## sccblacksquare-A4Southampton Community Street Closure Application Form

This form is for street closures that are organised by, and for, residents of a street in Southampton.

Forms need to be submitted at least 6 weeks before the closure and possibly earlier if you wish to avoid paying for a road closure notice.

If you expect more than 500 people to attend your street closure, you will need to follow a different process at: [www.southampton.gov.uk/events](http://www.southampton.gov.uk/events)

## Organiser’s Details

|  |  |
| --- | --- |
| Community Street Closure Organiser |  |
| Contact Address  (including postcode) |  |
| Email address |  |
| Daytime telephone number |  |

## Community Street Closure Details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of street |  | | | |
| Street Postcode |  | | | |
| Closure Date  (if you are requesting repeated closures please list all dates) |  | | | |
| Closure Times (include any set up and pack down time required) | Start |  | Finish |  |
| How many people, approximately, do you expect to attend? | | |  | |

Please give a brief list of properties affected - this means any property, residential or commercial, located on or accessed only by the road(s) you wish to close e.g. numbers 1-99 and numbers 2-98

If you need to close some of your road you will need a Road Closure Notice. This costs £112 but you can avoid this fee by taking part in a monthly batch.

To get your road closure order for free, in a monthly batch, you need to get your application to the council 6 weeks before the 1st day of the month of your street closure. For example, if you are holding your event on 21st July 2020 you need to get your application to us by 20th May 2020.

The deadlines for 2020 are:

|  |  |
| --- | --- |
| **Month when the street closure is taking place (2020)** | **Deadline to submit applications** |
| January | 20th November 2019 |
| February | 21st December 2019 |
| March | 19th January 2020 |
| April | 19th February 2020 |
| May | 20th March 2020 |
| June | 20th April 2020 |
| July | 20th May 2020 |
| August | 20th June 2020 |
| September | 21st July 2020 |
| October | 20th August 2020 |
| November | 20th September 2020 |
| December | 20th October 2020 |

All affected properties must be consulted in writing at least once about any proposed road closure. You must also include information about the proposed road closure on any invitations or notices you distribute to affected properties.

All residents that will be affected must agree to the closure and understand that their access will be restricted.

|  |  |  |
| --- | --- | --- |
| Have you spoken to all properties with either pedestrian and/or vehicular accesses that will be affected by the closures? | Yes | |
| Have there been any objections to the closure?  If so, have you been able to resolve these to the objectors’ satisfaction?  If the answer is ‘yes’ please enclose copies of any written objections and details of how the concerns were resolved. | Yes | No |

Do you intend to include any of the following in your street closure?

|  |  |  |  |
| --- | --- | --- | --- |
| Portable Staging or Temporary Structures |  | Sale of Alcohol |  |
| Advertising signs on the highway |  | Fireworks, Pyrotechnics, Fire Eaters or Lasers |  |
| Barriers or Fencing (not road closed or diversion signs) |  | Inflatables (bouncy castles etc) |  |

If you have ticked any of the boxes, please include full details with your application form.

You must use appropriate road closure signs to make sure that your road closure is effective. You can normally borrow these free - see [bit.ly/communitystreets](https://www.southampton.gov.uk/people-places/community-involvement/community-street-closures.aspx) for details. If unavailable, you can hire signage from local hire shops.

|  |  |  |
| --- | --- | --- |
| Is the road to be closed a through road? | Yes | No |
| Are any businesses located in the road that will be affected by the road closure? | Yes | No |
| Is the road on a bus route? | Yes | No |
| If there is a public car park, will it still be accessible to the public? | Yes | No |
| Will street parking be restricted or affected? | Yes | No |

You must provide an area map and a street map plan for your street closure.

The area map needs to show:

* Which roads will be affected, including neighbouring roads
* Where the roads will be closed to traffic and
* Any diversions which will need to be put in place
* Any emergency exits

The street map plan needs to show:

* The relevant house numbers
* How you plan to set the road out, including where you will place road closed signs
* Emergency access points – including how an ambulance could get in and out (road access needs to be at least 3m in width)
* Any planned structures or barriers including stages, gazebos, inflatables etc.

Your application will be sent to our Highways partner; Balfour Beatty.

The Highways Authority will decide if a Temporary Traffic Regulation Order (TTRO) can be made to allow the road closure to take place. If the TTRO is agreed you will be sent a copy of the Road Closure Order.

## Acceptance of Terms and Conditions

|  |  |
| --- | --- |
| I confirm that I am over 18 years of age and I agree to be bound by the Community Street Closure Terms and Conditions (ANNEX 1) which I have read and understood. | |
| Print name |  |
| Signature |  |
| Date |  |

## Checklist

|  |  |
| --- | --- |
| I have read and understood the Terms and Conditions and signed this form |  |
| I have read and understood the Public Liability Insurance Guidance |  |
| I have read and understood the Community Street Closure Disclaimer |  |
| I have written to everyone affected by the road closure and have included information about any objections that were received |  |
| I will use appropriate road closed signs and barriers to close the road |  |
| I have included an area map and a street plan map |  |
| I understand that it is my responsibility to leave the site clean and tidy |  |
| I can confirm that nothing will take place before 8am and after 11pm |  |
| I have read and understood the Community Street Closure Guidance on Noise (ANNEX 2) |  |

**Without all of the above information being completed and sent with this form, your request cannot be processed.**

Please send your completed application form and information to: [southamptontma@balfourbeatty.com](mailto:southamptontma@balfourbeatty.com)

or post your application to: Network Management, City Depot and Recycling Park, First Avenue, Southampton SO15 0LJ

## Data Protection Statement

|  |  |
| --- | --- |
| padlock_small | Southampton City Council is collecting this information in order to perform this service or function, and if further information is needed in order to do so, you may be contacted using the details provided.  In performing this service, the Council may be required to share your information with other organisations or departments, but it will only do so when it is necessary in order for the service to be provided.  The Council may also share your personal information for the purposes of the prevention, investigation, detection, or prosecution of criminal offences, but will not share your personal information, or use it for this, or any other purpose, unless provided for by law.  More detailed information about the Council’s handling of your personal data can be found in its privacy policy, available online (<http://www.southampton.gov.uk/privacy>), or on request. |