



**Application for A Temporary Street Closure Order
[Section 21 Town Police Clauses Act 1847]**

Please read the below carefully and ensure you have answered every question and supplied the information requested; failure to do so may render your application invalid.

- 1: Please use this form if you wish to apply for a Temporary Street Closure Order as part of a planned street party or other organised event which you intend will take place on the public highway [road].
- 2: This may not be the only application you will need to make in order to hold your event. You may be contacted if you do need any further permission.
- 3: Worcester City Council must receive your application in good time for it to be considered and processed, the below chart shows in general terms when an application must be received in order for due process to take place. Worcester City Council will consider applications, provided a minimum of six weeks notice is given.

Events In	January, February & March	April, May & June	July, August & September	October, November & December
Applications to be received by	14 th November	14 th February	14 th May	14 th August

- 4: Applications may be posted to **Worcester City Council, Worcester Museum & Art Gallery, Foregate Street, Worcester, WR1 1DT** for the attention of the Parking & Enforcement Services Manager.
Or by e-mail to parkingoffice@worcester.gov.uk

5: Please make sure you supply all the information requested on the form. To prevent delay please enclose the following with your application.

- [a] A street plan of your event.
- [b] A copy of your resident consultation letter[s].
- [c] A copy of your certificate of public liability insurance.*
- [d] A map detailing your suggested alternative diversion routes to avoid the affected roads.

6: Worcester City Council cannot guarantee either that an order will be granted or more than one road closure per calendar year will be permitted at the same location. A temporary order will only be granted subject to the following:-

- [i] You [the organiser[s]] must pay to the Worcester City Council the full costs of any damage[s] to the highway[s] or street furniture or other loss or damage[s] suffered by it and of any claims made against it as a result of the making of the order and which arise from your negligence or [if you represent an organisation] the negligence of your organisation's members or officers.
- [ii] Any Traffic Regulation Order or other statutory provision which is currently in force in the road[s] to be closed will remain in force during the closure unless specified on the Legal Order.
- [iii] You agree to clean the street, if appropriate, in order to return it to its condition prior to the closure.
- [iv] You abide by the guidance notes issued by Worcester City Council at the end of this application.

7: I confirm that all the information contained in the below application is true to the best of my knowledge and belief and that I am at least 18 years of age. I agree that Worcester City Council may distribute to third parties and use publicly any of the information provided within this application. I have read the conditions above and agree to accept and observe them if the application is approved.

Signed:

Date:

* Worcester City Council requires events organiser[s] to obtain Third Party Public Liability Insurance. Details may be obtained from most insurance providers or at www.streetparty.org.uk or www.thebiglunch.com

Note: You need to tell the Council about your planned event to minimise impact on traffic flow and to ensure that any disruption to normal life is kept to an absolute minimum and to ensure there are alternative routes for both traffic and pedestrians as well as making sure it does not create traffic problems elsewhere as a result.

Note: Please return completed forms pages 3 – 6 & Copy of residents consultation letter page 9.

Use the notes on the last page as a check list to ensure you have carried out a basic risk assessment, keep a copy for your records.

1. **Applicant Details**

Name of person:

Name of organisation:

Contact Address [incl. Post Code]

Telephone Number:

Mobile:

E-mail:

2. **Event Details**

Please provide a full description of the event including any entertainment provided and estimated number of people attending

You may need a Temporary Event Notice for your event – please contact Worcester City Council Licensing Department on 01905 722233 or e-mail licensing@worcester.gov.uk for further details.

Do you intend to place any stall / marquee / tent / stage / other structure on the road[s] to be closed? If yes, please provide brief details

Will your event involve the sale of alcohol [either through the use of a temporary bar or in conjunction with a local licensed premises], or the preparation or sale of food? If yes, please provide brief details.

Will you be advertising or promoting your event beyond the road[s] to be closed? If yes, please provide brief details.

3. Road Closure Details.

Worcester City Council makes no warranty as to the suitability of the road for your event and does not undertake to clear it of parked vehicles or obstructions prior to the closure taking effect.

Name of road[s] to be closed:

If you plan to close only part of the road[s], where will the closure begin and end?

From: To:

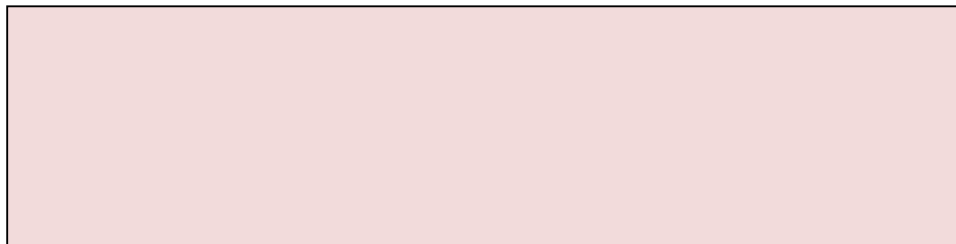
Date Of Closure: Time of Closure:

Closure ends at:

4. Please supply a brief plan showing the extent of the closure.



Please detail your suggested alternative routes for vehicles & pedestrians while the closure takes place.[in other words how will people be able to get from one end of the road to the other when access is restricted?]

