# Application for Event Road Closure Order

You are advised to read the [guidance](#_Guidance) section of this document before completing this form.

## Road Closure Details

If pedestrian access will not be allowed through the closure you should get advice from your local Street Works Office via our Customer Service Centre before submitting your application.

**Will pedestrian access be maintained?** (delete as appropriate) Yes / No

**Name of event** - this should be the name that the event is being advertised under:

**Date of event** - this should be the date that the event is being advertised as starting from: (dd/mm/yyyy)

**Street name of road being closed:**

**Parish of road being closed:**

**Start location of closure** – please identify the exact limit of the closure, for example, ‘from outside property no. 20’. It is usual to provide road closure signs and / or marshals at the start and end points:

**How the road will be closed** – please describe how the road will be physically closed (you may also submit a plan or drawing with this application):

**End location of closure** – please identify the exact limit of the closure, for example, ‘to outside no. 80’. This helps us identify the points up to which access will be maintained along the route being closed:

**Start date of closure:** (dd/mm/yyyy)

**Start time of closure:** (hh:mm)

**End date of closure:** (dd/mm/yyyy)

**End time of closure:** (hh:mm)

If a busy road is being closed (for example, where local buses will be affected), you may need to provide a signed alternative route for affected traffic to get to the other side of the closure. This route must be able to safely cope with the additional traffic it will carry. The need to sign an alternative route depends on the type of route being closed and the duration of the closure – please ask for advice from your local Street Works Office via our Customer Service Centre.

**Alternative route** - please describe the alternative route, including road names, ‘locally known as’ names, and numbers at junctions:

**Plan** - when you submit this application, please also attach a plan showing the alternative route with diversion route signing diagram.

## Possible Impact

**Is there local support for this event taking place and the road being closed?** (delete as appropriate) Yes / No

**Please provide details of who you have consulted:**

**Please list any residents or businesses that have expressed concerns or objections to the road being closed, together with any reasons:**

We need to know the expected attendance at your event so that we can assess how large your event could be and whether the event would also be of interest to your Local Safety Advisory Group, led by the District Council.

**How many people are you hoping will attend your event?** (for example, up to 20, up to 500, up to 10,000):

If a bus route will be affected, Travel and Transport Services (TTS) approval is required prior to application. Please contact TTS via email on [ptgroadworks@norfolk.gov.uk](mailto:ptgroadworks@norfolk.gov.uk) and they will supply an authorisation code.

**Is a bus route affected (public and / or school)?** (delete as appropriate) Yes / No

**If yes, please give details:**

**Travel and Transport Services Authorisation code, if applicable:**

**Disruption minimisation plans** – please state the measures that will be required to minimise disruption to buses, as agreed with TTS, if applicable:

**Please list any other details or contacts that will assist your application:**

## Guidance

### Small Local Events

Is your event a small local event where people attending are not from outside your street (for street parties) or parish (for village events)? These local neighbourhood events are:

* of a duration of no longer than a day
* and affect a minor road
* and will not have an adverse impact on traffic movements, including buses
* and will not attract more than 500 people

For small local events you will be required to display copies of the S16A order at each end of the road being closed for **28 days** leading up to the road closure date. Your application details will therefore need to be submitted **5 to 6 weeks** before the date of the road closure.

If your event is a small local event then please complete and sign [Form A - Application for a Small Local Event Road Closure](#_Form_A_–), attached.

### Larger Events

Otherwise, your event is considered to be a ‘larger’ event. For larger events, you will be required to display copies of the proposed S16A order at each end of the road being closed for **35 days** leading up to the road closure date. This proposed order will help to advertise your proposal and will request any objections to be made to this council before 7 days leading up to the road closure date. If we do receive any objections we can then work together during that final week to minimise the perceived disruption your event may cause. Once we are happy with all arrangements we will then be able to make the S16A order. Your application details will therefore need to be submitted **6 to 7 weeks** before the date of the road closure.

If your event is a larger event type then please complete and sign [Form B – Application for a Larger Event Road Closure](#_Form_B_–), attached.

This document is version 3.

## Form A – Application for a Small Local Event Road Closure

### Event Organising Committee Details

I am applying on behalf of:

Address:

Postcode:

### Contact details for applicant

Name:

Address:

Post Code:

Main telephone number:

Alternative telephone number:

Email address:

### Declaration

I understand Norfolk County Council recommends that a minimum £5m public liability insurance cover is arranged for this event. I can confirm that the details provided in the application are true and correct and that I shall make arrangements for copies of the closure order to be displayed at each end of the road being closed for the 28 days leading up to the road being closed.

Signed:

Print name:

Date:

On behalf of organising committee

Please telephone the Customer Service Centre on 0344 800 8020 and select the "Highways" option (option 2) to make payment by credit or debit card. They will also be able to help with any general enquiries.

When calling to make payment, you will be asked to provide:

* The name of the Event Organising Committee
* Reason for payment: Event road closure
* Cost reference and VAT category: PJ1307 94920 T
* Cost of application: Community Event £45.00
* Cost of application: Non-Community Event £1000.00
* Your credit / debit card details

Please return the completed application form and Form A to [streetworks@norfolk.gov.uk](mailto:streetworks@norfolk.gov.uk) or post to:

Highways Permits and Licences

Norfolk County Council

County Hall

Martineau Lane

Norwich

NR1 2DH

If you have any questions, please contact our Customer Service Centre on 0344 800 8020

## Form B – Application for a Larger Event Road Closure

### Event Organising Committee Details

I am applying on behalf of:

Address:

Postcode:

### Contact details for Applicant

Name:

Address:

Post Code:

Main telephone number:

Alternative telephone number:

Email address:

### Declaration

I agree to provide a minimum £5m public liability insurance cover for this event. I can confirm that the details provided in the application are true and correct and that I shall make arrangements for copies of the proposed closure order to be displayed at each end of the road being closed for the 35 days leading up to the road being closed.

Signed:

Print name:

Date:

On behalf of organising committee

Please telephone the Customer Service Centre on 0344 800 8020 and select the "Highways" option (option 2) to make payment by credit or debit card. They will also be able to help with any general enquiries.

When calling to make payment, you will be asked to provide:

* The name of the Event Organising Committee
* Reason for payment: Event road closure
* Cost reference and VAT category: PJ1307 94920 T
* Cost of application: Community Event £45.00
* Cost of application: Non-Community Event £1000.00
* Your credit / debit card details

Please return the completed application form and Form B to [streetworks@norfolk.gov.uk](mailto:streetworks@norfolk.gov.uk) or post to:

Highways Permits and Licences

Norfolk County Council

County Hall

Martineau Lane

Norwich

NR1 2DH

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