



**Rugby Borough Council**

**Road Closure Procedure and Application for Events**

Rugby Borough Council actively supports and encourages special events. They are an integral part of local life and are important to the local communities and economy. It is important that these events take place in a safe manner and cause minimal disruption on the highway.

### **Do I Need a Road Closure?**

In situations where the proposal is to hold an event on a public highway located within Rugby Borough Council, the first priority of the event organiser or coordinator must be to obtain the necessary permission from the authorities for a road closure.

Notice of **12 weeks** is required before the start date of any event for the road closure application to be considered.

### **Minimising the Impact of a Road Closures**

If a road closure is agreed, it is essential that delays are minimised by:

- Informing any residents and business on the proposed route.
- Consulting with the Police, Fire, Ambulance and Highway authority as early as possible.
- Agreeing suitable diversion routes.
- Pre warning the public of the closure

### **Fees:**

The only fees are those that Rugby Borough Council incur are from advertising in the local paper

### **Insurance**

Where applicable, the Applicant must be covered by Public Liability Insurance which should be available for inspection; minimum cover to be £5 million. Such insurance must indemnify the Borough Council from and against all actions, claims, losses and expenses whatsoever in respect of loss of life or personal injury or damage to property, howsoever caused, arising out of or in any way attributable to the road closure or the activity. A copy of the insurance certificate must be submitted with the application.

## **1. PLANNING A ROAD CLOSURE**

What to check before you apply:

### **1.1 Why are you closing the road?**

A road will only be closed if there is no other feasible or alternative method of undertaking the event.

### **1.2 Who will be affected by the closure?**

A road closure can cause a variety of disruptions and issues to arise, have you considered who will be affected by the closure. When planning the event priority must be given to the provision of access for emergency vehicles at all times. Dependent upon the scale of the event or proposed closure it may be advisable to contact the local emergency services before submitting your application, relevant contact details can be found in section 4. Contact Details.

### **1.3 Which roads are you proposing to close?**

The applicant **must** submit a plan with the application form, showing the length of road to be closed (indicated in red), and the proposed diversion route (indicated in green). This plan must be clear and indicate any road names or numbers.

### **1.4 Coordination Checks**

Have you checked if any other events are occurring on this day, and if so will these be affected? You also need to check with Warwickshire County Council highways for any planned engineering works that may be happening at the location of the event, or on any diversion route.

### **1.5 Planning a Diversion Route**

The applicant should propose a diversion route or routes whilst the road is closed for the event, taking into consideration heavy goods vehicles and buses.

On narrow rural roads consideration may need to be given to providing a separate diversion route for each direction.

It may also be necessary to have a separate diversion for HGV's and cars, because of the nature of the roads in the area.

### **1.6 Are there any Traffic Regulation Orders that need to be suspended?**

One way streets and obligatory or prohibited movement of traffic can affect the proposed diversion route. They should also be identified on the map submitted with the application.

## **1.7 Consult with Local Stakeholders**

It is the applicant's responsibility to discuss the effects of a road closure with local businesses, schools, community facilities, bus companies, parish councils and residents who may be affected prior to making an application in order to avoid, or cater for, other planned events.

Any issues these discussions may raise must be identified on the application form and should be dealt with reasonably by the applicant. It is essential that this is undertaken at the preliminary stages of the application.

## **1.8 Who can close a road?**

It is the applicant's responsibility to ensure that the closure and diversion is correctly signed, guarded and lit in accordance with Chapter 8 of the Traffic Signs Manual and the Safety at Street Works and Road Works Code of Practice. Closing roads safely requires a knowledge and understanding of traffic management and marshals will need to be suitably trained and authorised to be covered by any public liability insurance. Only suitably qualified and insured personnel should be effecting road closures

## **1.9 Traffic Management plan**

For all events larger than a simple street party, organisers must consider the traffic management and road safety implications of an event at an early stage by preparing a traffic management plan.

If the traffic management implications have not been addressed or the event poses potentially serious disruption and road safety concerns, then the event may not be allowed to proceed.

Traffic management plans involve a full risk assessment which clearly identifies all risks to the travelling public, participants and employees attending the event. The nature, location and environment of the event may also need to be considered with all risks recorded giving recommendations on how the risks will be managed. A risk assessment is a careful examination of what is likely to cause harm to people, followed by an explanation of managed contingencies to reduce such risks. It is a way of identifying hazards and recording actions taken to reduce the risk.

## **2.0 Make a formal application.**

If all of the above points have been taken into account then complete the application form at the end of this document, and send it to [talkinthepark@rugby.gov.uk](mailto:talkinthepark@rugby.gov.uk) at Rugby Borough Council. Depending on the nature of the road and the event it will either then be closed by way of official letter or road closure notice under the Police & Clauses Act 1847.

