

- informing any residents and business on the route
- agreeing suitable diversion routes.
- pre warning people of the closure

5. Insurance

Where applicable, the Applicant must be covered by Public Liability Insurance which should be available for inspection; minimum cover to be £5million. Such insurance must indemnify the borough council from and against all actions, claims, losses and expenses whatsoever in respect of loss of life or personal injury or damage to property, howsoever caused, arising out of or in any way attributable to the road closure or the activity. A copy of the insurance certificate must be submitted with the application.

PLANNING A ROAD CLOSURE

WHAT TO CHECK – BEFORE YOU APPLY

1. Why are you closing the road?

A road will only be closed if there is no other feasible alternative method of undertaking the event.

2. Who will be affected?

Think about who might be affected by closing the road. How will you manage any emergency vehicles that need access?

3. Which Road are you proposing to close?

The applicant **must** submit a plan with the application form, showing the length of road to be closed (indicated in red), and the proposed diversion route (indicated in green). This plan must be clear and indicate any road numbers.

4. Coordination Checks

Is anybody else planning to close the road or have a major event on this day?

5. **Planning a Diversion Route**

The applicant should propose a diversion route whilst the road is closed for the event, taking into consideration heavy goods vehicles and buses.

On narrow rural roads consideration may need to be given to providing a separate diversion route for each direction.

It may also be necessary to have a separate diversion for HGV's and cars, because of the nature of the roads in the area.

6. **Are there any Traffic Regulation Orders that need to be suspended?**

One way streets and obligatory or prohibited movement of traffic can affect the proposed diversion route. They should also be identified on the map submitted with the application.

7. **Consult with Local Stakeholders**

It is the applicant's responsibility to discuss the effects of a road closure with local businesses, schools, community facilities, bus companies, parish councils and residents who may be affected prior to making an application in order to avoid, or cater for, other planned events.

Any issues these discussions may raise must be identified on the application form and should be dealt with reasonably by the applicant. It is essential that this is undertaken at the preliminary stages of the application.

8. **Make a formal application.**

Complete the application form and send it to Rugby Borough Council. Depending on the nature of the road and the event it will either be closed by way of official letter or road closure notice under the Police & Clauses Act 1847.

IMPLEMENTING & MAINTAINING THE ROAD CLOSURE

1. **Notices and advance warning signs**

If a road closure has been granted by order, the applicant will erect a laminated copy of the road closure order at either end of the road to be closed. It will be the applicants' responsibility to ensure these notices are in place and to remove them afterwards.

Note: A road closure is only in force while both the closure notices and the appropriate traffic signs are in place.

Where applicable the Applicant will provide and place a yellow advanced notice sign on the road to be closed, advising motorists of possible disruption.

2. **Road Closed and Diversion signs**

Road Closed signs should be erected at the start of the closed section of road. Road Closed Ahead signs may also be required in some circumstances. The diversion route must be clearly signed by the Applicant to avoid driver confusion.

Signs can be hired from Rugby Borough Council Works Services Unit. Contact Paul Mernagh on 01788 533782

3. Signing and Guarding Arrangements

Where applicable all signing will need to comply with the current Traffic Signs Regulations and General Directions and Chapter 8 of the Traffic Signs Manual. (It is the sole responsibility of the applicant to ensure that a temporary road closure and diversion route is correctly signed, guarded and lit in accordance with Chapter 8 of the Traffic Signs Manual and the Safety at Street Works and Road Works Code of Practice.)

4. Barriers

When closing a road it is advisable to place a physical barrier across the road entrance to prevent unauthorized access. You may consider having a steward at this point to assist any confused motorists. High visibility jackets should be worn when placing anything in the road. Barriers can be hired from Rugby Borough Council Works Services Unit. Contact Paul Mernagh on 01788 533782

5. Removing the Road Closure

Prior to removing the road closure the area must be made safe and all litter removed and disposed of safely.

All signs used for the road closure and diversion route will be removed