



Civic Centre/Canolfan Ddinesig  
Newport/Casnewydd  
South Wales/ De Cymru  
NP20 4UR

**Newport**  
CITY COUNCIL  
CYNGOR DINAS  
Casnewydd

# **CLOSING A SECTION OF ROAD FOR A COMMUNITY EVENT APPLICATION PACK**

## **TOWN POLICE CLAUSES ACT 1847**

**Contact:**

**Nick Gardiner: 01633 656 656**

**Email: [streetscene@newport.gov.uk](mailto:streetscene@newport.gov.uk)**

**You will need to submit a FULLY completed:**

- **Application Form**
- **Form of indemnity**
- **Plan/ Sketch showing extent of closure & alternative route**
- **Full details of your traffic management proposals**

**Failure to submit all of the above required information will lead to delays in processing your application which may result in the closure notice not being produced in time.**

**Mae'r ffurflen hon as gael yn Gymraeg, fformatau eraill ar gael ar gais / This form is available in Welsh, other formats available on request**

## NOTES TO ASSIST YOU IN COMPLETING THE APPLICATION FORM

1	Name of Applicant	This is the person organising the event
2	Address of Applicant	This is the address to where correspondence will be sent
3	Telephone Contact	Provide contact number of applicant
4	What is the name of the road to be closed?	The actual length of road to be closed needs to be identified. This can be done by a description using junction, or by including a sketch
5	Reason for closure?	What type of event is proposed? i.e Street Party
6	When is the road to be closed?	Include the date & times (from what hour to what hour?) – allow time for ‘setting up’ and clearing away.
7	How will the road be closed?	What type of barriers do you intend to use? These barriers need to be easily seen & sturdy. The type of barrier must permit quick & easy removal (in case emergency vehicle access is required)
8	Which company is insuring your event?	Public Liability Insurance shall be required for events in the highway
9	Do all residents/ businesses of the road to be closed support the road closure?	Please check that anyone who might be affected by the road closure is willing for this to happen. Reasonable vehicular access requirements are to be accommodated
10	How will traffic be diverted?	You need to indicate, on a plan, the alternative route for traffic that would normally use the road or section of road you wish to close.
11	What traffic management arrangements will be provided?	You will need to indicate the traffic signs to be provided to inform drivers of the road closure, and for the use of the alternative route.
12	Any other details:	Please write down any further details/ information regarding your event that you believe would support your application

<u>                    </u> (Office Use Only)	<b>APPLICATION FOR A ROAD CLOSURE UNDER THE TOWN POLICE CLAUSES ACT 1847</b>	<b>Form A</b>
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		<b>PLEASE COMPLETE:</b>
1	Name of Applicant	
2	Address of Applicant	
3	Telephone Contact	
4	What is the name of the road(s) to be closed?	
5	Reason for closure?	
6	When is the road to be closed?	
7	How will the road be closed?	
8	Which company is insuring your event?	
9	Do all residents/ businesses of the road to be closed support the road closure?	
10	How will traffic be diverted?	Plan to be submitted with application
11	What traffic management arrangements will be provided?	Plan to be submitted with application
12	Any other details:	

## CONDITIONS OF CONSENT & PROCEDURE

1. Pedestrian access to all properties in the street must be maintained at all times.
2. Immediate access for all emergency service vehicles must be maintained at all times. Any barriers placed across the street must be constructed to enable their immediate removal.
3. Adequate traffic signs must be placed in advance of and at each end of the street as well as on any affected side streets and be clearly visible to approaching motorists. The duration of the closure must also be signed reading for example: 'ROAD CLOSED 11am-5pm' in capitals 6" in height, white letters on a red background
4. Any decoration or bunting across a street must be suspended in such a manner that there will be no obstruction to an emergency service vehicle that may require access.
5. No attachments other than bunting, flats, etc are to be suspended from Street Lighting columns, traffic signs or any street furniture. They must not reduce the quality of illumination of street lighting units and any decorations must be easily detachable for street lighting services.
6. The use of poles or equipment to support or carry overhead electricity supply cables will not be allowed in the interests of public safety. No stakes or poles are to be driven into the footways or the carriageway.
7. No fires or barbeques are permitted within the highway limits which include all carriageways, footways, verges, central reservations and roundabouts.
8. All tables, trestles, chairs, barriers, etc, are to be removed from the highway immediately after the event and all litter and debris must be cleared from the area.
9. The Organiser will appreciate that due consideration is to be afforded to residents and provisions to be made for the safety and comfort of the elderly, infirm and very young children. Noise levels and disturbance must be kept to a minimum.
10. The Organiser shall take out third party liability insurance, sufficient to cover all eventualities that may arise from holding the event.
11. The Organiser shall provide a drawing of the proposals to be included with their application.
12. The Organiser is responsible for providing and maintaining (during the event) and removing (after the event) any and all road closure barriers and any associated diversion signs.
13. Applications should be submitted to **Streetscene, FAO: Nick Gardiner, Newport City Council, Civic Centre, Newport, NP20 4 UR**, as soon as possible but no later than 28 days before the proposed closure.
14. You may be interested to know that helpful information for organisers of street parties can be found on the website [www.streetparty.org.uk](http://www.streetparty.org.uk)

**FORM OF INDEMNITY**

I / we agree to the conditions of consent and procedure as outlined by Newport City Council for the authorisation of a Community Event on the highway and hereby request approval for a road closure as indicated on the attached drawings and further agree to indemnify the Council against any claims for personal injury or damage arising out of or in connection with the Event as outlined below:

Name of Event: .....

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Location: .....

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Date of Event: .....

Time/ Duration of Event: .....

Organiser's Name: .....

Signed: .....

Dated: .....

\*Note: By submitting this application form you have agreed to the "Conditions of Consent & Procedure"