**Bath & North East Somerset Council**

**Application for Temporary Playing Out Road Closure Order**

**(Town & Police Clauses Act 1847)**



**Important – please read carefully!**

1. Please use this form only if you wish to apply for a Temporary Playing Out road closure Order. This Order will permit you to close a road for the purpose of children’s play at no more than monthly intervals for a 12 month period from the Order start date. If you are not sure that these are the correct forms for your event please contact the Transportation Team on (01225) 394135.

2. We must receive your application a minimum of 8 weeks before the date of the first event otherwise we will not be able to process it. To avoid disappointment please hand deliver or send your application by recorded delivery as lost or late applications are your responsibility and will not be processed.

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

i) a street plan of your event

ii) a copy of your resident consultation letter

iii) a risk assessment

iiii) a traffic management plan detailing the closure, barriers, signs and marshal positions.

4. Bath and North East Somerset Council cannot guarantee that an Order will be made, and any Order made under this application will be revoked if any of these conditions are not met:

i) 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(s).

ii) any Traffic Regulation Order (TRO) or other statutory provision which is currently in force on the road(s) to be closed will remain in force during the closure unless specified to the contrary on the Legal Order.

iii) if appropriate you must clean the street in order to return it to its condition prior to the closure. This must be done before the road is reopened.

iv) no closure must be of more than 3 hours duration.

v) an Order is made entirely for the purposes of children’s play and may not involve the placement of any structure on the highway during its use.

vi) no activity requiring any form of licence (under the Licensing Act 2003) may be undertaken when this Order is in force.

vii) vehicular access and egress for residents/businesses must be maintained during any closure period.

viii) on-street parking cannot be refused or restricted other than through an existing Traffic Regulation Order.

ix) the road(s) may only be closed on the dates and times specified within the Order.

x) events must be under adult supervision.

I confirm that all the information I provide below is true and complete and that I am at least 18 years of age. I agree that Bath and North East Somerset Council may distribute to appropriate third parties any of the information provided within these forms as may be required to process the application. I have read the conditions above and agree to accept and observe them if my application is successful.

Signed: …………………………………………………………

Date: ……………………………………………

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**1. Applicant details**

Name of person (and organisation if applicable): ………………………………………….……………

…………………………………………………………………………………………………………………

Contact address (incl. post code): ………………………………..………………………………………

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…………………………………………………………………………………………………………………

Telephone number (daytime): ………………………………………………

Telephone number (evening): ………………………………………………

Email address: …………………………………………………………………

**2. Road closure details**

Bath & North East Somerset Council makes no warranty as to the suitability of the road for your event.

Name of road(s) to be closed: ………………………………….………………………….………………

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**3. Length of road(s) to be closed (if appropriate):**

From: ……………………………………………………………………………………………

To: ……………………………………………………………………………………………

Please supply a plan showing the exact extent of the closure.

Please specify the dates and times that you propose to close the road(s) making it clear if this is to be a regular event. If you do not state specific dates we will not be able to process your application

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**4. Barriers / diversion signs**

You must provide and erect all appropriate signs and barriers necessary to effect the closure. This includes a ‘Road Closed’ sign and barrier at each point of closure, and any appropriate diversion signs for the alternative route. Also, each closure must be supervised and maintained at all times by a responsible and clearly identifiable adult. Please don’t hesitate to contact us if you would like clarification of signing requirements.

What arrangements have you made for the erection and supervision of barriers and signs? A list of suppliers is printed at the end of this form.

……………………………………………………………………………………………………………

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**5. Notification to affected properties**

It is a requirement that all affected properties be consulted by letter using the template at the end of these forms. You include your own flyer as well if you wish.

Please list the properties to whom you have sent a consultation letter. This means any property, residential or commercial, which is located on or accessed only by the road(s) you wish to close – e.g. High Street numbers 1-99 and numbers 2-98

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Please confirm the date your consultation letter was sent: ………………………….……………

Has there been any objection to your proposal? YES NO *(please circle)*

Please contact us on the number below if you need assistance in resolving a concern or objection.

Return your completed form to:

Bath & North East Somerset Council

Transportation Team

Lewis House

Manvers Street

Bath

BA1 1JG

If your application is successful you will be sent the Road Closure Notices approximately 1 week before the date of your first proposed closure. These notices must be laminated and erected one week prior to each event at each end of the closure.

If you have any queries please write to the above address, telephone (01225) 394135, or e-mail: traffic\_management@bathnes.gov.uk

Our office is open from 8.00am to 5pm Monday to Thursday and 8.30am to 4.30pm on Friday.

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| **Additional information** |  |

**Suppliers of barriers, signs and cones**

**Sun Traffic** Telephone: 0845 123 0111

Enquiries: info@suntraffic.com

Address: Sun Towers, Cary Court, Somerton Business Park, Somerton, Somerset, TA11 6SB

**Renteq** Tel: 0845 60 247 247

Address: Station Approach, Frome, Somerset, BA11 1RE

Please note: These details are provided to help the planning of your event but they do not constitute a complete list of traffic management equipment suppliers, neither does inclusion here imply any approval or warranty by Bath & North East Somerset Council as to the goods and services offered.

*Version 2. CG 4th June 2015*

To: Resident

From: …………………………………………………………………………………..………………

Address: ……………………………………………………………………………….………………

……………………………………………………………………………………………..……………

My tel. no: ……………………………………………………………

My e-mail: …………………………………………..………………. Date: …………………..

Dear Sir/Madam

Re: Proposed temporary Playing Out Road Closure Order

I am writing to inform you that I am in the process of applying for a Temporary Playing Out Road Closure Order to close the following road(s):

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…………………………………………………………………………………………………..….…………

This Order would be valid for 12 months and, subject to Council approval, closures would only take place on the following specific dates/times:

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The road will be fully closed to through traffic and points of closure will be marshalled. Residents will be allowed full access but are requested to drive at walking speed under supervision of marshalls when within the closure area. It is not necessary to move parked vehicles from the street although you may wish to do so. Parents will be fully responsible for their own children and access will be maintained for emergency services at all times in all parts of the street(s).

Please direct any comments, queries or objections about this proposal to the applicant in the first instance. If I cannot resolve your concern I will refer it to Bath & North East Somerset Council Traffic Management Team on (01225) 394135.

Many thanks in advance for your co-operation.

Yours faithfully

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