



**Epping Forest
District Council**

Road Closure Policy

March 2023

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1. Introduction

The purpose of this document is to provide clarity to applicants and guide the Council in its administration and decision making when considering applications for temporary road closures under provision of section 21 of The Town Police Clauses Act 1847 (the Act).

Only events that require a temporary closure for the purpose of processions, illuminations, rejoicings or any case where the streets are thronged by the public for purpose of a specific event may be considered under this policy.

Closure of major trunk roads, through roads or longer-term closures must be facilitated by application to the County Council for a Closure Order under provisions of the Road Traffic Regulation Act 1984.

The Council are unable to issue a Road Closure Order for road(s) that are not adopted by the District Council (private roads etc).

2. Applying for a Temporary Road Closure

Organisers wishing to close a road on a temporary basis to hold a parade, street party or social gathering, require formal permission to do so and prior approval must be given by the Council before a road may be closed.

The application, fee and relevant documents should be submitted at least six weeks ahead of the event using the Councils Road closure for special events form.

On receipt of the application the Councils Licensing Team will consult with Essex Highways and partner agencies on the applicant's behalf.

The applicant is responsible for notifying and consulting with Hospitals, Schools, Churches, residents, businesses, and Town/Parish Council etc. that may be affected by the closure.

Consultation materials must include the organiser's name, address, contact number and, if possible, email address.

Confirmation must be supplied to the Council that a majority of those consulted are in support of the street party proposal. Details of any objections must also be supplied by the organiser to the Council before approval can be given.

It is also the applicant's responsibility to contact any bus companies that may be affected by the proposed closure to determine what they will do and agree on where the buses will stop, and which stops will be closed.

If the proposed closure affects a bus route which is managed by Transport for London (TfL) or if applicants require the suspension of a TfL owned bus stop, they will need to contact Ramiz Raza RamizRaza@tfl.gov.uk to agree the closure and arrange to pay the appropriate fee.

Essex County Council are the Transport Authority for all other bus services in the District; if a non-TfL service and/or stop is affected by the proposed event, applicants should contact IPTU Roadworks iptu.roadworks@essex.gov.uk to determine any alternative arrangements that may need to be made. IPTU Roadworks will be able to advise the appropriate bus operators of the agreed arrangements on your behalf and arrange for notices (where required) to be supplied to applicants for posting on affected bus stops ahead of the event and taken down immediately afterwards – to relay to bus passengers the details of any revised arrangements.

3. Application Fee & Additional Costs

A fee is charged to cover the cost of processing the application, undertaking consultation, and drafting/issuing the road closure order. The relevant fee is detailed on the application form and determined annually as part of the Councils fees and charges review.

The Council may determine to waive the fee for events of national celebration or commemoration.

All advertising, signage, notices etc and any other associated costs remain the sole responsibility of the applicant.

4. Relevant Documents to Accompany Applications

The completed application form must be accompanied by a clear and legible location plan showing the full extent of the planned closure and a traffic diversion route (unless a cul-de-sac or no through road).

The applicant must also confirm that a majority of responses to their consultation are in support of the proposal and provide copies and details of any objections.

5. Risk Assessments

For a small residential street party, the Council will not normally expect a risk assessment to be submitted as part of the application. However, organisers should ensure that they consider all the risks involved and document these.

This will help identify any particular areas where problems may occur and that they have been addressed. Documenting this process demonstrates that organisers have prepared to mitigate risks and offers protection if something happens at the event.

Further advice is available from the Health and Safety Executive at [Event safety - Getting started \(hse.gov.uk\)](https://www.hse.gov.uk/event-safety-getting-started)

For larger events or where the Council has reason for concern, a risk assessment may be required and will be considered as part of the application process.

In some circumstances the Council may also consult with Safety Advisory Group (SAG), consisting of Police, Fire, Ambulance, County Highways and other key partners should this be considered necessary.

6. Public Liability Insurance

There is no legal requirement to have public liability insurance. However, the Council will not be held responsible for any damage to property, or injury to any person arising from or in connection with the event or closure.

