

Application form for a road closure for a street party or a small community event

Note: Please use this form only if you wish to apply for a road closure(s) in order to hold a residents' street party which is defined here as:

- Involving 1 or 2 quiet streets without through traffic or on a bus route.
- Organised by and for residents without external publicity on paper or online.
- The organised selling of alcohol or any goods does not happen.
- Held on one day in a year.

All other public events, including busier streets, should apply via the 'Temporary Road Closure Application Form'.

You must send us your application at least 6 weeks before the date of the event otherwise we will not be able to process it. This allows for consultation with the police and other bodies.

Applicant Contact Details

Title:	
First name:	
Surname:	
Organisation (if applicable):	
Address:	
Telephone number:	
Mobile number:	
Email address:	

Event details

Please give a full description of the event (including the type of entertainment and the number of people expected to attend):

Details of Proposed Temporary Road Closure

Date of closure:	
Time closed from:	
Time closed to:	
Name of road(s) to be closed:	

If you plan to close only a section of the road(s), where will the closure begin and end?

From the junction of:	
To the junction of:	

A plan showing the road(s) to be closed is enclosed (please answer 'Yes' if so):	
Give a brief list of properties affected. This means any property, residential or commercial, which is located on or accessed only by the road(s) you wish to close e.g. Oxford Street numbers 1-8.	
Are any of the roads to be closed used by through traffic? If yes, you will need to send a traffic plan showing the exact extent of the closure and an alternative route for traffic.	

<p>Are you planning on closing a road that is part of a bus route?</p> <p>If yes, you will need to consult the bus company and attach a copy of their response.</p>	
<p>Will access for emergency vehicles (if required) be readily available at all times?</p> <p>If no, you will need to discuss this with the emergency services and Derbyshire County Council highways department. In the interest of safety, roads must be kept accessible unless emergency services and the highways authority confirm otherwise.</p>	

Barriers and diversion signs

<p>People will need to know how the road has been closed off, how will you ensure this? Have you thought about barriers/diversion signs needed? Please outline your plans for barriers/diversion signs below:</p>
Empty space for outlining plans

Notifying those affected

The council want to ensure most people are happy with this event. You must consult in writing all affected properties (including commercial properties) about the road closure.

<p>Please include a copy of the consultation invitation/notice and confirm the date it was sent:</p>	
<p>Have you received any objections to your consultation?</p> <p>If any objections have been received, you must enclose copies of the letters with your application. If you receive any later objections, you must send these to us as soon as you become aware of them – most objections can be resolved between the objector, organiser and occasionally a Council Officer.</p>	

Additional Information

The council recommends that a resident involved in organising the street party considers any potential personal liability arising from doing so and considers buying Public Liability Insurance from specialist event insurers on behalf of all residents in the street(s). It should be noted that such insurance only deals with financial liability and safety should be a matter for all residents to consider at all times. The council cannot advise on such matters.

If residents are planning to sell food, drink or alcohol, sell tickets for attendance, or to provide entertainment they must apply for a Temporary Event Notice.

I understand the following:

The Council will use the information I have provided to process my application for the following purposes:

- To consult with internal departments, other councils and public sector bodies;
- To make a decision on my application
- To contact me about my application
- To mediate the resolution of any objections as necessary

Lawful basis – under data protection legislation, this processing is allowed because it forms part of the performance of a task in the public interest.

The Council may share some or all of my information with the following 3rd parties:

- the council's democratic services, legal and town centre operations teams;
- Derbyshire County Council's Economy, Transport and Environment department;
- the police, fire service, ambulance service and bus network provider.

The Council may also share your information with other public sector bodies or agencies where it has a statutory requirement to do so, or another legal gateway exists such as a data protection exemption. This may include sharing information for crime and taxation purposes, such as fraud prevention. If I give information that is incorrect or incomplete when it is unlawful to do so, I understand that you may take action against me, including court action.

Where the information relates to another individual I can confirm that I have sought their permission, where required from them, prior to its use.

You can find more information about the way the council protects your personal information, and information about your information rights, at chesterfield.gov.uk/privacy. Or contact the Data Protection Officer at dpo@chesterfield.gov.uk.

Declaration

I declare that the information I have given on this form is correct and complete.

Print name:	
Signed:	
Dated:	