**Temporary Road Closures for Events, Street Parties and Fetes Application Form**

Before completing the below application form, please read ‘Temporary Road Closures for Events, Street Parties and Fetes Guidance’.

|  |  |  |
| --- | --- | --- |
| **Part 1** | | |
| 1.1 | Name of applicant: |  |
| 1.2 | Organisation (if applicable): |  |
| 1.3 | Contact address (including postcode): |  |
| 1.4 | Telephone number: |  |
| 1.5 | Email address: |  |
| 1.6 | As part of the application we will need to share your information with Hampshire County Council for them to process the traffic management aspect. Do you consent to having your information passed to HCC for this purpose?  Please note we cannot prepare the order without a traffic management plan signed off by HCC. |  |
| **Part 2** | | |
| 2.1 | Name of event: |  |
| 2.2 | Description of event: |  |
| 2.3 | Date and time of event: |  |
| 2.4 | Has this event been held previously in the same location? |  |
| 2.5 | Name of road(s) to be closed: |  |
| 2.6 | If you plan to close only a section of the road(s), where will the closure begin and end? Please complete the attached schedule. |  |
| 2.7 | Give a brief list of properties affected. This means any property, residential or commercial, which is located on or accessed only by the road(s) you wish to close: |  |
| 2.8 | Have you contacted all residents/businesses affected? Please see note **2.8** below. |  |
| 2.9 | Is this a small of large event? (see guidance) |  |
| 2.10 | Please provide a map showing any Test Valley Borough Council car parks that may be affected by the closure so that appropriate notices can be put in place. |  |
| **Part 3** | | |
| 3.1 | Are any of the roads closed to be used by through traffic? If yes, please see note **3.1** below. |  |
| 3.2 | Are any of the roads closed part of a bus route? If yes, please see note **3.2** below. |  |
| 3.3 | How will the public know the road has been closed? Please attach a plan of signs/barriers you will be using. |  |
| 3.4 | What advance notice will you be providing for the closure? |  |
| 3.5 | Have most residents agreed to this event? If no, please see note **3.5** below. |  |

**Notes**

**2.8** Please attach a copy of your consultation invitation/notice and confirm the date it was sent.

**3.1** You will need to include a traffic plan showing the exact extent of the closure and an alternative route for traffic.

**3.2** You will need to consult with the bus company and attach a copy of their response.

**3.5** The Council want to ensure most people are happy with this event, so if there are any objections please let us know, we may be able to help you resolve any objections. It is worth remembering that not everyone will be able to participate so let everyone know what time the event will start and finish (you may want to finish by 9pm to minimise noise).

**What happens next?**

**Checklist**

Please confirm using the checklist below that you have included all of the necessary information to allow us to proceed with your application.

**For small events:**

Consultation invitation/notice to residents and businesses

and the date it was sent

Any objections

Payment

Plan of signs and barriers/cones

Completed schedule

**For large events:**

Consultation invitation/notice to residents and businesses

Bus company response

Proof of public liability insurance

Plan of closure and diversion routes

Licence (if required)

Risk assessment

Plan of signs and barriers/cones (please note we cannot provide these and they will need to be sourced elsewhere)

Plan of advance notification

Any objections

Completed schedule

Payment

Test Valley Borough Council charge a nominal sum of £27.10 for temporary road closures for this type of event which are arranged under the Town Police Clauses Act. Payment can be made by cheque, BACS or an invoice can be sent out, please see ‘Temporary Road Closures for Events, Street Parties and Fetes Guidance’ for further information.

**SCHEDULE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Streets** | **Date** | **Hours of Closure** | **Alternative Route** |
|  |  |  |  |

THE COMMON SEAL OF THE BOROUGH COUNCIL

OF TEST VALLEY was hereunto affixed on the

Day of 2022

In the presence of

Authorised Officer Signatory