

**Traffic Management Team**

Lewis House, Manvers Street,

Bath BA1 1JG

Tel: 01225 394041

Email: [Traffic\_managementteam@bathnes.gov.uk](mailto:Transportation@bathnes.gov.uk)

Website: www.bathnes.gov.uk

Application for Special Event\* - VE DAY 2025

Please read the Terms & Conditions on page 2 before completing this form.

This form is for special events on the public highway which may require the removal of parking in addition to a road closure(s). There is no administrative charge to process this application (for VE Day applications only), but the applicant(s) will be liable for the cost of all temporary signing associated with the requested street closure.

\*Events are processed under Section 16A of the Road Traffic Regulation Act 1984

**PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER FRIDAY 11th APRIL 2025 MAY NOT BE PROCESSED OR APPROVED.**

Name of applicant(s)

Role of applicant(s), ie: organiser / committee member

Charity Registered Number (if applicable)

Address of applicant

Contact telephone number(s)

Email address (main contact)

Date of street closure(s)

Time and duration of closure(s)

required

Street(s) to be closed - please supply full closure details and a plan indicating the closure and

diversion route on a separate piece of paper or Page 4 below. **Please cross box to confirm.**

Have you enclosed details of the marshalling and First aid YES NO

arrangements for the event?

Has a similar event been held previously? YES NO

If yes, are the arrangements applied for amended in any way? YES NO

If yes, please give details

Have you contacted any other organisations regarding this event? YES NO

If yes, please specify

Please give details of any other businesses including bus services and residents that may be affected

**Terms & Conditions**

I/we hereby indemnify Bath & North East Somerset Council against all claims whatsoever arising that may be made against them by reason of making the Street Closure Order and to defray all costs incurred as a result of such claims being made. I/we agree to pay all costs of making good any damage to the highway for reason of making the Street Closure Order including damage caused to any alternative route for diverted traffic.

I/we confirm that I/we hold public liability insurance for the event for minimum cover of £5 million.

I/we agree to provide, erect, maintain and remove all safety measures, including all signs, lighting etc. required to protect the public and property at the site of the event and on the diversionary route for the duration of the closure and to defray all costs incurred in the event of failures to do so. I/we agree to consult with all residents, businesses, bus and taxi companies that may be affected by the closure and confirm in writing to the Council that we have done so.

I/we agree to keep clear access at all times for emergency vehicles during the closure and acknowledge that the closure will apply to all other traffic. I/we agree to be available during, immediately before and after the event so that the Council or the Police can contact us.

I/we agree to ensure that there are sufficient marshals to adequately cover the Road Closure Order and all marshals for the event are adequately trained for their duties to the reasonable satisfaction of the Council and the Police.

I/we understand that if I/we fail to comply with the above requirements I/we may be liable to Court action and that any such failure will be taken into account by the Council in considering future applications for Street Closure Orders by me/us.

**I/we have read the above Terms & Conditions and agree to comply with all written / verbal requirements of the Council/Police relating to the event.**

**Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Completed Application Forms, including the street closure(s) and diversion information on page 4, should be returned to:

**Bath & North East Somerset Council**

**Traffic Management Team**

**Lewis House**

**Manvers Street**

**Bath**

**BA1 1JG**

Or email to: [traffic\_managementteam@bathnes.gov.uk](mailto:traffic_managementteam@bathnes.gov.uk)

**If this application is approved, the applicant(s) named above will be notified by email. Included with this email will be Notices advising of the street closure(s), which will need to be printed and displayed at each end of the closure(s) at least one week before the closure date. These must be removed after the street has reopened.**

**Further information about holding an event can be found on the following webpage:**

<https://beta.bathnes.gov.uk/how-organise-successful-event>

**Closure details (for each road if applicable):**

For example: Station Road from its junction with North Street to its junction with South Road, or Station Road from house number 25 to house number 35.

**Plan indicating the position of the closure(s) and diversion route(s):**

This can be a freehand sketch or an extract from a map.