



SOUTH SOMERSET DISTRICT COUNCIL

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

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

Application for a Road Obstruction Order (commonly referred to as a road closure)
for the Queen's Platinum Jubilee 2022

Please read these notes before completing this form.

- This form must only be used to obtain a Road Obstruction Order to celebrate the Queen's Platinum Jubilee where the event is only for residents of your street(s). If your event is open to members of the public, the standard road obstruction order form and process must be used and the appropriate fee paid.
- The application must be received **at least SIX** weeks before your event takes place to allow for consultation and administration.
- All requested information must be provided at the time of application or it will be rejected; this includes a street plan and a copy of a completed resident consultation letter.

Applicant's details			
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:	
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Event details

Please provide a full description of the event including any entertainment and estimated number of people expected.

Do you intend to place any stall/marquee/tent/stage/other structure on the road(s) to be 'closed'. If yes, please provide brief details:

Will your event involve the sale of alcohol (either through the use of a temporary bar or in conjunction with a local pub), or the preparation or sale of food? If yes, please provide brief details:

Road Obstruction details:

Name of road(s) to be 'closed'

If you plan to 'close' only a section of the road(s), where will be proposed 'closure' begin and end?

From:

To:

Date(s) of proposed 'closure'

Proposed time(s) of 'closure'

Are any of the named roads used by 'through' traffic?

If yes, it must be a relatively minor road with minimal impact on through traffic. If it is a busier road, you will need to follow the general road obstruction procedure that needs to be submitted at least 15 weeks prior to the event.

Yes

No

Are you planning on 'closing' a road that is part of a bus route?

If yes, it is not generally suitable to use this type of application.

Yes

No

Barriers/Diversion signs

You must source, provide and erect all barriers and signs necessary to effect the 'closure' including those signing the alternative road, details of which will be supplied on the Legal Order. Each barrier must be supervised and maintained at all times by a clearly identifiable person under your authority and control. The Council are unable to supply you with any signage.

Please provide details of the arrangements that you have made for the erection and supervision of barriers, cones and diversion signs? The minimum requirement is a '**ROAD CLOSED**' sign, diversion signage (if appropriate) and barrier(s) at each point of 'closure'. Further information can be obtained from: www.streetparty.org.uk

Notification to affected properties

You will need to ensure that all residents of the properties affected by the proposed road 'closure(s)' are consulted; please see template letter for guidance.

Please provide a brief list of properties affected; this includes any property, whether residential or commercial, which is located on or accessed only by the road(s) you wish to close – e.g. High Street, Numbers 1-99 and numbers 2-98

Please confirm the date your consultation letter was sent:

Has there been any objection(s) from street resident to your proposal(s) on public safety grounds?

Yes No

If yes, you must forward these details to the Licensing Team at the Council as soon as possible and at least 10 days before the event.

Checklist	
I have:	Please tick yes
Provided a plan showing the exact extent of the proposed 'closure' with this application	

Privacy Notice

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.

Road Obstruction Order

I/We declare that I/We are 18 years or over and that the information supplied above and that accompanies this application for a Road Obstruction Order, is to the best of my/our knowledge accurate, true, and up-to date and I/we undertake to notify you, immediately, if any of the above matters change.

I/We understand that any insurance held by South Somerset District Council will not cover my/our event and that I/We may be personally liable for any claims arising as a result of the 'Road 'Closure' (if granted). I/We further understand that we have been recommended to obtain appropriate, suitable and sufficient insurance for the event.

I/We agree to clean the street, if appropriate, in order to return it to its condition prior to the road 'closure'.

I/we understand that any traffic restriction or other statutory provision, which is in force at the time of the event, will remain in force during the period of closure.

I/We agree to indemnify the Council against any costs, losses or damages etc arising howsoever caused, as a consequence (either directly or indirectly) of the grant of a Road Obstruction Order.

Signed **Date**

Please return this form to:

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