

Road Closures for Special Events

Road Closures for special events are provided under the Town Police Clauses Act 1847 Section 21. These events can vary in size from a small village fete to a large carnival, festival or procession.

In order to hold an event on a public highway a Road Closure Order is required which enables the named signatory to close the named roads for a stated time. This process takes 12 weeks so applicants should ensure their completed application form and supporting information is received at the Council offices in good time.

All other road closures (for example works to the highway, resurfacing, gas, electricity, water boards etc) are dealt with by Somerset Highways and require a Traffic Regulation Order.

There is currently no charge for the making or monitoring of an Road Closure Order. In order to make a road closure application we require a minimum of 10 weeks notice. Before making the application we would strongly recommend that the event organisers discuss the proposals with the local police. 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. For the road closure to be granted the police, Highways Authority and the street works authority must confirm that they have no objections. If any of these parties object to the closure Mendip District Council will be unable to grant the order.

Every application for a road closure should be sent to Mendip District Council (Road Closures), Council Offices, Cannards Grave Road, Shepton Mallet, BA4 5BT and **must** include the following:

- A map showing the road(s) that you wish to close. The map should also be used to indicate the signage that you intend to use (including the position of the signage), the position of all of your marshals and the location of your first aid support.
- A copy of the public liability insurance (minimum £5million) that covers that event.
- A list of contact details for those who hold positions of responsibility within the event organising committee - these details may be made available to any member of public who makes an enquiry with regards to the event.
- A copy of the full risk assessment for the event. This does not have to be submitted with the application form but must be received before a road closure order will be granted.
- A copy of the letter sent to all businesses that will be affected by the road closure for your event. We also require a copy of the list of businesses that you have contacted.

All signs **MUST** conform to "Traffic Safety Measures and Signs for Road Works & Temporary Situations Act", (Traffic Signs Manual, Chapter 8).