

Guidance notes for Temporary Road Closure Application Form

Please complete the separate application form and return it to the Council at the following postal address as soon as possible: Business Support, Craven District Council, 1 Belle Vue Square, Skipton, North Yorkshire BD23 1FJ **or via email to Businesssupport@cravencd.gov.uk** If you send your application by email please ensure that you have obtained all the required signatures or you may delay your application. You will still have to post / deliver the payment of £100.

You must also ensure that you have all permits and licences necessary for your event. For further information in relation to Premise Licences and Temporary Event Notices please see <https://www.cravencd.gov.uk/licensing/beer-and-entertainment/>

Do not leave your application until the last minute as a problem may arise which cannot be resolved in time for the Council to make the closure order you are seeking. At least twelve week's notice is required.

It is the Applicant's responsibility to carry out prior consultations with the Highway Authority, the Parish/Town Council and Bus Operators.

The Applicant must also obtain a signature or other written confirmation from an authorised officer of each such body indicating that there are no objections to the proposed Road Closure, (or, if there is any objection, that officer's written statement saying what the objection is and the reasons for it), before returning the completed application form to the Council. Government Guidance also requires prior consultation with others who could be affected by a closure, such as local businesses or residents for example where an Order would have the effect of restricting access to premises or parking.

The effect of a Road Closure Order would only be to direct the movement of vehicles, except emergency vehicles. An Order would not apply to the emergency services, and if access into the closure area may be needed to deal with emergencies at adjoining premises, or at your event, adequate provision must be made for these services to gain access at all times. You may therefore need to contact these services and obtain their agreement that your proposed emergency access arrangements are adequate. The contact names and addresses are at the bottom of these notes.

A Road Closure Order would not authorise any fixed barriers to be placed in the street, or damage to be caused to the fabric of the street. Any proposals to place such barriers in the street should be discussed with North Yorkshire County Council (the Highway Authority) at the address shown on the second page of the Application Form. Any traffic signage requirements and traffic management plans should also be discussed with North Yorkshire County Council. Only accredited operators can place signage on a road. Please contact North Yorkshire County Council for details of accredited contractors.

A Road Closure Order would not remove the necessity to ensure that adequate insurance cover is in place for the proposed event. **When returning the completed application form please supply evidence of public insurance cover.**

Upon receipt of the completed form, your application will be considered and if the Council agree to make the necessary Order, authorising the closure, a copy of the completed Order will be **emailed** to you and also the Police and Highways Authority and the Parish/Town Council.

Government Guidance requires public notification of the Order. Ideally this should be given by publishing a notice in the local Press of the roads affected and alternative routes available for traffic. To mitigate advertising costs notice of the closure could be incorporated in a notice advertising the event. If the event is of a small scale and likely to have minimal impact on traffic it is suggested that notices should be displayed in the road to which the Order applies one week in advance of the closure.

It is the Applicant's responsibility to arrange for public notification of the Order. If however it is considered necessary in the circumstances for the Council to publish notice of the Road Closure Order in the local newspaper you will be charged full advertising costs.

When returning the completed application form to me, please enclose your cheque for £100 payable to Craven District Council in respect of the Council's legal and administrative costs. This is the minimum fee payable and is based upon the applicant carrying out the prior consultations mentioned above. If the application involves work additional to that normally required to process a road closure application further costs may be charged. A receipt will be sent to only on request.

Emergency Services Contact Details:

North Yorkshire Police: generalenquiries@northyorkshire.pnn.police.uk

Yorkshire Ambulance Service: www.yas.nhs.uk/contact-us/general-enquiries/

North Yorkshire Fire & Rescue Service

Thurston Road
Northallerton
North Yorkshire BD23 1RT

Tel: 01609 780150

cao.serviceinformation@northyorksfire.gov.uk

For further information go to:

<https://www.northyorks.gov.uk/roadworks-road-closures-and-diversions>

<https://northyorkshire.police.uk/staying-safe/planning-an-event/>

CRAVEN DISTRICT COUNCIL

TOWN POLICE CLAUSES ACT 1847 – SECTION 21

APPLICATION FORM FOR TEMPORARY ROAD CLOSURE

Except in special circumstances the Council require **at least TWELVE weeks** notice of any event requiring a road closure.

BLOCK CAPITALS PLEASE:

- | | |
|--|---------------|
| 1. Name of Organiser | 1. |
| 2. Address of Organisation | 2. |
| 3. Daytime Telephone Number | 3. |
| 4. Email Address | 4. |
| 5. Nature of Event to be held | 5. |
| 6. Date of Event | 6. |
| 7. Times during which the road will be closed | 7. |
| 8. (a) Please supply a plan with your application showing the length and names of the actual roads to be closed.
(b) <i>(please write here detailing which roads/sections of roads are requested to be closed including start and finish points).</i> | 8. (b) |
| 9. If the closure affects a bus route, details of Consultations with bus operators (see Notes 1 & 2) | 9. |
| 10. Details of consultations with North Yorkshire County Council as Highways Authority (See Notes 1 & 3) | 10. |
| 11. Details of consultations with Parish/Town Council (see Note1) | 11 |
| 12. Please supply evidence of public liability Insurance cover | 12. |
| 13. Please supply contact details for your traffic Management contractor | 13. |

Signature of Applicant Date

Signature of Bus Operator Date
(where applicable)

Signature of Bus Operator Date
(where applicable)

Signature of Highways Authority
Representative Date

Signature of Clerk to Parish Council
..... Date

NOTES

1. Consultations with the Bus Operators, Parish/Town Council and North Yorkshire Highways must be carried out before the application is submitted. Confirmation that these bodies do not object to the proposed closure can be by letter attached to this form or by the signature on the form below, by the appropriate officer.
2. In respect of question 9, if you are not sure whether any Bus Operators will be affected by the proposed closure please check with North Yorkshire County Council Passenger Transport telephone 01609 780780.
3. In respect of question 10, the office to be consulted is:-

North Yorkshire County Council, Environmental Services, Highways North Yorkshire, Area 5, Snaygill Industrial Estate, Keighley Road, SKIPTON, North Yorkshire, BD23 2QR

Tel: 01609 780780

4. For further information see
<https://www.northyorks.gov.uk/roadworks-road-closures-and-diversions>
<https://northyorkshire.police.uk/staying-safe/planning-an-event/>

When completed, this form should be returned to the address below together with your cheque for **£100** made payable to Craven District Council, in respect of the Council's legal and administrative costs. This is the minimum charge. If the application requires work additional to that normally required to process a road closure application further costs may be charged. Also, if it is considered necessary in the circumstances for the Council to publish notice of the closure in the local newspaper full advertising costs will be charged.

You must also ensure that you have all permits and licences necessary for your event. For further information in relation to Premise Licences and Temporary Event Notices please see <https://www.cravencd.gov.uk/licensing/alcohol-and-entertainment/>

Business Support Services
Craven District Council
1 Belle Vue Square
Broughton Road
SKIPTON North Yorkshire BD23 1FJ