

Application for temporary road closures for event purposes

DO NOT ATTEMPT TO CLOSE A ROAD WITHOUT LAWFUL AUTHORITY

A MINIMUM OF 16 WEEKS' NOTICE IS REQUIRED TO PROCESS AN APPLICATION

Note: There should be no assumption that this closure will be approved

If you are proposing to hold an event that requires a road to be closed, Middlesbrough Council would like you to provide basic details of your event by completing this form. This will allow the Council and Emergency Services (Fire, Ambulance and Police) to assist in their planning and provide you with advice on safety, street closures and licences. Please complete this form as soon as possible. Do not wait until the details of your event have been finalised.

<p>Complete in block capitals or type and return to</p> <p>Middlesbrough Council, Department of Environment, Road Closures for Special Events, Road Safety and Traffic, 4th Floor, Vancouver House, TS1 9FW</p> <p>Email rob_farnham@middlesbrough.gov.uk</p>
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1	ROAD CLOSURE(S) REQUIRED TO FACILITATE THE STREET PARTY/FESTIVAL BELOW
Name of Event:	
Date(s) of Event:	
Type of Event: (Street party/festival)	

2	APPLICANT DETAILS
Name of applicant:	
Official position:	
Contact number(s):	Work:
	Home:
	Mobile
Contact Address	
	Postcode
Name of local organisation(s) sponsoring event/festival: (e.g. Local residents association)	

Note: A road cannot be closed for more than 3 days in any calendar year for social, sporting or community events, without special permission from the Secretary of State.

3 ROAD CLOSURE DETAILS		
	Please list road(s) you require closing, the extent and speed limit to be applied.	Road number: Street Name/Description:
	First date:	Times: to
	List of road(s) (if applicable)	Road number: Street Name/Description:
	Second date:	Times: to
	List of road(s) (if applicable)	Road number: Street Name/Description:
	Third date:	Times: to
	List of road(s) (if applicable)	Road number: Street Name/Description:

SECTION OF HIGHWAY TO BE CLOSED

From (12 figure grid reference)

To (12 figure grid reference)

Length

Sketch map of road(s) to be closed including the access route from the highway to car parking or pick up and drop off areas if applicable or alternatively attach a sketched map to this form.

If you have not identified any dedicated parking provision for the vent please provide a statement or mark on the enclosed plan, where you anticipate people to park and any measure you have taken to alleviate congestion.

How frequent is the event	One off <input type="checkbox"/> Annual <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Infrequent <input type="checkbox"/>
If this is an annual event, are the closures different from last year?:	Yes <input type="checkbox"/> No <input type="checkbox"/> Please tick appropriate box
If yes, please give brief details:	
Is your event sponsored by the council?:	Yes <input type="checkbox"/> No <input type="checkbox"/> Please tick appropriate box
Approximate number of people expected to attend	
Are there any persons arriving by coach?	
Is this event to be held in aid of charity or the benefit of the community?	Yes <input type="checkbox"/> No <input type="checkbox"/> Please tick appropriate
Is your event free to the public and participants/stall holders?	Yes <input type="checkbox"/> No <input type="checkbox"/> Please tick appropriate box
Is the road that is proposed to be closed on a bus route or abnormal loads?	Bus route <input type="checkbox"/> Abnormal loads <input type="checkbox"/>
All residents parking bays, pay and display, and meter bays are automatically suspended within the road closure(s). If you do not wish these bays or part of these bays to be suspended please state so and also give your reasons.	
Proposed Diversion Route:	
From:	
To:	
Via:	

4 What Type of Event is It? (please tick one box only)							
Commercial	<input type="checkbox"/>	Non-commercial	<input type="checkbox"/>	Community service event	<input type="checkbox"/>	Fund raising	<input type="checkbox"/>
Name of Charity (if applicable):							
Charity registration number (if applicable):							
Will a gate fee be charged? (please tick)				Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Start time:				Finish time:			
Date/time to enter site for preparation:				Date/time the site will be vacated after the event:			
Start time each day:				Finish time each day:			
Is there a possible alternative site?		Yes/No		Where?			
Is there a possible alternative date?		Yes/No		When?			

5 | What Activities will be taking place on the Public Highway?