Therefore, it is for applicants to consider if they wish to obtain insurance for their own peace of mind in case something should go wrong. Applicants wishing to obtain insurance can find advice on the Street Party and Big Lunch Websites.

7. Determining Applications

Under the terms of the legislation, the Council must be satisfied that it is necessary to close the road in order to facilitate the event.

Road closures will affect the movement and accessibility of all residents and businesses etc. for the duration of the event and applications will have to be carefully considered by the Council before any approvals can be given.

Whilst it is unlikely that the Council will receive objections to closing short cul-de-sacs or quiet residential roads for a community event where a simple alternative traffic route is available, concerns are likely to be raised where an application relates to through traffic

routes that would be affected, like on main roads and bus routes or where the effect of street parties in adjacent roads would create traffic routing difficulties etc.

Accordingly, the Council reserves the right to refuse a road closure, the reason for refusal may include one or more of the following:

- the event organiser has not given the authority enough time to process the application
- there is a risk to public safety
- the authority considers there is a more suitable alternative location for the event
- the road closure covers heavily trafficked roads, a main bus route or there is likely to be too much disruption to traffic flow
- large numbers of people are likely to attend the event
- the necessity for a road closure is questionable
- the event organiser's risk assessment identifies unacceptable risks
- the requested closure closes the road for too long
- there is no satisfactory diversion around the road closure
- there is no satisfactory emergency services access to the road closure
- there are objections that cannot be resolved
- the proposal includes a proposal to erect stalls for the sale of goods or other static structures on the highway
- the application relates to a private event (family party etc.)

8. Where Objections Are Received and not Withdrawn

If there are objections this does not mean that the event cannot go ahead, but the objections will be fully considered by the Council in making its decision.

The Council expects that in the first instance the applicant will engage with those making an objection to attempt to resolve the matter informally and without the need for the Council to intervene.

Where one or more objections are received and not withdrawn, determination will be made by the Service Director, in consultation with the Portfolio Holder and Chair or Vice Chair of the Licensing Committee and the decision will be given in writing.

Where objections are received from County Highways, Police, Fire, Ambulance, Safety Advisory Group or another partner organisation and their concerns cannot be adequately addressed, the Council will not proceed with the order and the application will be refused.

9. Signage & Managing the Closure

The applicant (and not the Council) is responsible for ensuring that all safeguards, signage, barriers and stewards are in place and the Council will not be held responsible for any damage to property, or injury to any person arising from or in connection with the event or closure.

Neither Epping Forest District Council or Essex County Council provide signage. If signage is required for your road closure, these must be sourced by the applicant.

10. Emergency 999 Access

Event organisers must consider emergency access during the closure and access points must be maintained for emergency ingress and egress – at all times during the closure.

If hard barriers are to be used, these must be staffed to ensure emergency ingress and egress and space must be maintained within the closure for an emergency vehicle to be able to park if required to respond. Fire hydrants are to be kept clear at all times.

11. Running Your Event

- Be aware of the needs of others including; visiting doctors and nurses and other home visiting services and make suitable arrangements.
- Notify neighbours of the time the event will finish and provide name and contact number for them to contact if they are being disturbed.
- Be considerate of neighbours who may not be participating in the event. If you have to talk louder against any music, then it is probably too loud.
- Lower the noise level in the evening when children or other local residents might be trying to sleep and finish the event at a reasonable time.
- Clean up after your street party. It's your street and your party so keep your local area tidy. Let people know in advance the finish time and arrange for neighbours to help with clearing away the rubbish and recycling etc.

Further guidance on planning a street party can be found on the following websites:

[Organising a voluntary event: a 'can do' guide - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

[Your guide to organising a street party - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

[Residents Guide \(streetparty.org.uk\)](http://streetparty.org.uk)

www.edenprojectcommunities.com/the-big-lunch

Please send completed application forms to Licensing@eppingforestdc.gov.uk