# Application for a Queen’s Jubilee Event Road Closure Order

It may help you complete this form if you also refer to the Application for Event Road Closure Order - Guidance at the end of this document.

If you have any questions, please contact our Customer Service Centre on 0344 800 8020

## Road Closure Details

Will pedestrian access be maintained? …………………………………………….. (Yes/No)

Name of event: ……………………………………………………………………………………

Street name & Parish of road being closed: …………………………………………………..

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Start location of closure: …………………………………………………………………………

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End location of closure: …………………………………………………………………………

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Start date & time of closure: ……………………………………………………….……………

End date & time of closure: ……………………………………………………….…………….

Alternative Route. Including road names, ‘locally known as’ names, and numbers at junctions. Route to be shown on an attached plan with diversion route signing diagram.

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## Possible Impact

Is there local support for this event taking place & the road being closed?

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Please list any residents or businesses that have expressed concerns or objections to the to the road being closed, together with any reasons:

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How many people are you hoping will attend your event? For example, up to 20, up to 500, up to 10,000: ………………………………………………………………………………………………………

Is a bus route affected (public and/or school)? ………………………………………………..

Travel & Transport Services Authorisation code: ……………………………………………..

What measures will be required to minimise disruption to buses?

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Please list any other details or contacts that will assist your application:

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**Please continue and complete either Form C (Small Local Event) or Form D (Larger Event) – the category definitions can be found in the Guidance at the end of this document**

**Form C – Application for a Queen’s Jubilee Small Local Event Road Closure**

I am applying on behalf of:

Name of the Event Organising Committee...............................................................................

Address..............................................................

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...........................................................................Post Code.....................................................

**Contact details for Applicant**

Name......................................................................................................................................

Address.............................................................

..........................................................................

...........................................................................

...........................................................................Post Code.....................................................

Telephone..........................................................Mobile...........................................................

Email..................................................................Fax...............................................................

I understand Norfolk County Council recommends that a minimum £5m public liability insurance cover is arranged for this event. I can confirm that the details provided in the application are true and correct that that I shall make arrangements for copies of the closure order to be displayed at each end of the road being closed for the 28 days leading up to the road being closed

Signed:...............................................................Date.................../...................../..................

On behalf of organising committee

Unless payment is already held on deposit, please telephone the Customer Service Centre on 0344 800 8020 and select the "Highways" option to make payment by credit or debit card. They will also be able to help with any general enquiries.

When calling to make payment, please give the Cashier:

* The name of the Event Organising Committee
* Reason for payment: Road closure application or money on deposit for future applications
* Cost reference and VAT category: PJ1302 94920 T
* Cost of application: Community Event £22.00
* Cost of application: Non-Community Event £770.37
* Your credit/debit card details

The Cashier will process the payment whilst you are on the line and will give you a payment authorisation code for your records.  If you require a written receipt, please ask the Cashier at the time of calling.

Please return the completed application form and Form A to [streetworks@norfolk.gov.uk](mailto:streetworks@norfolk.gov.uk) or post to:-

Highways Permits and Licences,

Norfolk County Council,

County Hall,

Martineau Lane,

Norwich,

NR1 2DH

**Form D – Application for a Queen’s Jubilee Larger Event Road Closure**

I am applying on behalf of:

Name of the Event Organising Committee...............................................................................

Address..............................................................

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...........................................................................Post Code.....................................................

**Contact details for Applicant**

Name......................................................................................................................................

Address.............................................................

..........................................................................

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...........................................................................Post Code.....................................................

Telephone..........................................................Mobile...........................................................

Email..................................................................Fax...............................................................

I agree to provide a minimum £5m public liability insurance cover for this event. I can confirm that the details provided in the application are true and correct that that I shall make arrangements for copies of the proposed closure order to be displayed at each end of the road being closed for the 35 days leading up to the road being closed

Signed:...............................................................Date.................../...................../..................

On behalf of organising committee

Unless payment is already held on deposit, please telephone the Cashier’s Office on 0344 800 8020 to make payment by credit or debit card. The Cashier is only able to take payment. If you have a general enquiry or want to know the amount of funds held on deposit please call 0344 800 8020.

When calling to make payment, please give the Cashier:

* The name of the Event Organising Committee
* Reason for payment: Road closure application or money on deposit for future applications
* Cost reference and VAT category: PJ1307 94920
* Cost of application: Community Event £22.00
* Cost of application: Non-Community Event £770.37
* Your credit/debit card details

The Cashier will process the payment whilst you are on the line and will give you a payment authorisation code for your records.  If you require a written receipt, please ask the Cashier at the time of calling.