Please tick the appropriate box(es) below to show the activities you intend to utilise or permit at the event
(Please note that these activities may not be permitted at all sites):

Market Stalls		Live Music	
Carnival/procession		Live Entertainment	
Fairground equipment		Lost Children Point	
On Site Communications		Barrier/Fencing	
Stewarding/Security		Marquees	
Balloon Launch		Portable Generator	
P.A. System		Power Supply	
Horses/Donkeys Other Animals		Toilets	
Motorcycles		Alcohol	
Other Motor Vehicles		Food/Drink Concessions	
Portable Staging		Inflatables (e.g. Bouncy Castle)	
		Other (please specify):	

You will need to provide documentary evidence that you have written approval from the necessary authority to carry out the activities indicated.

Have you discussed this Event with a representative from Cleveland Police? Yes/No

If Yes, please provide details:

6 | PLEASE DETAIL THE EVENT CONTROL I.E. NUMBERS OF STEWARDS/MARSHALS/CROWD BARRIERS AND LOCATIONS

7 | CONSULTATION (FOR MAJOR EVENTS ONLY)

Please list organisations, business and/or individuals consulted	Contact name	Phone number	Restrictions requested by the consultee

8 | ARE THERE ANY OTHER POINTS THAT YOU WISH TO BRING TO THE COUNCIL'S ATTENTION?

9 INSURANCE	
Has insurance been arranged in respect of Public Liability or Third Party risks	Yes <input type="checkbox"/> No <input type="checkbox"/>
What is the name of the insurer?	
What is the value of the cover? (We recommend that this should be no less than £10 million)	

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 cost for a closure is as detailed in the guidance notes issued to me but I will pay the full cost of the closure and traffic management required. I declare that I have consulted and discussed this closure with those likely to be affected and agree to provide and maintain all signing, including advanced notice boards, required for a road closure for the duration of the works. I understand that I am responsible for the signing Event and diversion route in accordance with Chapter 8 and the Code of Practice for Safety at Street Works and Road Works. I have read and understand fully the guidance notes provided to me and will adhere to all responsibilities/duties required by Middlesbrough Council.

Name: _____ Position: _____

Signed: _____ Date: _____

INDEMNITY FORM

In Consideration of **Middlesbrough Council**, acting on behalf of the Environment Department (hereinafter called "the council") permitting _____ (hereinafter called "the licensee") to use such part called "the premises" and may be determined by the Director of Environment or his duly authorised representative for the purpose of an event on the:

Date: _____ **Between the hours of:** _____ : _____ **and** _____ : _____ **only**

I (name) _____ the undersigned, being a duly authorised signatory for "the licensee" **AGREE** for and on behalf of "the licensee":

1	To indemnify and keep indemnified the Council, their Officers and Servants from and against all claims, demands, proceedings, damages, expenses and costs that may be made or arise in connection with the user of the above mentioned, and which, but for the granting of permission contained herein would not have arisen.
2	Prior to the commencement of the use of the premises to notify the Council of the name of the person or persons who, on behalf of the licensee, will at all times during the event remain on the premises and fully supervise and control the event.
3	To obtain, if so required, the prior approval of any tenants of the Corporation of any affected premises in the nearby vicinity.
4	To organise and conduct the event in such a manner as to minimise obstruction, annoyance, nuisance or interference caused to any member of the public or employee of the Council in the course of his duty.
5	To comply with all reasonable directions which may be given to the licensee from time to time by any duly authorised officer of the Council and/or Police.
6	To ensure that there will be no building or engineering works whatsoever on the premises.
7	Not to interfere with any trees, shrubs or plants on the premises.
8	Not to fence in the premises or any part thereof without the prior consent of the Council.
9	Access for emergency vehicles must be maintained at all times.
11	Street fire hydrants must not be obstructed.
10	To leave the premises in a neat and tidy condition free from litter to the satisfaction of the Council.
11	To pay the Council on demand the Costs certified by the Council's Director of Finance (whose decision shall be final) of making good any loss or damage caused to the premises or to any of the Council's goods, apparatus or fixtures thereon as to the result of the holding of the event.
12	The Council shall not in any publicity or otherwise, be shown as being associated with the event without the prior permission in writing of the Council.
13	Any duly authorised official of the Council (whose decision shall be final and binding) may terminate this permission at any time, by giving 15 minutes written notice to the licensee if it appears that the terms and conditions herein contained are not being, or may not be, complied with and upon the expiration of such notice the licensee shall hand back the premises to the Council in accordance with paragraph 10 hereof.
14	If the Council takes the decision to terminate the contract, no compensation or refund will be awarded.
15	The permission shall not take effect until this indemnity is returned to Road Safety and Traffic Group Leader, Transport and Design, Department of Environment, 4th Floor, Gurney Street, Middlesbrough