

TEMPORARY ROAD CLOSURE FOR AN EVENT

1. **Applications for road closures MUST be made a minimum of 12 weeks before the event.** This allows us to check that you have a suitable location and that the event does not clash with other major events or planned road closures. Please apply using the Council's application form
2. The Council must be satisfied that the road needs to be closed for your event and depending on the circumstances the Council may not grant a closure order. For this reason we recommend that you contact us to check that the event can go ahead before it is publicised.
3. You must also contact West Mercia Police to obtain approval in principle and to establish if the police agree to take responsibility for the traffic arrangements during the event. If the police do not intend to do this, the organiser must submit a suitable traffic diversion route and sign schedule comprising the following:
 - a plan showing positions of the road closure/route diversion signs/barriers
 - a description of wording/size/colour of the road closure/ diversion/ signs/barriers
 - details of stewards/marshals (how many and where they will be located)

Any signs used on the highway must conform to the Traffic Signs Manual Chapter 8. It may be necessary for the organiser of the event to employ a competent traffic management organisation to prepare the above on their behalf.

4. Advance notification signs warning of the closure as approved by Telford & Wrekin Council are to be erected on site no less than 2 weeks before the event and taken down immediately after the event.
5. The event organiser must consult with all residents and businesses which may be affected by the closure.
6. Access for emergency vehicles and residents/businesses must be maintained at all times during the closure period.
7. The event organiser is required to carry a MINIMUM of £5million Public Liability Insurance and must indemnify the Council against all third party liabilities. The Insurance Certificate must be enclosed with the road closure application; otherwise your application will not be processed.
8. All litter, signs, public notices etc must be removed as soon as possible after the event.

The Council charges organisers for this type of Road Closure. The level of the charge depends upon the organisation and the number of people who will be attending.

Useful Contacts

Telford & Wrekin Council streetworks@telford.gov.uk
01952 384000

Highways & Transport
Telford & Wrekin Council
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Telford
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