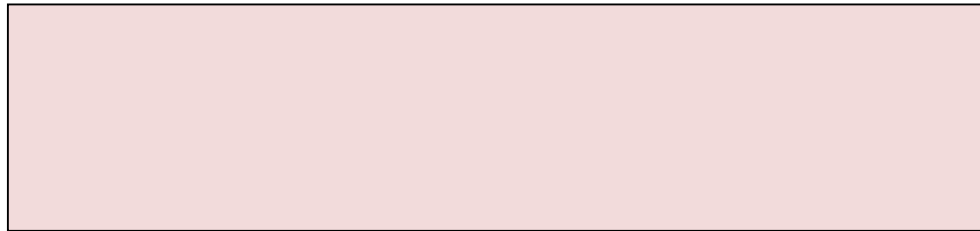


6. Barriers / Diversion signs.

It is the responsibility of the organiser[s] to erect all necessary barriers and signs to effect the closure including those offering alternative routes, details of which will be included on the Legal Order. Also, each barrier must be supervised and maintained at all times by a person clearly identifiable under your control.

What arrangements [if any] have you made for the erection and supervision of barriers, cones or diversion signs? The minimum requirement is a ` Road Closed `

sign, diversion signage and pedestrian barrier, at each point of the closure.

A large rectangular area that has been redacted, appearing as a solid light pink color.

7. Notification To Affected Persons.

It is a requirement that all affected properties be consulted by letter using the template at the end of this application. A copy of the letter you have sent **must be included** with this form. Please note that anything other than the template supplied **will not be accepted**, such as material promoting your event [e.g. a flyer or poster]

Please give a brief list of properties affected. This means any property, residential or Commercial, which is located on or accessed only by the roads[s] you wish to close – e.g. Any Street numbers 1 – 99 and numbers 2 – 98

Please confirm the date on which your consultation letter was sent

Date:

Are you aware of any objections to your proposal?

YES

NO [PLEASE CIRCLE].

You must forward to Worcester City Council without delay details of any objections that you become aware of. Objections may be resolved through discussions between the objector and organiser. Both objector and organiser may consult with Worcester City Council for advice.

Please return your completed application to;
` Road closures & Street Parties `
Worcester City Council,
Parking & Enforcement Services,
Worcester Museum & Art Gallery,
Foregate Street,
Worcester,
WR1 1DT.

Your application will be considered in line with Worcester City Council Policy. If it is successful you will receive confirmation approximately one week prior to the event.

If you have any queries please write to the above address, telephone 01905 722233 or e-mail parkingoffice@worchester.gov.uk


This Office is open between 8.a.m. and 5.p.m. Monday to Friday.

For Office Use Only.

Date Appl` Received	Forward to SAG On	Signature approver	Date sent to legal
Date of Event	Approval to Organiser		

CONTACT DETAILS FOR EMERGENCY SERVICES.


Police: The Chief Constable,
West Mercia Police,
Hindlip Hall,
Worcester,
WR3 8SP.

Telephone: 0300 333 3000 

contactus@westmercia.pnn.police.uk


Fire The Chief Fire Officer,
Hereford & Worcester Fire & Rescue Service,

Headquarters,
2, Kings Court,
Charles Hastings Way,
Worcester,
WR5 1JR

Telephone: 0845 1224454 

Info@hwfire.org.uk

Ambulance The Chief Ambulance Office,
West Midlands Ambulance Service,
Regional Ambulance Headquarters,
Millennium Point,
Waterfront Business Park,
Waterfront Way,
Brierley Hill,
West Midlands,
DY5 1LX

Telephone: 01384 215555 

enquiries@wmas.nhs.uk

Suppliers of Barriers, Signs and Cones may be found on internet search engines, local directories or through telephone enquiries.

Street Parties & Noise.

Hopefully, everyone in your area will be attending your organised event so there will not be anyone to disturb. However, due for a variety of reasons not everybody may want to be involved or to hear other people partying through the night!

If there are residential properties nearby, please consider the below to ensure that the event is a complete success.

- Notify any near neighbours of your event, the time it will finish and a contact name and telephone number [mobile] for them to contact if they are disturbed or worried about the noise levels.
- Carry out regular checks outside your event to ensure that noise is not causing any disturbance to nearby residents or properties, if it is then **TURN DOWN THE VOLUME!!**
- The acceptable level of noise in the middle of the day or early evening might not be as acceptable to people late at night after 11.p.m. Therefore make sure music levels are lowered later in the evenings when children or other residents are trying to sleep.
- Make sure that the event does not spill beyond the designated area or location and when people leave make sure they respect others privacy and leave quietly.
- If you are having any fireworks, do not let them off late at night do so in the early evening.
- Consider any nearby properties that could specially be affected, such as schools, hospitals or elderly persons housing.

