



APPLICATION FORM & CONDITIONS FOR STREET PARTIES ON THE PUBLIC HIGHWAY REQUIRING A ROAD CLOSURE

This application must be made by the event Organiser and submitted with all attachments not later than 6 weeks before the event to ensure that it can be processed on time

Organiser's Name:

Your Organisation (if applicable):

Name of road(s) you wish to be closed:

What is the reason for event and what number of people are expected to attend:
.....

If you plan to close only part of the road(s), where will it begin and end:
.....

Proposed date and time of road closure:

Will you finish the party, clear up the street and re-open
the road before it is dark? YES / NO

If you answered NO above will you provide reflective road signs?
(see Conditions 8 & 9 below) YES / NO

Please provide a description and attach a plan showing how and where you propose to close
the road with regard to the conditions below and the Guidance on Road Signs and Barriers:-

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.....(Attach separate pages as required)

CONDITIONS

Responsibility for the event lies with the Organiser.

Gosport Borough Council will prepare an Order to permit you to close the road subject to the following :-

- 1 You must write a letter to all residents, businesses and services adjoining the street to be closed, and any other people who may be significantly affected by the proposed closure, or the party. Your letter should seek people's support, but also invite them to inform you of any concerns, or access requirements they may have, so you can plan how to address them.

Some people may be unwilling or unable to participate and you must be sympathetic to their position and seek co-operation and amenable arrangements for the party to proceed successfully.

You must attach a copy of your letter to this application and a list of the addresses of the residents you have sent it to, and the names and addresses of any businesses you have consulted. You must also send copies of any replies you have received containing objections to the party, or identifying concerns regarding your plans that have not been resolved. You do not need to provide copies of letters of support unless requested.

- 2 You must inform the local police, ambulance and fire services by letter or e-mail of the party date and location and describe the activities you propose in the road. You must ask them if they they have any objections, or advice, and attach copies of their replies to this Application. You must comply with any instructions or guidance they give. (It is recommended you request a reply from the mergency services within 3 weeks).
- 3 Emergency access to premises may be required during the party and contingency plans must be made to enable obstructions to emergency vehicles to be removed quickly. Vehicle access to the street for other purposes should be avoided if possible, but accommodated where essential.
- 4 The road closure must be marshalled to enable essential vehicular access and egress.
- 5 Not less than 6 weeks before the event you must inform Hampshire County Council (the Highway Authority) by letter or email of the party date and location and describe the activities you propose in the road. You must inform them if you wish to erect cables, banners or decorative lighting over the highway and any use any play equipment, platforms, scaffolds or structures in the road. You must comply with any requirements or advice they may give you.
- 6 Signs and notices should only be posted in the street on lamp columns and sign posts, or other street furniture where required by these conditions, or where permitted by Hampshire County Council. However you may display banners or signs advertising the event on private property.
- 7 The Gosport Borough Council will supply you with copies of the Order describing the road closure permitted. Unless otherwise directed you must erect these at least 7 days in advance of the event at each end of the road to be closed, where they can be easily seen. You should also erect simple notices of your own giving the date and time of the road closure and the organiser's contact details so the public can obtain further information from you if required. You must remove all the notices following the event.
- 8 You must provide, erect and supervise all the barriers and signs necessary to safely and lawfully close the street over the length of the road described in the Order. Signs and barriers must comply with the Guidance on Road Signs and Barriers attached to this application. As a minimum you will require a proper Road Closed sign and conspicuous barriers across the entry to the street.
- 9 Note: Where closure is permitted in the hours of darkness, or after the street lights are illuminated, you must use reflective signs – the Order will not permit you to close the street in the hours of darkness unless you have undertaken to do so. The street must be closed for no

longer than the period described in the Order and you should remove the closure as soon as practicable after you have cleared the street. .

- 10 You must ensure that pedestrian access through the street or to premises within the street is maintained at all times including access for disabled people, prams, electric scooters etc.
- 11 It is important that people can get to sleep at a reasonable hour and the party does not become a nuisance. Where the road closure is permitted in the hours of darkness the party should not continue in the street after 10 pm, and the road should be cleared quietly and re-opened as soon as possible, and not later than 11:00pm.
- 12 All litter and rubbish must be cleared, and any soiling of the street or street furniture cleaned immediately on completion of the event and before the road is re-opened. Where additional cleaning, or repairs to the street or street furniture are considered necessary by the Borough Council or the Highway Authority to restore the street to its condition prior to the party, the works may be undertaken by the Borough Council or Highway Authority and the costs, reasonably incurred, shall be paid by the Organiser.
- 13 Fires and fireworks are not permitted in the street, including on the footway.
- 14 If you are proposing to hold a party that will involve the sale of alcohol, or provide entertainment to the wider public, for example live music or a disco, you must apply to the Licensing Section of Gosport Borough Council's Environmental Health Department for a Temporary Event Notice. (Tel. 02392 545505, email ehs@gosport.gov.uk).
- 15 No commercial traders shall be permitted to trade on the site during the event.
- 16 The Organiser and participants have full responsibility for the health and safety of the event and others that may be affected by it, and shall be responsible for the prevention of nuisance.
- 17 The Council accepts no liability whatsoever for any claims or loss, damage, injury or death arising from the event or the road closure. The Organiser shall indemnify Gosport Borough Council and Hampshire County Council against any liability, loss, claims or proceedings whatsoever arising from the closure of the street and the holding of the party. *You should consider a risk assessment and Public Liability insurance and we strongly recommend that at least some form of accidental damage cover is secured.*

