



## Application to Close A Highway for an Event

Please read the 'Guidance Notes' and 'Proposed Minimum Prices for Events' before completing this application form. All application forms and guidance can be found online at [telford.gov.uk](http://telford.gov.uk)

When completing this application form, please ensure the following:

- ALL** sections of the application form are completed
- A copy of the public liability insurance certificate for this event is provided with the application form
- A traffic management plan is provided showing the location of the closure & details of signage that will be used
- Provide proof that you represent a registered charity, the closure **will not** be processed without this (if applicable).
- Payment has been made (if applicable)
- Please note that a minimum of 12 weeks' notice is required to process an application

**Failure to complete the above may result in unnecessary delays or refusal of your application. Please note approval of your road closure is not guaranteed. Please contact the Streetworks Team to discuss your application before you publicise the event.**

Name of Event		
Purpose and Nature of Event		
Date and Time of Closure		
Name of Applicant		
Address of Applicant		
Telephone Number	Office hours:	Outside Office Hours:
Email		
Predicted Attendance		
Price of Closure (as per website)	£	
Road(s) to be Closed		



<p>Location Description of Section of Road(s) to be Closed</p>	
<p>Has this event been previously held and if so when?</p> <p>If yes, are the arrangements different from the last time the event was held?</p> <p>If so, please provide details</p>	<p><b>Yes / No</b></p>
<p>Please confirm arrangements are being made to ensure that access/alternative routes will be available for non-vehicular traffic</p>	<p>Pedestrians: <b>Yes / No</b></p> <p>Dismounted cyclist: <b>Yes / No</b></p> <p>Dismounted horse rider: <b>Yes / No</b></p>
<p>Please confirm arrangements are being made to ensure that access will be available for emergency services at all times</p>	<p><b>Yes / No</b></p>
<p>Please confirm consultation has taken place with the Police</p>	<p><b>Yes / No</b></p>
<p>Please confirm you have also submitted either a Small Scale Event Application Form or a Large Scale Event Application Form to the Events Team at Telford &amp; Wrekin Council. All application forms and guidance can be found online at <b>telford.gov.uk</b></p>	<p><b>Yes / No</b></p>



## Traffic Management Details

Name of person responsible for the traffic management for the event:	
Telephone no:	
Mobile no:	
Email address:	

## Public Liability Insurance Details

Name of Insurer:			
Policy Number:			
Expiry Date:		Cover (£5m minimum):	

## Payment Details

Payment method:	Registered charity (no payment required): <b>Yes / No</b> Credit/Debit Card: <b>Yes / No</b>
Receipt number provided when making payment (if applicable):	TSHW

Signed:		Date:	
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### **IMPORTANT**

All communication relating to this Licence should be addressed to:  
Telford & Wrekin Council, Streetworks, Darby House, Telford TF3 4JA / [streetworks@telford.gov.uk](mailto:streetworks@telford.gov.uk) / 01952  
384000



## Privacy Notice under the General Data Protection Regulations

Telford & Wrekin Councils Highways & Neighbourhood Services are collecting your personal data for the purpose of dealing with your recent enquiry/service request under Article 6(b) of the General Data Protection Regulations. The council may need to securely share relevant elements of your data with one of our contractors solely in order for them to deal with your enquiry on our behalf.

For further details on the council's privacy notice please view the privacy page on the council's [www.telford.gov.uk/terms](http://www.telford.gov.uk/terms).