



East Staffordshire Borough Council Road Closure Application Procedure

Guidance Notes

1. Please provide a map or sketch showing the road(s) to be closed as well as details of the diversion route. Your application cannot be considered without a map and will be returned until one can be provided.
2. Please submit your application as soon as possible and **at least 8 weeks** before your event.
3. East Staffordshire Borough Council will consult with Staffordshire County Council and Staffordshire Police, before it is able to make a road closure order.
4. Please see the enclosed declaration from East Staffordshire Borough Council, with which you will need to comply if your application is approved.

Please return the application form and event organiser declaration to:
LegalandAssets@eaststaffsbc.gov.uk

Or post to: Legal & Assets, East Staffordshire Borough Council, PO Box 8045, Burton upon Trent, DE14 9JG



Road Closure Application Form

Applicant Details Name:

Address:

Email:

Telephone Number:

Emergency Contact Details:

24 hour contact name:

24 hour telephone number:

Email:

What date(s) and time will the road closure be required?

Date(s):

From: am / pm

To: am / pm Why is the road closure

required?

Which road(s) need to be closed? (e.g. Part of Main Street, Newhall between its junction from x and y) **Please provide a map or sketch of the area showing the roads to be closed**

Where will traffic be diverted to? (e.g. Please describe the diversion route that vehicles will use and **please show the diversion route on the map/ sketch**)

Is there any other information you would like to tell us about this road closure request to support your application?

I wish to apply for the above road closure and agree to comply with any conditions required for the consent to this road closure.

Signed:

Date:

Who has access to your information?

Information can be accessed by staff within Democratic Services. Your information will only be used in connection to this event and kept for as long as it is required in line with our Document Retention Policy.

For further information about how your personal information will be used, please visit www.eaststaffsbc.gov.uk where you can see a full copy of our privacy notice.



Event Organiser Declaration

I declare that I have obtained all necessary authorities to carry out the event and associated activities and that, where relevant, traffic flow cannot be maintained without the requested temporary traffic restrictions being in place.

I understand that I am responsible for administering the event and associated activities and indemnify East Staffordshire Borough Council against all claims.

I declare that I will undertake reasonable measures to notify all those likely to be directly affected by the event giving at least 7 days' notice and agree to provide, maintain and remove all signing, including advanced notice boards, required for the event.

I understand that I am responsible for the safety and security of the road closure and agree to adhere to all responsibilities/ duties required by the Council.

I understand I should agree with the Police, Fire and Ambulance Services arrangements for Access in emergencies.

Name:

Position:

Signed:

Dated: