STREET CLOSURES UNDER THE TOWN POLICE CLAUSES ACT 1847

**For events such as Carnivals, street Parties, Christmas Activities Etc.**

# APPLICATION PROCEDURE AND REQUIREMENTS

In order to approve a street closure, under the Town Police Clauses Act 1847, the East Riding of Yorkshire Council has drawn up the following procedures.

1. The East Riding of Yorkshire Council will require supporting signatures of at least 70% of the frontages affected by the closure.
2. 56 days is the absolute minimum notice the Highways Authority need to assess the implications of the closure and complete the necessary statutory requirements. It is recommended that longer periods of notice are given to prevent any likely hood of clashes of interest with streets works, which in some cases are planned 6 months in advance.
3. An unobstructed safety corridor of at least 3. 25 meters wide must be maintained at all times to provide access for emergency vehicles, including the provision to allow Fire Appliances the ability to get to within 50 metres of any structure, including fuel stores. Turning areas are needed in dead-end access routes longer than 20 metres.
4. The applicant is required to submit evidence of prior consultation with the Local Parish / Town Council and other affected parties such as Bus companies, local businesses, the emergency services and owners / occupiers of all affected frontages, the response from these consultations will be considered by the highways Authority when deciding a road closure.
5. The road closure must have the full support of the Police.
6. Applicants are responsible for the provision and placing of all the necessary traffic barriers and warning signs to comply with the Traffic Signs Regulations and Traffic Signs Manual. (See enclosed diagram on page 6).

The requirement for prior consultation is intended both as a public relations exercise and as an aid in deciding any relevant conditions for the closure, in order to minimise disruption and inconvenience to road users.

**Please Note**

**Public Liability Insurance will be required for a minimum level of £5 million. For higher risk activities, (Carnivals, fun fairs, Christmas Activities etc) the Council will require a level of £10 million plus. Applicants will be advised.**

**APPLICATION FOR CLOSURE OF ROAD / CAR PARK**

**Date of the event**

**Type of Event**

**Requirements**

**Roads to be closed:**

**1.**

**2.**

**3.**

**Between the junctions:**

**1.**

**2.**

**3.**

**Between the hours of:**

In order to determine whether this application should be approved, The East Riding of Yorkshire Council Highways Authority, require the supporting signatures and addresses on the form below of at least 70% of the owners and occupiers of the premises of frontages likely to be affected by the closure.

If you consider the closure would create unreasonable hardship to you, you may put your objections in writing to the Head of Legal and Democratic Services, County Hall Beverley HU12 9BA.

**I am in favour of the proposed street closure as detailed above.**

**Signature Address**

**1 am in favour of the street closure as detailed on page 1**

**Signature Address**

**I am in favour of the street closure as detailed on page 1**

**Signature Address**

1 Name of Organisation

2 Name of Applicant

3 Position within Organisation

4 Address of Applicant

5 Contact Details

Home Telephone

Work Telephone

Mobile

E- Mail

6 Please confirm in writing and provide copies of FIRE

Letters sent, that the emergency services have POLICE

been advised prior to the event-taking place AMBULANCE

including how means of access to the event

area is to be maintained.

If the road to be closed is part of a bus route then the bus operators must be consulted (i.e. EYMS or 1st York)

**The event organiser is responsible for the co-ordination of information required by this application**

**The event must be covered by public liability insurance to a minimum of 2 million pounds for any one incident or accident**

On completion please return this form to the Highways Events Officer, East Riding of Yorkshire Council Anne Reed Road Beverley HU17 0LF at least 56 days before the event with details of the road closure, plan of the event layout, public liability insurance and any other supporting documents.

**Signature of Applicant**

**Date**

**Print Name**

On approval, sufficient A4 laminated Temporary Public Road Closure Notices (Legal Public Notices) will be sent to the applicants address, who will then be responsible for their erection at least 7days prior to the event on lampposts or other suitable structures around the proposed road closure and removed immediately after the event.

# EXAMPLE OF SIGNAGE FOR A TEMPORARY ROAD CLOSURE AND DIVERSION



## NOTES

**Road closed and Road Ahead Closed signs**

Reflective white lettering on a red background

Dimensions of signs 750 x 1050 mm, with appropriate sized lettering

**Diversion Signs**

Reflective black lettering and markings on a yellow background.

Dimensions of signs 750 x 1050 mm, with appropriate sized lettering.

**Traffic barriers** require retro reflective red and white barrier planks and posts

### Contact Addresses

**Humberside Police**

**Operations Planning**

**Melton Police Station**

**Wyke Way**

**Melton**

**HU4 3BQ**

**Humberside Fire and Rescue Service HQ**

**Operational Support**

**Summergroves Way**

**Hessle High Road**

**HULL**

**HU4 7BB**

**The Administrator**

**Yorkshire Ambulance Service**

**Beverley Ambulance Station**

**Driffield Road**

**Beverley**

**HU17 7LT**

**Planning Department**

**East Yorkshire Motor Services**

**252 Anlaby Road**

**HULL**

**HU3 2RS**

**01482 327142**

**Peter Edwards**

**First York Limited**

**7 James Street**

**York**

**Y01 3DW**