



## **SOUTH SOMERSET DISTRICT COUNCIL**

Council Offices, Brympton Way, Yeovil, Somerset. BA20 2HT

Telephone: (01935) 462462 Email: [licensing@southsomerset.gov.uk](mailto:licensing@southsomerset.gov.uk)

### Application for a Road Obstruction Order for a Special Event

<b>Applicant's details</b>			
Title:	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)		
First name (s):			
Surname:			
Role of applicant and/or contact (i.e. organiser, committee member)			
Home Address:			
Post Code:			
Daytime phone number:		Mobile phone number:	
Email address:			
Website			

<b>Event details</b>		
<b>Is the event for private gain?</b>	Yes	No
<b>Is the event run purely for charitable purposes (i.e. carnivals and commemorative occasions)? If you are selling pitches where goods and/or services will be sold for private gain you must answer no</b>	Yes	No
<b>Number of people attending the event</b>		

<b>Name of Event:</b>	
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<b>Purpose and nature of event:</b>	
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<b>Date(s) road obstruction order required</b>	
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<b>Times the road obstruction order is required:</b>	
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<b>Roads to be obstructed</b>	
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<b>Previous Events</b>		
Has this event been held previously	<b>Yes</b>	<b>No</b>
If yes please give the date:		

If yes, are the arrangements applied for amended in any way?	<b>Yes</b>	<b>No</b>
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If yes, please give details:
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<b>Consultation</b>		
Have you consulted any other organisation regarding this event?	<b>Yes</b>	<b>No</b>
If yes please specify:		
Please give details of any businesses, including bus services and residents which may be affected:		

Checklist	
I have:	Please tick yes
Enclosed the 'road signage schedule' consisting of: A map indicating positions of roads affected/route diversion signs/barriers A map indicating positions of marshals/stewards etc. Description of wording/size/colour of the road obstruction/diversion signs, barriers etc.	
Enclosed the contingency plan	
Enclosed details of the marshalling for the event	
Enclosed details of the first aid arrangements for the event	
Enclosed the fee for the Order, if appropriate	

### **Road Obstruction Order**

1. I agree that as the organiser of an event requiring a road obstruction order I and not the District Council are responsible for any claims that may arise by reason of making the road obstruction order.
2. I agree to pay all reasonable costs relating to any damage to the highway along the route of the closure by reason of making the road obstruction order.
3. **I confirm that public liability insurance is in place for the event for minimum cover of £5 million.** (A reduced level of cover may be acceptable for smaller events). Please note the Council do not accept any responsibility for the level or content of Public Liability insurance policy you have chosen or any consequences which may arise from this choice.
4. I agree to provide, erect, maintain and remove all safety measures, including all signs, lighting etc., required by the Council or Police to protect the public and property at the site of the event and on the diversionary route for the duration of the road obstruction order and to defray all costs incurred in the event of failure to do so.
5. I agree to inform local bus and taxi operators who may be affected by the road obstruction order, and to notify residents and businesses by public notice, and to confirm in writing to the Council that we have done so.
6. I agree to make plans and provide suitable signage to facilitate adequate access/egress at all times for emergency vehicles during the road obstruction order and acknowledge that the road obstruction order will apply to all other non participating traffic.

I agree to be available during, immediately before and after the event and to provide details (e.g. mobile phone numbers of nominated persons) so that we can be contacted by the Council or the Police.

8. I agree to ensure that there are sufficient marshals to adequately cover the road obstruction order and that all marshals for the event are adequately trained and briefed for their duties as appropriate to the size of the event.
9. If pitches are sold to individuals or businesses to sell goods (e.g. food), I confirm that I will inform them of the requirement to obtain street trading consent from South Somerset District Council (not applicable for carnivals where an exemption applies).
9. I understand that any failure to comply with the above requirements will be taken into account by the Council in considering future applications for road obstruction order by me.

**NOTE:**

South Somerset District Council is committed to protecting your privacy when you use our services. This Privacy Notice explains how we will use your information and how we protect your privacy.

The personal information you provide will be used to process your application for a road obstruction order. We need to collect this information so that we can comply with our policy but we will only collect and use what we need.

This information will be shared with the consultees for this application.

If you would like more information about how we will use your personal information and how we protect your privacy please refer to our online Privacy Notice or if you need to speak to someone about your privacy please contact 01935 462462 or alternatively email

[DPO@southsomerset.gov.uk](mailto:DPO@southsomerset.gov.uk).

**I agree to comply with the above terms and conditions and any advice of any Safety Advisory Group relating to the event where given.**

**Signed .....**      **Date .....**

**Please return this form, fee (if appropriate), signing schedule, contingency plan, and details of the marshalling and first aid arrangements to:**

**Licensing, South Somerset District Council, The Council Offices, Brympton Way  
Yeovil, Somerset BA20 2HT**

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