



HERTFORDSHIRE COUNTY COUNCIL



Royal Wedding 29 April 2011

NOTIFICATION OF PROPOSED STREET PARTY / EVENT ROAD CLOSURE REQUEST

**DO NOT ATTEMPT TO CLOSE THE HIGHWAY OR ANY PART OF THE HIGHWAY
WITHOUT RELEVANT AUTHORITY (ROAD CLOSURE ORDER)**

DETAILS OF EVENT

Location - Street name / Town / Village

Estimated number of participants

Name of applicant (organiser):

Organisation (if applicable):

Contact address (incl. postcode):

Telephone number (daytime):

Telephone number (evening):

Email address:

Will the event encroach onto the road? If yes please complete all subsequent sections of this form in respect of road closures. If no please describe below where the event will be taking place e.g. Village Green

ROAD CLOSURE DETAILS

Name of road(s) to be closed:

Time of event

(Note – closures will only be permitted between 10:00am and 8:00pm on 29 April 2011)

If you plan to close only a section of the road(s), where will the closure begin and end
Please provide start and finish points to nearest house number or road junction?

From:
To:

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 – e.g. Cedar Close numbers 1-20 and numbers 21-98

ROAD CLOSURE NOTES

Only Cul-de-Sac type roads or other minor roads which are not used for through traffic routes will be considered for closure under this simplified process.

Access for emergency vehicles, for residents to and from their properties and disabled persons vehicles to and from any disabled parking bays is required to be readily available at all times.

CONSULTATION AND SIGNAGE

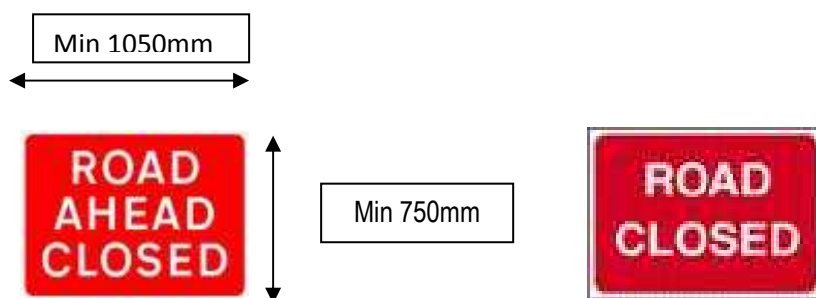
How will people know the road has been closed off - have you thought about the signs / barriers needed?

If yes, can you say what you will be doing?

If no,

- (a) Consultation with effected residents must be completed no later than 4 April 2011.
- (b) Signage and / or traffic cones must be sufficient to ensure that adequate information to the effect that the road is closed is clearly visible to all road users.

EXAMPLES OF ROAD CLOSURE SIGNS



Have most residents agreed to this event? YES/NO?

The council will want to ensure most people are happy with this event, so if there are any objections you should let us know and attach the details to this application. It is worth remembering that not everyone will be able to participate so let everyone know what time the party will start and end (NOTE - road closures will only be effective between 10:00am and 8:00pm on the day).

Please attach a copy of your consultation / invitation /notice and confirm the date it was sent: An example of a consultation letter is included at the end of this pack for your use.

ROAD CLOSURE / EVENT CONDITIONS

1. Access must be readily available for Emergency Service Vehicles at all times.
2. Vehicular access must be available to residents for the purpose of getting to and from their properties and to disabled drivers to access disabled parking bays.
3. Road closures will only be operative whilst signage is in place.
4. All rubbish and litter must be cleared up and disposed of correctly.

5. Nothing shall be done that causes or is likely to cause damage to the highway surface including verges and footpaths by whatever means including the lighting of fires and the use of fireworks.
6. Signage and / or cones must be placed so as to be sufficient to ensure that adequate information to the effect that the road is closed is clearly visible to all road users approaching the effected length of road.
7. The Sale of Alcohol or Food is not permitted unless in accordance with an authorisation issued by the Local authority.
8. No charges are to be made for entry to or attendance at the event.
9. Music if played must be kept to a reasonable volume level and must not cause annoyance or disruption to any resident.
- 10 The event must be a small private function held for local residents and neighbours only. It must not be publicised, advertised or opened up to the wider public.
11. Road Closures for this event will only be allowed between the hours of 10:00am and 8:00pm on 29 April 2011 provided signs / cones are in place whilst the closure is in effect.
- 12 No road may be closed or used for a Royal Wedding street party unless its closure has been duly authorised by Hertfordshire County Council and the details of the affected road are specified within the Schedule to the Road Closure Order

DECLARATION AND PAYMENT (For all organisers) –

PLEASE NOTE - applications received without a signed declaration and payment will not be processed

I declare that the section of road detailed above needs to be closed to hold an Event which cannot be held whilst maintaining traffic flow. I understand that the administration costs for the closure are £10. I declare that I have consulted and discussed this event and closure with all residents or other persons those likely to be affected and agree to provide and maintain sufficient signing and traffic cones as is requisite for securing that adequate information as to the effect of the closure is made available to persons using the road. I understand that I am responsible for the safety and security of the event site and ensuring compliance with the Road Closure Order and all of the Road Closure / Event Conditions as set out above. I have read and understand fully the guidance notes provided to me and will adhere to all responsibilities/duties required by Hertfordshire County Council.

SignedPRINT NAME.....

Dated.....

What happens next?

Send this completed form together with a £10 administration fee (Cheque or cash only. Cheques made payable to Hertfordshire County Council) to, Herts Highways, Network Management Team, Highways House, Broadwater Road, Welwyn Garden City, AL7 3SP.

ALL APPLICATIONS MUST BE SUBMITTED TO ARRIVE NO LATER THAN 4 APRIL 2011 – APPLICATIONS RECEIVED AFTER THIS DATE WILL NOT BE CONSIDERED.

The council will look at what you are proposing, will consider and process your application for road closure and will let you know if the closure request is approved and if there is anything else you need to consider.

Good luck with your event.

EXAMPLE CONSULTATION LETTER

Your Name

Your Address / Contact details

Dear Neighbour,

Re. Royal Wedding street party in our street on 29th April 2011

This is a quick note to let you know that (**I am/we are**) planning to hold a street party in our street to celebrate the Royal Wedding on 29th April 2011. (**I / we**) will be making application to Hertfordshire County Council to authorise a closure of our road to through traffic from 10:00am to 8:00pm on that day.

We are informed by the county council that such closures will include exemptions to allow access for residents to get their vehicles to and from their properties and access for disabled drivers to disabled parking bays. Access for emergency vehicles will also be made available, and we will be putting up signs to let drivers know that the road is closed for a street party.

Now that we have made you aware of the proposed arrangements, we hope you will join us at the party, which will take place at (**insert party arrangements**). It promises to be a lot of fun!

If you have any questions or concerns about these arrangements, please contact me on (**insert telephone number**).

With kind regards,

Your Neighbour,

Insert Name Here