Please return the completed application form and Form B together to [streetworks@norfolk.gov.uk](mailto:streetworks@norfolk.gov.uk) or post to:-

Highways Permits and Licences,

Norfolk County Council,

County Hall,

Martineau Lane,

Norwich,

NR1 2DH

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# Application for a Queen’s Jubilee Event Road Closure Order - Guidance

If you have any questions, please contact our Customer Service Centre on 0344 800 8020

# Event Categorisation

**Small Local Events**

Is your event a small local event where people attending are not from outside your street (for street parties) or parish (for village events)? These local neighbourhood events are:

* of a duration no longer than a day
* and affect a minor road
* and will not have an adverse impact on traffic movements, including busses
* and will not attract more than 500 people

For small local events you will be required to display copies of the S16A order at each end of the road being closed for 28 days leading up to the road closure date. Your application details will therefore need to be submitted 5 to 6wks before the date of the road closure

If your event is a small local event then please complete and sign form C - Application for a Small Local Event Road Closure, attached.

**Larger Events**

Otherwise, your event is considered to be a ‘larger’ event. For larger events you will be required to display copies of the proposed S16A order at each end of the road being closed for 35 days leading up to the road closure date. This proposed order will help to advertise your proposal and will request any objections to be made to this council before 7days leading up to the road closure date. If we do receive any objections, we can then work together during that final week to minimise the perceived disruption your event may cause. Once we are happy with all arrangements, we will then be able to make the S16A order. Your application details will therefore need to be submitted 6 to 7wks before the date of the road closure

If your event is a larger event type then please complete and sign Form D – Application for a Larger Event Road Closure, attached.

## Road Closure Details

**Will pedestrian access be maintained?**

Yes/No - If pedestrian access will not be allowed through the closure you should get advice from your local Street Works Office via our Customer Service Centre before submitting your application.

**Name of event: Name the event is being advertised under?**

Identify the exact limit of the closure, e.g. from outside property no. 20 to outside property no. 38. It is usual to provide road closure signs & or marshals at the start and end points. It would help if you confirmed how the road will be physically closed – this is sometimes best expressed on a plan or drawing.

**Date of event:** Date the event is being advertised as starting from?

**Street name & Parish of road being closed:**

Name of the street you wish to close & the Parish.

**Start location of closure:**

Identify the exact limit of the closure, e.g. from outside property no. 20. It is usual to provide road closure signs & or marshals at the start and end points. It would help if you confirmed how the road will be physically closed – this is sometimes best expressed on a plan or drawing.

**End location of closure:**

Identify the exact limit of the closure, e.g. to outside no. 38. This helps us identify the points up to which access will be maintained along the route being closed.

**Start time & date of closure:**

It is important to quote the exact start time, day & date of the road closure = hh/mm on dd/mm/yy.

**End time & date of closure:**

It is important to quote the exact end time, day & date of the road closure = hh/mm on dd/mm/yy.

**Alternative Route. Including road names, ‘locally known as’ names, and numbers at junctions. Route to be shown on an attached plan with diversion route signing diagram.**

If a busy road (ie, if local busses are affected) is being closed you may need to provide a signed alternative route for affected traffic to get to the other side of the closure. This route must be able to safely cope with the additional traffic it will carry. The need to sign an alternative route depends on the type of route being closed and the duration of the closure – please ask for advice from your local Street Works Office via our Customer Service Centre.

## Possible Impact

**Is there local support for this event taking place & the road being closed?**

You must consult residents and businesses affected by the road closure. Please provide details of who you have consulted with.

**Please list any residents or businesses that have expressed concerns or objections to the to the road being closed, together with any reasons:**

Please provide details of who you have consulted with and details of anyone that is not in favour.

**How many people are you hoping will attend your event? For example, up to 20, up to 500, up to 10,000:**

This helps us to assess how large your event could be & whether the event would also be of interest to your Local Safety Advisory Group, led by the District Council.

**Is a bus route affected (public and/or school)?**

Travel & Transport Services approval required prior to application. Please contact TTS via email on [ptgroadworks@norfolk.gov.uk](mailto:ptgroadworks@norfolk.gov.uk) and they will supply an authorisation code. Please quote this code on the application form

**Travel & Transport Services Authorisation code:**

As above

**What measures will be required to minimise disruption to buses?**

If your road closure affects buses you should explain what arrangements have been agreed with TTS to help reduce the impact to bus services.

**Please list any other details or contacts that will assist your application:**

Please provide any other information that you feel may assist us with processing your request.