Declaration (to be completed by the Organiser)

I, the event Organiser, request that Gosport Borough Council prepare an Order to permit me to close the aforementioned road or roads to hold a street party. I have read and accept and will comply with the Conditions above. I will notify other persons assisting with the organisation and those attending of the Conditions. I agree to pay to the Borough Council or Hampshire County Council the full costs of any cleaning or repair to the highway or street furniture and the full costs of other loss or damage suffered by them and any claims made against them as a result of the making of the Order and which arise from my negligence or the negligence of the members of my organisation.

I certify that I have consulted the Highway Authority, the Police, Fire and Ambulance Services and will comply with their directions and advice.

Signed:

Print Name:

Date:

Address:
.....
.....

Telephone No: E-mail Address:

PLEASE SEND YOUR APPLICATION TO:-

Gosport Borough Council
Planning Services Department
High Street
Gosport
PO12 1EB

Remember to attach the following to this application form:-

- Sample copies of your letters or emails to your neighbours, local businesses and other people affected by the party. (See Condition 1)
 - A list of the addresses of the residents you have consulted in your neighbourhood.
 - A list of the names and addresses of the businesses, and other affected parties you have consulted.
 - Copies of replies you have received from your neighbours, local businesses and other persons affected by the party raising concerns or objections that have not been resolved. (See Condition 1). Copies of letters of support are not required.
- Copies of your letters or emails to the Highway Authority, the Police, Ambulance and Fire Services and their replies (See Condition 2).
- Your plan and description of how you propose to close the road with regard to the Conditions and the attached Guidance on Road Signs and Barriers.

Please retain the Guidance on Road Signs and Barriers and the Contact Information below, and a copy of the Conditions.

GUIDANCE ON ROAD SIGNS AND BARRIERS

What Type and Size of Signs Do I Need?

The Department for Transport's Traffic Signs Regulations and General Directions (TSRGD)0 2016 provides some general advice on temporary signs that can be placed on the highway.

Signs for temporary use are commonly manufactured to fit standard size frames and it is recommended that you buy or hire the appropriate 1050 mm x 750mm sign with a reflective surface of the type shown below.



Photos by FreeFoto.com



What Barriers Should I Use?

For your own safety, and the safety of other road users, you must ensure that your road closure is conspicuous, day and night.

You will need more than a sign to discourage people from driving into your street. In very quiet roads you could use a line of reflective road cones, but barriers are generally preferred. At least one free standing pedestrian barrier of the type often used for crowd control, or guard barriers of the type used at roadworks, are recommended.

Pedestrian barrier



Barriers must have some red and white reflective materials so they can be easily seen day and night.

Two barriers (each 2m long) will usually do a thorough job of closing the road to traffic. If you want to allow vehicles to get in and out while you are setting up your party, consider using the barriers in a staggered arrangement so you do not have to keep moving them.

Do I Need Additional Lights?

Standards of street lighting will vary and if there is any doubt about whether your road closure can be seen at night you should also fix yellow flashing road lamps on the barriers. Appropriate flashing lamps of the type used at roadworks should be used and can be hired or bought quite cheaply.



HOW TO CONTACT THE EMERGENCY SERVICES & HIGHWAY AUTHORITY

POLICE SERVICE

Hampshire Constabulary
Strategic & Tactical Operations Department
Netley HQ, Hampshire Constabulary
Hamble Lane, Hamble-le-Rice
SO31 4TS

Tel. 02380 479 550

Email: strategic.operations@hampshire.pnn.police.uk

FIRE SERVICE

Brian Godson
Community Safety Delivery Manager
Hampshire Fire and Rescue Service
Fareham Fire Station
Station Approach
Fareham
PO16 0HZ

Tel: 023 80626751

Email: serviceadministration.hub@hantsfire.gov.uk

AMBULANCE SERVICE

Tim Webster
Team Leader
North Harbour Resource Centre,
South East Hampshire
South Central Am
Unit 3 Northharbour Rd, Cosham
Portsmouth
PO6 3TL

Tel: 01962 898002

Mob: 07824 476364

Email: tim.webster@scas.nhs.uk

HAMPSHIRE COUNTY COUNCIL – HIGHWAY AUTHORITY

Hampshire County Council
Hampshire Highways South
Highways Depot
Botley Road
Bishops Waltham
Hampshire
SO32 1DR

Tel. HCC Contact Centre 0300 555 1388

Email: ete.hoc@hants.gov.uk