**EVENTS - Important Information – please read carefully!**

**1.** We must receive your completed application at least 12 weeks before the date of the event otherwise we will not be able to process it. Larger events will require more notice to be given. This allows time for consultation and other procedural work. To avoid disappointment please hand deliver or send your application by recorded delivery as lost or late applications cannot be processed. Also, please keep a copy of your completed application for your own records.

**2.** Please can you provide all the information requested on the form including the Organiser’s check list to avoid delays in processing your application. If your application is incomplete, we will not be able to process it and it will be returned to you to complete. Please note that the 12 weeks’ advance notice, starts on receipt of a fully completed application form.

**3.** There are two main types of Legal Orders for road closures which are used for events:

Section 21 - Town Police Clauses Act 1847

Section 14 or 16 – Road Traffic Regulation Act 1984 (Temporary Traffic Regulation Order)

When processing your road closure application, the council will determine which legal order is required.

**4.** For Charities you may be entitled to a discount, please complete the relevant section on the application for consideration. Please note that discounts will be at the discretion of the council.

**5.** Brighton and Hove City Council cannot guarantee that an Order will be made. A closure will only be authorised subject to the following:

* You must pay to the council the full costs of any damage to the highway or street furniture or other loss or damage suffered by it and of any claims made against it as a result of the making of the Order and which arise from your negligence or (if you represent an organisation) the negligence of your organisation’s members or officers. We strongly recommend that you take out Public Liability Insurance for the duration of your road closure.
* You must provide and erect all barriers and signs necessary to affect the closure including those signing the alternative route.
* Each barrier must be supervised and maintained at all times by a person under your authority and control (and clearly identifiable as such).
* Any Traffic Regulation Order or other statutory provision which is currently in force in the road(s) to be closed will remain in force during the closure unless specified to the contrary on the Legal Order.
* Brighton and Hove City Council makes no warranty as 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.
* You agree to clean the street, if appropriate, in order to return it to its condition prior to the closure.

**6.** If you require any parking bays to be suspended for your event, you will need to make a request to the Parking Team. Please note for large scale events ten weeks’ notice is required.

**7.** Public Liability Insurance - £10 million – Please provide a copy of your insurance documents.

**8.** Notification to affected properties

* It is a requirement that all affected properties are notified of your event. This may be done through letter drops, flyers, on street advance warning signs, a petition, or other methods agreed with the council.
* If a petition is requiredwe require 66% positive response to your event. If you cannot get this due to lack of respondents etc. please contact the Highway Events Team as soon as you are aware of this issue. Please use the petition document which is included at the bottom of this application for your assistance**.**

**9.** If your application is successful you will be sent a copy of the Sealed Road Closure Order in advance of your event.

**Sharing of Personal Information**

In order to process a road closure application for an event, consultation with residents/businesses is required and therefore a petition is carried out by the organiser. This information is only used to ascertain who is in support of the road closure. Once this petition has been passed to Brighton & Hove City Council, Brighton & Hove City Council will not share the details of those who have signed the petition with any other person or organisation.

The details of the organiser of the event may be passed to other organisations such as the Emergency Services when we inform them of the event under Section 21 of the Town Police Clauses Act 1847.

Brighton & Hove City Council is committed to protecting your personal information.For further information; please see the council’s website <https://new.brighton-hove.gov.uk/about-website/privacy-and-data>