**Road Closure Application Form for Events on the Highway**

This application form will let City of Doncaster Council know of any event you plan to hold on the highway and will allow the Council to create a Temporary Traffic Regulation Order (TTRO). As the event organiser or promoter, you must return this application form **not less than 8 weeks** before the proposed start date of the road closure. The Network Management team will review the form upon its completion; depending on the event, the Council may request a detailed event management plan.

Event organisers who require a road closure must complete and return this form, and all other relevant documents, to City of Doncaster Council’s Network Management team via **network.management@doncaster.gov.uk**

An **accredited and competent traffic management company** must install all temporary traffic management on the highway, including advanced warning signage. It is the responsibility of the event organisers to employ a suitable traffic management company and share traffic management drawings with the Council if requested.

Prior to returning this form, the Council’s online event gateway form should be completed; the form is accessed via “Do It Now” button, on the following link:

[**https://www.doncaster.gov.uk/doitonline/organise-and-stage-an-event-in-doncaster**](https://www.doncaster.gov.uk/doitonline/organise-and-stage-an-event-in-doncaster)

**Emergency Services Access**

Certain events may require crossing access for emergency services responding on blue lights and sirens at specified points. **Signage identifying safe crossing points should be part of traffic management plans and maps**. Event organisers must complete the form on the following link to inform Yorkshire Ambulance Service of event details and closures: [**YAS Event Assurance Form**](https://eu-west-1.protection.sophos.com?d=office.com&u=aHR0cHM6Ly9mb3Jtcy5vZmZpY2UuY29tL3BhZ2VzL3Jlc3BvbnNlcGFnZS5hc3B4P2lkPXNsVERON0NGOVVleUlnZTBqWGRPNHh0VHlxRHpURUZQaTM2ZzBWMy1EazFVUkVWWFIxaGFSRWRZUWtaWk5WYzRVVlV6UTB4WVNrOVNUaTR1&i=NjA0OGFhNGE1M2FhY2QwZTgyNzQ2ZDBi&t=Q2VpcUxNWjEwam5LWFh5eCtrVGw4ZENkSDZyWVRjaHM3RmNnNlY2bmRtQT0=&h=0959c6ae753241028a752bc37cd47e92&s=AVNPUEhUT0NFTkNSWVBUSVY85OPHHyFBxqC2K_9t_f1uDkBAOKERf0WiusvxjGqzsQ) Road closure applications will not be processed further without its completion.

Applicant Details

|  |  |
| --- | --- |
| Applicant Name: | Enter Name |
| Organisation: | Enter Organisation Name |
| Contact Number: | Enter Contact Number |
| Contact Email Address: | Enter Email Address |
| Address  | Address |
| Town/City  | Town/City |
| Post Code  | Post Code |
| Billing Details if Different |  |
| Name: | Enter Name |
| Address  | Address |
| Town/City  | Town/City |
| Post Code  | Post Code |
| Order/Expenditure Code | Order/Expenditure Code |

Event Details

|  |  |
| --- | --- |
| Event Name: | Event Name |
| Type of Event: | Event Type |
| Start Date and Start Time of Road Closures:  | Date and Time |
| Finish Date and Finish Time of Road Closures:  | Date and Time |
| Are the closures on a bus route?  | Choose Option |
| 3m of carriageway maintained for Emergency Services? | Choose Option |
| Do you require parking restrictions for the event? | Choose Option |
| Do you require a vehicle lifting service for the event? | Choose Option |

**Contracted Traffic Management Company Details:**

|  |  |
| --- | --- |
| Company Name | Name of TM Company |
| Address  | Company Address |
| Town/City  | Town/City |
| Post Code  | Post Code |
| Nominated Officer:  | Officer Name |
| Contact Number:  | Officer Contact Number |
| Contact Email:  | Officer Contact Email |

**Location of Event and Closures**

In the first box below, list the roads that will be closed or subject to restrictions, such as parking/waiting or waiting. In the second box list any diversion routes for the closures. You should clearly detail in the appropriate box below whether your proposed diversion contains any low bridges, weight limits, narrow roads, tunnels, fords etc. or roads that have “One Way” or “No Entry” orders thereon. **You should clearly state the closure extents on each road if the whole road is not closed.**

***Provide a map on separate document detailing road closure route, the closure points clearly marked and the diversion route.***

|  |
| --- |
| **Closed Roads or Roads with Restrictions** |
|  |
| **Diversion Route for Closures** |
|  |

**Have You Completed or Provided the Following Documents and Forms?**

|  |  |
| --- | --- |
| Event Traffic Management Plan | Choose Option |
| Drawing of Closures and Diversions | Choose Option |
| Event Risk Assessment and Risk Matrix Form | Choose Option |
| YAS Event Assurance Form | Choose Option |
| Third Party Public Liability Insurance | Choose Option |

**Costs of Closures**

City of Doncaster Council are given powers under Town Police Clauses Act 1847 S21 (TPCA) and Sections 16A – 16C of the Road Traffic Regulation Act 1984 (RTRA).

The TPCAgives City of Doncaster Council powers to prevent obstruction of the streets in times of public procession, rejoicing, or illuminations, and in any case when the streets are thronged or liable to be obstructed. The processing of this application for community or charity events will be at **nil cost** to the organiser. Commercial events using TPCA are likely to incur a charge to process the application.

Sections 16A – 16C of the RTRAgive the Council the power to make an order to temporarily regulate traffic to facilitate sporting, social, or entertainment events on the highway. The restrictions may be imposed on a section of highway once in a calendar year for a maximum of three consecutive days unless special dispensation is granted.

The cost of the legal and administrative process to create road closures for events under the RTRA is currently set at **£1,000**, however the in some instances the order may be processed at nil cost or the charge may exceed beyond this, depending on any subsequent administrative and legal costs. City of Doncaster Council will review all event applications on a case-by-case basis; any costs for traffic management will be the responsibility of the event organiser, even if the TPCA is used to close the road.

In certain instances, the TPCA and RTRA Section 16 may not be applicable, on these occasions, closures will be made under Section 14 (1) of the RTRA, at a cost of **£1584**.

**Declaration**

**By completing and returning this form you, as the event organiser, understand and agree to the following:**

You are responsible for the event management and safety; the appropriate risk assessments are in place and the level of first aid cover is in line with the Purple Guide. You have Public Liability Insurance for the event, set to the minimum required cover of either **£5,000,000** or **£10,000,000**. The minimum amount will depend on the size and type of event and advice will be provided by Council officers.

An accredited and competent traffic management company will perform all traffic management duties and closures, event staff and stewards do not have the authority to direct traffic on the public highway. The appropriate **advanced warning signage** will be placed out at a **minimum one week prior** to the event.

Any litter/rubbish or damage caused to the highway due to the event may result in a charge imposed on the event organiser should the Council have to remove it.

You have consulted or will consult with residents, businesses, schools, and bus operators who may be affected by event road closures and will forward all and any correspondence to **network.management@doncaster.gov.uk**

The completion and return of this road closure application form indemnifies City of Doncaster Council against all claims for accident, damage or injury caused by, or in consequence of, the event named.