



# Road Closure Application Under Town Police Clauses Act 1847 Guidance Notes

## Application requirements

1. We must receive the completed application form with Signing Schedule (detailed below) at least **6 weeks before the event**, to allow sufficient time for consultation and drafting of the Order.
2. Before making an application, we advise that the event organisers discuss the proposals with the local Police.
3. We will require the event organisers to consult with any residents, businesses, bus/taxi companies which may be affected by the closure and confirm in writing that they have done so.
4. Event organisers will be required to provide a **“Signing Schedule”**. This should consist of:
  - a. **a map indicating positions of road closure/diversion signs, barriers, first aid provision**
  - b. **a map indicating the positions of marshals/stewards etc. (Organisers are required to provide trained marshals/stewards at events)**
  - c. **a list describing the wording/size/colour of the road closure/diversion signs and type of barriers used.**
5. West Oxfordshire District Council cannot give permission to set up stalls on the highway. Please contact Oxfordshire County Council in this instance.

## Our process

1. We will acknowledge in writing (by post or email) the application within 5 working days.
2. We will aim to write to the list of consultees within 5 working days, giving at least 3 weeks for response. We will let you know if we aren't able to consult within this time and will give a new expected time frame.
3. Please note that if the Police and/or the Highways Authority object to the proposals, we will not proceed with the Order.
4. If no objections are received, a copy of the Order will be sent to the applicant 10 days prior to the event.

## Conditions

The Order will be subject to the following conditions:

1. Vehicular access for emergencies being available at all times.
2. Road closure and diversion signs being erected at the cost of the event organisers and removed by the end of the temporary closure
3. The event organisers being responsible for stewarding 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. The event organisers 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. Any damage caused to street furniture (signs, street lights, etc) or the surface of the highway to be notified in writing by the applicant to the County Surveyor, Oxfordshire County Council, Speedwell House, Speedwell Street, Oxford, OX1 1NE within 7 days of the event.
5. No claims will be entertained by the county council (as highway authority) the district council, the 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. You are advised to take out public liability insurance for the event. For events on the public highway, Oxfordshire County Council require a copy of £10 million public liability insurance, an up to date risk assessment and a traffic signs plan.
7. The event organisers being responsible for notification to all those affected by the order, especially any bus companies, the local parish/town council and those properties fronting the road(s), in writing at least 14 days prior to the event.
8. The event organisers must arrange for copies of the Order to be displayed on all affected routes no later than 7 days prior to the event.