## **2.1 Information**

Further information and guidance can be found at;

[www.warwickshire.gov.uk/roadclosures](http://www.warwickshire.gov.uk/roadclosures)

[www.hse.gov.uk](http://www.hse.gov.uk)

[www.gov.uk/organise-street-party/closing-a-road](http://www.gov.uk/organise-street-party/closing-a-road)

[www.roadworks.org](http://www.roadworks.org)

## **3. IMPLEMENTING & MAINTAINING A ROAD CLOSURE**

### **3.1. Notices and advance warning signs**

If a road closure has been granted by order, the applicant will erect a laminated copy of the road closure order at either end of the road to be closed. It will be the applicants' responsibility to ensure these notices are in place and to remove them afterwards.

**Note: A road closure is only in force while both the closure notices and the appropriate traffic signs are in place.**

Where applicable the Applicant will provide and place a yellow advanced notice sign on the road to be closed advising motorists of possible disruption.

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### **3.2 Road Closed and Diversion signs**

Road Closed signs should be erected at the start of the closed section of road. Road Closed Ahead signs may also be required in some circumstances. The diversion route must be clearly signed by the Applicant to avoid driver confusion.

### **3.3. Signing and Guarding Arrangements**

The event organiser is responsible for ensuring adequate signage of the closure and any diversion route both prior to and during the event. All signs to be placed upon the highway must be in accordance with the requirements of the Traffic Signs Manual.

It is the sole responsibility of the applicant to ensure that a temporary road closure and diversion route is correctly signed, guarded and lit in accordance with Chapter 8 of the Traffic Signs Manual and the Safety at Street Works and Road Works Code of Practice).

### **3.4 Barriers**

When closing a road it is important to place a physical barrier across the road entrance to prevent unauthorized access. (*This should be identified in your traffic management plan*) You may consider having a steward at this point to assist any confused motorists. High visibility jackets should be worn when placing anything in the road.

**For rolling road closures for parades a suitable safety vehicle is required at both the front and rear of the parade.**

### **3.5 Marshalling**

Traffic management is the responsibility of the Event organiser and due consideration should be given to the adequate provision of marshals. A traffic management plan should also be taken into account if necessary. All marshals should be competent and briefed before the event.

### **3.6 Public Access:**

A road closure may lead to a variety of difficulties in terms of public access to an event. In such events contact should be made with Rugby Borough Council's Parking services team (**Contact details can be found in section 3 of this document**). The details of stage coach Bus Company are also provided to transfer people from car parks to the event.

### **3.7 Removing the Road Closure.**

Prior to removing the road closure the area must be made safe and all litter removed and disposed of safely.

All signs used for the road closure and diversion route will be removed.

### **3.8 Suggested signs and positioning of signs**

**See Appendix 1.**

## **4. CONTACT DETAILS**

### **4.1. Road Closure Procedure:**

Complete Road Closure Form (along with all required documentation)

Forward to Fiona James, Parks & Grounds, Rugby Borough Council at

[talkinthepark@rugby.gov.uk](mailto:talkinthepark@rugby.gov.uk)

NB. If a full traffic order is required then this requires 3 months notice.

Informing the following contacts where appropriate:

[chnorth@warwickshire.gov.uk](mailto:chnorth@warwickshire.gov.uk)

[tacticalplanning@warwickshire.pnn.police.uk](mailto:tacticalplanning@warwickshire.pnn.police.uk)

[servicecontrol@warwickshire.gov.uk](mailto:servicecontrol@warwickshire.gov.uk)

[contact.centre@rugby.gov.uk](mailto:contact.centre@rugby.gov.uk)

[@rugbyfirst.org](http://@rugbyfirst.org)

[surj.bhullar@stagecoachbus.com](mailto:surj.bhullar@stagecoachbus.com)

[David.burrows@rugby.gov.uk](mailto:David.burrows@rugby.gov.uk)

[Richard.hands@stagecoachbus.com](mailto:Richard.hands@stagecoachbus.com)

[Julie.gwynne@stagecoachbus.com](mailto:Julie.gwynne@stagecoachbus.com)

[Paul.mernagh@rugby.gov.uk](mailto:Paul.mernagh@rugby.gov.uk)

For main truck roads A5/A45

[Area7.roadspace@aone.uk.com](mailto:Area7.roadspace@aone.uk.com)

[Matthew.Troke@aone.uk.com](mailto:Matthew.Troke@aone.uk.com)

[Steve.Pearce@highwaysengland.co.uk](mailto:Steve.Pearce@highwaysengland.co.uk)

As well as contact with Local Councillors.

NB For main truck roads A5/A45 please contact

[Area7.roadspace@aone.uk.com](mailto:Area7.roadspace@aone.uk.com)

[Matthew.Troke@aone.uk.com](mailto:Matthew.Troke@aone.uk.com)

[Steve.Pearce@highwaysengland.co.uk](mailto:Steve.Pearce@highwaysengland.co.uk)

## **Appendix 1**





Sign 4  
Sign 6



Sign 5



**Notes:**

All signs are to be retro reflective and manufactured in accordance with the **Traffic Signs Regulations and General Directions 2002**.

All signs are to be clean and legible with printed lettering and fit for purpose.

Damaged, defaced or hand written signs are not permitted.

Sign 1: One sign to be placed at each end of closed section of road and at junctions or intersections within the closure.

Sign 2: Placed at all advanced junctions where diversions will need to be signed from.

Sign 3: As per signs one and two.

Sign 4: With left or right arrow as appropriate to be placed only at start of the diversion alongside sign one or two.

Sign 5: At every change of direction for traffic at junctions and where diversion continues past junctions.

Note: This will usually be one left hand and one right hand arrow sign at each junction.

Sign 6: To be provided at each end of the diversion.



**Advanced signs to instruct the public and organisations of a future disruption must also be placed and adhere to the: Traffic Signs regulations and General Directions 2002, as well as Chapter 8 of the Traffic Signs Manual**



**APPLICATION FOR TEMPORARY ROAD CLOSURE**

**FOR A SPECIAL EVENT**

<b>Organiser Contact Details</b>	
Mr/Mrs/Ms	First Name: Surname
Name of Organisation:	
ADDRESS:	
Postcode:	
Telephone No:	
<b>Emergency Contact Details</b>	
24 hour contact name:	
24 hour Telephone Number:	
Email	
<b>Temporary Closure Details</b>	
Street Name/Description:	
Parish/Town:	
Section of Highway to be closed	
From	
To	
<b>Reasons for Closure</b>	
Parade, sporting event, street party ( <b>special event plan if applicable</b> ):	
Please specify	
<b>About the Closure</b>	
Proposed Start Date:	Proposed End Date:
Proposed Start Time:	Proposed Finish Time:

Proposed Diversion Route (please provide plan of diversion route)
From: _____ To: _____
Via: _____

<b>Coordination</b>			
Other works identified that may affect or be affected by my request to close the road			
Location:	What is the event:	Are you working with the other event? Please provide details of discussion held?	
<b>Consultation</b>			
Please list organisations/ businesses and individuals concerned	Contact Name	Contact Number	Comments made by the Consultee
<b>TAXI COMPANIES – SIGNS TO BE MADE FOR TAXI RANKS TO NOTIFY DRIVERS</b>			
<b>RESIDENTS AFFECTED – LEAFLET DROP DOOR TO DOOR TO NOTIFY</b>			

### **Event organiser declaration**

I declare that I have obtained all necessary authorities to carry out the event and associated activities and that, where relevant, traffic flow cannot be maintained without the requested temporary traffic restrictions being in place.

I understand that I am responsible for administering the event and associated activities and indemnify Rugby Borough Council against all claims.

I declare that we/I hold PUBLIC Liability Insurance for a minimum of £5 million which is valid for the date of the event and which covers all activities related to the event at all locations on the highway and will provide satisfactory evidence to Rugby Borough Council if requested.

I declare that I will undertake reasonable measures to notify all those likely to be directly affected by the event giving at least 7 days' notice and agree to provide, maintain and remove all signing, including advanced notice boards, required for the event.

I declare that anyone placing signs or cones on the highway in relation to this event is appropriately trained and accredited in accordance with The Traffic Signs Regulations and General Directions 2002 (specifically chapter 8, section 6, of the Department of Transport Traffic Signs Manual, or Lantra accredited training.)

I have carried out a full risk assessment and provided a traffic management plan where needed to the satisfaction of Rugby Borough Council and our partners.

I understand that I am responsible for the safety and security of the road closure and agree to adhere to all responsibilities/ duties required by the Council.

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

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

### **Applicants Checklist**

1. Please ensure you enclose the following
2. Insurance Certificate (copy) if you have one.
3. Copies of correspondence/consultation with Affected parties
4. Risk Assessment:
5. Traffic Management plan (If applicable)
6. Map indicating road closure and proposed diversion route if applicable.
7. Special Event Plan if applicable
8. Signed the Event organiser declaration

Please return the completed application form, checklists and enclosures to:

Fiona James  
Parks & Grounds  
Rugby Borough Council  
Environmental Services  
Town Hall  
Rugby, CV21 2RR

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