We do hope your event goes well and if you have any further queries please contact Worcester City Council on 01905 722233 or visit www.worcester.gov.uk



To: Resident

.....

From:

Address:.....

.....

Date:

Dear Sir / Madam,

Re: Proposed Temporary Road Closure.

I am writing to inform you that I am in the process of applying to Worcester City Council to close the below road[s] for a street party / community event.

Road[s].....

.....

.....

.....

The closure is planned for the day[s] of.....

Between the hours of.....and

The road will be fully closed to ensure the safety of those persons taking part in the event. I would be very grateful if you can arrange for any vehicles that you have responsibility for to be moved off the highway in order that the event may take place. Access will at all times be maintained for Emergency Services vehicles and personnel.

If you have any comment, queries or objections relating to this planned event and the associated road closure[s], please contact me without delay on telephone number-

_____ or at the above address.

Yours sincerely

.....



Host a Street Party

What is a street party?

Street parties, fetes and other organised events are get together that a group of residents arrange for their immediate neighbours. The main differences between a small party and fetes and larger public events are listed below:

Street parties & fetes	Larger public events
For residences/neighbours only	Anyone can attend
Advertised to neighbours only	Advertised widely such as local press
No licences normally required if music is incidental and no selling is involved	Licence usually required
No formal written risk assessment needed unless a road closure is required	Risk assessment common
Self Organised	Professional/skilled organisers
*Insurance may be needed	Insurance needed

*Where you or the council think insurance is necessary, it might be useful to go on Streets Alive and The Big Lunch website for further guidance.

Quotes for insurance start from as little as £50, the cost can always be split between residents, or you could hold a raffle or ask for donations toward the costs

While a formal risk assessment is not required for small street parties you may wish to minimise things going wrong and have a back up plan, for example what you're planning should the weather be poor. A few sensible dos and don'ts to ensure safety are listed below:

Do's
• Make someone responsible for lifting any road closure barriers to allow vehicular access to properties
• Always ensure there is clear access for emergency services(if you can not provide clear access your home insurance may be affected
• Order beer in plastic barrels and use plastic glasses, plastic bottles and cans to prevent breakages and save on clearing up
• Make sure any electrical equipment used outside is properly earthed and connected to a RCD or circuit breaker
• Make sure any temporary structures, gazebos, canopies marquees etc are properly secured, any guy ropes should be visible in order to prevent trips and falls
• Ensure a basic first aid kit/box is available to deal with minor cuts and grazes
• Keep children away from any hot cooking/heating appliances
• Remember the neighbours and other residence if music is being played do not cause a nuisance No loud music after 11pm
• Ensure a responsible person walks around the area to check for any hazards or dangers from the party that could cause harm
DON`Ts
Take glasses or glass bottles into the street to prevent broken glass causing any injuries
Leave doors and/Or windows open of your home unlocked whilst you're out in the street Beware of Burglars

Notes:

Sample Risk Assessment;

Health & Safety Risk Assessment:
Street Party / Organised Event On The Public Highway.

Name of person carrying out This risk assessment.

Date on Which Risk Assessment Took Place.

Hazard:	Consequence Rating 'C'	Likelihood Rating 'L'	Risk Score 'RS'	Control Measure[s]:	Revised 'C' Rating	Revised 'L' Rating	Final Risk Score 'FRS'
Risk Rating Before control Measures: LOW/MEDIUM/HIGH* Circle as appropriate.				Risk Rating After Control Measures: LOW/MEDIUM/HIGH* Circle as appropriate.			

Key:

Note: A risk assessment is simply a way of looking at potential risks and putting in place measures to reduce the likelihood of untoward events happening see below.

Consequence	Score	Likelihood	Score	Assessment
Fatality	6	Common [1 - 3 monthly occurrence].	6	Once assessed the resulting product of the two scores is regarded as a;- LOW RISK - scores between 1 & 10. MEDIUM RISK - scores between 11 & 22. HIGH RISK - scores between 23 & 36
Disability	5	Regular [3- 6 monthly occurrence].	5	
Very Serious injury[e.g. broken limbs]	4	Frequent [annual occurrence]	4	
Lasting more than 3 days	3	Occasional [Has been known to occur].	3	
Noticeable[e.g. requires first aid]	2	Possible [remote chance]	2	
Trivial	1	Improbable [Probably close to zero]	1	Final revised score should not exceed 10. If so further control measures may be needed.

Risk Assessment Notes;

Carrying out a risk assessment is a way of demonstrating that you have considered all of the things that could happen that are likely to present a hazard or potential danger to persons present and that the control measures that you have put in place to limit or mitigate the outcomes are reasonable and proportionate to the hazard in question.

For example The Hazard Could be pedestrians and moving traffic coming into conflict with each other and if not controlled the outcome could be disastrous in terms of personal injury.

The control measures could be separating pedestrians from traffic by cones / barriers or effective stewarding.

Further Information in support of application:

