



**APPLICATION FOR A SMALL EVENT ROAD CLOSURE**

This form should be completed in accordance with the attached **Criteria, Guidance Notes & Conditions**

<b>Name, address, telephone number &amp; email address of applicant</b>	<p>.....</p> <p>.....</p> <p>.....Tel: .....</p> <p>Email: .....</p>		
<b>Description of road(s) to be closed (including where from and to)</b>	<p>.....</p> <p>.....</p>		
<b>Reason for closure</b>			
<b>Consultation</b>	<p>Have all frontagers been notified? Yes / No</p> <p>Name(s) and address(es) of any objectors</p> <p>.....</p> <p>.....</p>		
<b>Duration of closure (no earlier than 8.00am and no later than 10.00pm)</b>	<p>From: ..... am/pm on .....day .....</p> <p>To: ..... am/pm on .....day .....</p>		
<p align="center"><b>Please tick ( <input checked="" type="checkbox"/> ) the boxes below to confirm that you have understood and complied with the requirements for a Small Event Road Closure application</b></p>			
<p>I have enclosed a copy of the notification sent to all frontagers. <input type="checkbox"/></p> <p>I acknowledge that I have read the Council's definition of a 'Small Event' and confirm that this event falls within that definition (see attached page for definition). <input type="checkbox"/></p> <p>I understand that as organiser of this 'Small Event' I am responsible for its safe, orderly and proper conduct. <input type="checkbox"/></p> <p>I understand that the Council normally requires Public Liability Insurance in respect of road closures but that in respect of a 'Small Event' this requirement is waived as the risks are perceived to be low. While the Council has on this occasion waived its requirement that insurance cover is held in regard to the road closure for this 'Small Event', I understand that I may still take out such insurance cover should I consider it necessary. <input type="checkbox"/></p> <p>I have read the Criteria, Guidance Notes and Conditions attached and agree to abide by them. I will be responsible for all third party or other claims or costs arising out of the above closure. <input type="checkbox"/></p>			
<b>Applicant's Signature</b>	<p>.....</p>	<b>Date</b>	<p>.....</p>



### **CRITERIA AND GUIDANCE NOTES**

1. Applications should be submitted to: Jason Holdsworth, Highways & Direct Works, Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford, MK42 9AP, as soon as possible but no later than two weeks before the proposed closure/event.
2. Where the application is from an ad hoc body set up for the purpose of one event rather than an established body, the person submitting the application will be held responsible for any costs arising, e.g. clearing up, damage to street furniture or road surfaces etc.
3. Before an Order to close the road can be made, the applicant will be required to submit a copy of a Certificate of Insurance indemnifying the Borough Council against any claims arising from the event. (For this purpose, Public Liability Insurance of £5,000,000 will generally be acceptable.) **This may not apply to small events such as street parties (see definition below).**
4. The event shall be organised in such a way that access for pedestrians, resident's vehicles and emergency vehicles can be maintained at all times.
5. The organiser/applicant will need to ensure that all frontagers on the road to be closed, both residential and commercial, have been individually notified and have no substantial objection. **A copy of the notification to all frontagers must be included with this application.**
6. Bedford Borough Council will only accept closures for small events on minor roads and cul-de-sacs. It is unlikely that a road closure will be approved for a major through road or a road used as a bus route.

**Definition: Small Events (e.g. Street Parties) are exempt from the requirement for Public Liability Insurance only when:**

- The event is not publicised for the general public and therefore will not draw in people from the wider area.
- The event applies to the residents of one or two streets only and not to larger areas of the town. Therefore attendance will generally involve less than 150 people.
- There is no amplified entertainment which may cause nuisance to the wider area.
- There is no alcohol or food being sold.
- The organisers agree to and sign the disclaimer on the application form.

Further information on organising events can be found on the Council website: [www.bedford.gov.uk](http://www.bedford.gov.uk).

### **CONDITIONS**

The applicant shall be responsible for compliance with the following requirements of the Council.

1. Each road to be closed shall be clearly defined by means of a '**ROAD CLOSED**' sign, as described below, supported by a trestle or suitable half barrier in the carriageway.
2. Each sign shall read '**ROAD CLOSED**' in capitals 6" in height, white letters on a red background. For closures of less than one day, paper or card faces posted onto hardboard will be adequate. For longer periods a waterproof sign face is required, e.g. either varnished or gloss paint on hardboard or metal.
3. Any trestle or barrier to be placed in the carriageway shall be painted white and adequately weighted to prevent it from being blown over or the sign becoming dislodged from it. Where these are to remain in place during lighting-up times the offside extremity of each trestle/barrier shall be lit by an approved road works lamp.
4. All signing and other physical obstructions in the highway shall be erected and removed, along with any debris resulting from the event, at the times specified in the application notice. Failure to do so will render the applicant/organisers liable to charge for cleaning the highway or even to prosecution for obstructing the highway.