

**APPLICATION FORM FOR A TEMPORARY ROAD CLOSURE ORDER**

If you are planning to hold an event and would like to close a road to enable that event to be held then you need to apply to the Council for a Temporary Road Closure Order. Please use this form to give us the information we need to make the Order.

(**Please read application guidance notes before completing this form)**

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| Section 1 of 3 | |
| APPLICANT DETAILS | |
|  |  |
| Name |  |
| **Address** |  |
| **Email Address** |  |
| **Telephone number** |  |

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| Section 2 of 3 | | | | |
| THE EVENT | | | | |
|  | | | | |
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| **Name of event** |  | | | |
| **Purpose and nature of event** |  | | | |
| **Date(s) of closure required** |  | | | |
| **Time period for closure required** |  | | | |
| **Roads to be closed and alternative route (if required).**  ***MAP NEEDED of area to be closed, marked in red. SDC can supply map, for you to adapt, but prefer one to be supplied. This will be used as part of the consultation process and forms the Order. When emailing form please attach map as separate document.*** |  | | | |
| **Please enclose details of marshalling and first aid arrangements for the event, if required** | | | **Please tick to confirm** |  |
|  | | |  |  |
| **Has this event been held previously on this road?** | | |  | YES/NO |
| **If yes, please give details** |  | | | |
|  | | |  |  |
| **If yes, are the arrangements applied for amended in any way?** | | |  | YES/NO |
| **If yes, please give details** |  | | | |
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* **PAYMENT: We no longer accept cheque payments. Please make payment of £85 by BACS, details of which are on the guidance notes.**

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| Section 3 of 3 | |
| IMPORTANT: PLEASE READ DECLARATION BEFORE SIGNING BELOW | |
| I/we hereby indemnify Stroud District Council from and against all claims in respect of any loss, damage, actions, proceedings, suits, claims, demands, costs, damages, liability and expenses in respect of any injury or death of any person or destruction of or damage to any property (whether moveable or immovable) by reason of or arising in any way directly or indirectly from the holding of the event.  I/we agree to pay all costs of making good any damage to the highway by reason of holding the event including damage to any alternative route for diverted traffic.  I/we agree for Stroud District Council to share the details enclosed herewith to all third parties who may be required to assist in processing this application.  For further information as to how Stroud District Council processes your personal information please see the Council’s privacy notices upon its’ website.  I/we agree to provide, erect, maintain and remove all safety measures, including all signs, lighting etc., required to protect the public and property at the site of the event and on the diversionary route for the duration of the closure and to pay all costs incurred in the event of failures to do so.  I/we agree to keep clear access at all times for emergency purposes and pedestrian access.  I/we confirm that all residents and businesses that are affected by the road closure have been consulted.  I/we confirm that we will publicise the road closure by notices placed in conspicuous places e.g. on street furniture along the road(s) to be closed for at least two days before any closure, and confirm that such signs will be removed and disposed of immediately after the event.  I/we agree to be available during, immediately before and after the event so that we can be contacted by the Council or the Police.  I/we agree to ensure that there are sufficient marshals/stewards to adequately cover the event and all stewards for the event are adequately trained for their duties.    I/we understand the if I/we fail to comply with the above requirements failure may result in SDC not considering future applications for Temporary Road Closure Orders by me/us. | |
|  | |
| **Signature** |  |
|  | |
| **Date** |  | |

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**Form and map of proposed closure area must be returned to:** Temporary Road Closure,Stroud District Council, Ebley Mill, Ebley Wharf, Stroud, Gloucestershire, GL5 4UB or email: [customer.services@stroud.gov.uk](mailto:customer.services@stroud.gov.uk)

**It is strongly advised that you hold public liability insurance for a minimum amount of £5 million for the event**

**Please remember to make payment by BACS and give name and contact details for the “Organiser” of the event on the day:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**