

## APPLICATION FOR A ROAD CLOSURE ORDER

Name of Event: \_\_\_\_\_

Day(s) and Date(s) of Event: \_\_\_\_\_

Close Road at (Time?): \_\_\_\_\_ Reopen Road at (Time?): \_\_\_\_\_

Organisers Contact Details Address: \_\_\_\_\_

email: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Please name the Street(s) and post code(s) required to be closed –

Have you included a map clearly identifying the area concerned?

Yes / No delete as appropriate

*You must include a map of the roads to be closed.*

Is there to be a diversion of traffic?

Yes / No delete as appropriate

*If there is to be a diversion you must show the diversion on the map.*

Have you notified the relevant bus company?

Yes / No delete as appropriate

Is this an annual event?

Yes / No delete as appropriate

Will banners, bunting or similar be strung over the highway?

Yes / No delete as appropriate

*There is a requirement to submit valid Public Liability Insurance with the application. This should cover the dates of the event and be for a minimum of £5million.*

Have you included a copy of the Public Liability Insurance schedule?

Yes / No delete as appropriate

Any further information –

### **DECLARATION**

I confirm that I have read the Conditions and that these have been adhered to and that all relevant parties have consulted and notified of the event.

I understand that failure to adhere to the above may have an impact on future applications.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

### **SMDC PRIVACY POLICY - How we use your data**

I have read the Council's Privacy Policy for applicants at <https://www.staffsmoorlands.gov.uk/YourData> and I understand how the Licensing Service will process my personal data and the options available to me for submitting an application.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

High Peak Borough Council and Staffordshire Moorlands District Council makes no warranty to the suitability of the road for your event and does not undertake to clear it of parked vehicles or obstructions prior to the closure taking effect.

In the event of an incomplete application being received the application will be rejected and returned.

If you have any queries please contact Licensing by email at:

High Peak [licensing@highpeak.gov.uk](mailto:licensing@highpeak.gov.uk)

Staffordshire Moorlands [licensing-1@staffsmoorlands.gov.uk](mailto:licensing-1@staffsmoorlands.gov.uk)