**Important Information**

**Road Closure application run by a Business**

**In order to apply for a road closure for an event to be assessed, please read the following information and conditions that apply for a road closure to be agreed:**

* We must receive your completed application at least 10 weeks before the date of your event otherwise we may not be able to process it. This allows time for consultation and other procedural work.
* With your application, please include the following:
1. a separate drawing/diagram showing the extent of the road closure, position of barriers, signage and any other infrastructure that will be placing on the highway.
2. a copy of your Flyer
3. Your completed Petition
4. Your payment of the road closure fee, either by cheque or online via our website using the following link:

<https://www.civicaepay.co.uk/BHCCEstore/estore/default/Catalog/Index?catalogueItemReference=E0000990>

* Please email your completed Application to highwayevents@brighton-hove.gov.uk along with the documents listed above. Please note that each document must be attached to your email separately. Late applications cannot be processed.
* To avoid delays in processing your application, please provide all the information requested on the form including the Organiser’s checklist. 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 10 weeks’ advance notice, starts on receipt of a fully completed application form.
* The hours of a road closure for an event will be agreed on an individual basis.
* Noise – Please consider the noise impact of your event. Any noise complaints are dealt with by the council’s Environmental Protection Team. For further information, please telephone the team on 01273 294266 or email EHL.environmentalprotection@brighton-hove.gov.uk
* The council will not consider more than three road closures on the same street for an event in any one calendar year, and each road closure requires a separate, full application.
* 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 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 attendees.
* You agree to clean the street, if necessary, in order to return it to its condition prior to the closure.
* A flyer is to be distributed to each individual dwelling/property that may be affected by the proposed road closure. This should be delivered prior to carrying out your petition in order to forewarn of your intentions.
* Complete a Petition form for your consultation with all residents and businesses affected by the road closure, gathering at least 66% of signatures in support of the road closure which is required for your application. The petition should be carried out within 12 weeks of the proposed road closure. Please note that only one signature per dwelling or business is required and also the organiser (or anyone associated with the business), should not add their signature to the petition.
* Temporary Event Notice (TEN) – If your event includes the sale/supply of alcohol, regulated entertainment, eg music, you will need to apply for a TEN. Please see our website for more information and the application process:

[www.brighton-hove.gov.uk/content/business-and-trade/licensing-and-gambling/temporary-event-notices](http://www.brighton-hove.gov.uk/content/business-and-trade/licensing-and-gambling/temporary-event-notices)

* Emergency Services - It is a requirement that the Police, Fire and Ambulance Service be notified in writing of your intended closure. If the road closure is agreed, we will do this for you. They may have reason to object to the closure and if we are notified of this, we will refuse your application.
* Public Liability Insurance – a minimum of £10 Million is required for a road closure for a commercial business.
* Accredited Security & Stewarding – for all road closures you will require security arrangements in place to manage your road closure and your guests. Please provide details as requested in the application form.
* Traffic Management Plan – Please provide a detailed Traffic Management Plan, including a separate traffic management drawing, which shows the extent of the road closure and the traffic management apparatus (eg. Cones, barriers etc) that you will be using. If you are using an accredited traffic management company, please provide their details.
* Barriers & Signage - You must provide and erect all barriers and signs necessary to effect 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). Use Barriers and Signage that is suitable for all types of weather and is visible at any time of day or night.

The barriers will need to form a solid line across the road which does not allow a vehicle to pass through them. Signs and barriers can also be bought from local suppliers or hired in for your event, their details can be found on-line or in your local phone book by looking for road safety sign suppliers.

* Items on the Highway - Please provide details of any items that will be placed on the highway within your road closure (eg marquee, stages, tables, chairs, temporary bar etc) including a plan of where they will be positioned.
* Method Statement - Please provide a method statement detailing actions required to implement your road closure.
* Event Safety Plan or Risk Assessment - Please provide an Event Safety Plan or Risk Assessment for closing the road for your event.
* Legal Order for your Road Closure - 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://brighton-hove.gov.uk/about-website/privacy-and-data>