

Queen's Platinum Jubilee Street Party Road Closure Application Form



This form should be completed to apply for a traditional street party road closure that meets the following criteria:

- Simple temporary tables and chairs in the road
- Less than 500 people in attendance
- No sale of alcohol
- No entertainment like live music

Reason for the event:

Date and time of event:

Location of event:

Approximate number of attendees:

.....

Organiser name:

Contact address:

Phone number:

Email address:

.....

Please read the information on the following websites to help you meet the basic legal requirements for a street party and answer the following questions:

- www.gov.uk/government/publications/your-guide-to-organising-a-street-party/your-guide-to-organising-a-street-party
 - www.streetparty.org.uk/
 - www.hants.gov.uk/transport/licencesandpermits/events
-

Please tick below as required

1. Based on the information provided in the links above, have you decided to take out Public Liability Insurance?

Yes No *(please send a copy of certificate if 'yes')*

2. The event will be held in a: cul-de-sac through road pavement grassed area

3. Please state the road to be closed and extent of closure *(please also attach a map – hand drawn is fine)*.

4. This is a residential street where all residents are invited? *(please attach a copy of letter sent)* Yes No

5. Appropriate road closure signs will be in place throughout the event? Yes No

6. If traffic needs to be diverted, what will the route be? *(please also attach a map – hand drawn is fine)*

7. Access arrangements for emergency services will be made? Yes No

Additional information:

Before you submit this form, please remember to:

- Include a road closure plan (showing the section of road to be closed and location of signs), with diversion route if applicable.
- Make sure access arrangements are in place in case of an emergency.
- Inform all residents affected of the event in writing and enclose a copy of the letter with your application.
- Consider the health and safety risks and decide if the event requires Public Liability Insurance.

I confirm I have read and understood the information above and I have read the terms and conditions. I understand that supplying insufficient information will delay my application.

Signature:

Print Name:

Date:

Should you have any questions please email engineers@eastleigh.gov.uk or phone the Traffic Team on 023 8068 8000

Please return this form to either:

engineers@eastleigh.gov.uk

or

Transportation & Engineering
Eastleigh Borough Council
Eastleigh House
Upper Market Street
Eastleigh
SO50 9YN

Terms and conditions

Please read the terms and conditions in full before submitting your application.

Eastleigh Borough Council cannot guarantee the suitability of the road for your event and will not attempt to clear it of parked vehicles or obstructions prior to the closure taking effect.

This may not be the only application you will be required to make in order to hold your event. You're responsible for finding out if any other licences are required for your event.

We must receive your application at least eight weeks before the date of the event otherwise we will not be able to process it.

Make sure you give all the information requested on the form. To prevent delay you must enclose the following with your application:

- a street plan of your event
- a copy of your resident consultation letter

Please note your application is for the Council to legally grant permission to close the road. It does not include the traffic management equipment you may need, such as road closure signs.

A closure will only be authorised subject to the following:

1. you must pay to the council the full costs of any damage to the highway or street furniture or other loss or damage 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. We strongly recommend that you take out Public Liability Insurance for the duration of your road closure
2. any Traffic Regulation Order or other statutory provision which is currently in force in the roads to be closed will remain in force during the closure unless specified to the contrary on the Legal Order e.g. if a road has permit parking, these rules will still apply during the event.
3. you agree to clean the street, if appropriate, in order to return it to its condition prior to the closure.