APPLICATION FOR A ROAD CLOSURE ORDER

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OXFORD CITY COUNCIL

INFORMATION

This application is for persons or organisations wishing to seek a Road Closure Order for an Event. The road closure will be requested to facilitate a procession or parade, public rejoicing, illuminations or in any case when the streets are thronged or liable to be obstructed, by allowing the Council to make orders to close the road, or for directing particular routes to be taken by particular classes of traffic; or for directing or prohibiting the passage or stopping of vehicles along or in particular streets.

NOTES FOR GUIDANCE

1. Applications should be submitted to the **Licensing Team via email to licensing@oxford.gov.uk**, as soon as possible but no later than **six weeks** before the proposed closure.

2. There is a fee payable for a Road Closure for any event (save for Small Events i.e. a Street Party or Community / Charitable Event). If you wish to apply to hold a Street Party, please complete the form "**Application To Hold A Street Party**".If you believe that you or your organisation should be exempt from paying a fee for a Road Closure, as the event is for purely a Community or Charitable cause, please provide details in writing with your application. It should be noted that where that is an element of commercial gain sought by those benefitting from the road closure, the fee shall not be waived. The fee levels are as follows:

Event (500 or more people)	**£390.00**
Market / Street Fair	**£324.00**
Event (less that 500 people)	**£135.00**

3. Where the application is from an ad hoc body set up for the purpose of one event rather than an established body, the person submitting the application will be held responsible for any costs arising, eg. clearing up, damage to street furniture or road surfaces etc.

4. The applicant will be required to submit, before an Order to close the street can be made, a copy of a Certificate of Insurance indemnifying the City Council against any claims arising from the event. (For this purpose, limited liability of £10,000,000 will generally be acceptable.)

5. The event shall be organised in such a way that access for pedestrians and essential vehicles can be maintained.

6. The organiser/applicant will need to ensure that all frontagers (both residential and commercial) of the road to be closed, and of any road(s) that directly adjoin the road to be closed, have been individually notified and have not substantial objection

7. Organisers of events in Broad Street should note that the Council has agreed not, unless there are good reasons for doing so, to close the street to allow events to take place at the beginning or end of terms, during the examination period and on other dates when events are taking place at colleges.

CONDITIONS ATTACHED TO A ROAD CLOSURE ORDER

The applicant shall be responsible for compliance with the following requirements of the City Council.

1. Each road to be closed shall be clearly defined by means of a "**Road Closed**" sign as described below supported by means of a trestle or suitable half barrier in the carriageway.

2. Each sign shall read "**ROAD CLOSED**" in capitals 6" in height, white letters on a red background. For closures of less than one day, paper or card faces posted onto hardboard will be adequate. For longer periods a waterproof sign face is required, e.g. either varnished or gloss paint on hardboard or metal.

3. Any trestle or barrier to be placed in the carriageway shall be painted white and adequately weighted to prevent it from being blown over or the sign dislodged from it. Where these are to remain in place during lighting-up times the offside extremity of each barrier/trestle shall be lit by an approved road works lamp.

4. All signing and other physical obstructions in the highway shall be erected and removed, along with any debris resulting from the event, at the times specified in the application notice. Failure to do so will render the applicant/organisers liable to charge for cleaning the highway or even to prosecution for obstructing the highway.

APPLICATION FORM: ROAD CLOSURE ORDER

ROAD CLOSURE UNDER
THE TOWN POLICE CLAUSES ACT 1847 & OXFORDSHIRE ACT 1985

This application from must be signed and dated by the applicant

This form should be completed in accordance with the **Notes for Guidance** and the **Conditions attached to the Closure of a Road for a Street Party.**

Please return the completed form and your remittance to: **Licensing Team, Oxford City Council, Town Hall, St. Aldate's, Oxford, OX1 1BX via email to licensing@oxford.gov.uk.**

Further information can be found online at www.oxford.gov.uk/roadclosures, or by contacting the Licensing Team on 01865 252565, or by e-mail: licensing@oxford.gov.uk

Name of Applicant				
Address of Applicant				
Home Telephone Number				
Mobile Telephone Number				
E-mail Address				
Date of Event	**FROM:**		**TO:**	
Details of road(s) to be closed				
Times of Road Closure	**FROM:**	**AM / PM**	**DAY**	
	TO:	**AM / PM**	**DAY**	

PLEASE TICK (☑) THE BOXES BELOW TO CONFIRM THAT YOU HAVE UNDERSTOOD AND COMPLIED WITH THE REQUIREMENTS FOR A ROAD CLOSURE APPLICATION

I have read the **Notes for Guidance** and **Conditions attached to a Road Closure Order** and agree to abide by them. I will be responsible for all third party or other claims or costs arising out of the above closure.	☐
I have enclosed a copy of the notification sent to all frontagers	☐
I have consulted with all frontagers and I am not aware of any objections	☐
I understand that the Council requires public liability insurance in respect of road closures. I have enclosed a copy of the £10 million public liability insurance with this application.	☐
I have made or enclosed the fee payable to Oxford City Council (see Notes for Guidance)	☐
I have provided evidence requesting the Road Closure Order is exempt from paying a fee	☐

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see http://www.oxford.gov.uk/websitetools/privacy.cfm.

SIGNATURE:…… …… DATE:……