

Application for a road closure under the Town

Police Clauses Act 1847 within the Borough of Stevenage

A road closure under the Town Police Clauses Act 1847 is limited only to short term closures due to public processions including parades, rejoicing or illuminations. Where these result in public gathering leading to obstruction of the roads, the approval of Stevenage Borough Council is required.

If your event does not fall within the above categories, please contact Hertfordshire County Council at County Hall, Pegs Lane, Hertford, SG13 8DN or email nm.north@hertfordshire.gov.uk

Hertfordshire Constabulary and Hertfordshire County Council approval

Before applying to Stevenage Borough Council for a road closure under the Town Police Clauses Act 1847, you must first obtain the written approval of Hertfordshire County Council and in some cases, Hertfordshire Constabulary, for your proposals. **Please supply copies of letters of approval from these two organisations with your application. Road closures from the Council will not be approved without this proof.**

Hertfordshire County Council by writing to Network Management, County Hall, Pegs Lane, Hertford, SG13 8DN or telephone 0300 123 4047

Hertfordshire Constabulary by writing to Mr John Thorn, Hertfordshire Constabulary , Traffic Planning Officer, Events Department, Lytton Way, Stevenage, SG1 1HF or telephone 01438 757014 or email john.thorn@herts.pnn.police.uk

Should you wish to apply to Stevenage Borough Council for a road closure under the **Town Police Clauses Act 1847** please complete the details below.

Event details

Name of event	
Date of event	

Organiser details

Name of organisation	
Contact name	
Address	
Contact telephone number(s)	
Email address	

Road closure requirements

A Map or Plan must be attached, with the proposed road closure or the route of the procession clearly marked. If closure is for a procession and the return route is different from outward route please state both routes separately.

Route to be closed (state the names or numbers of all roads to be closed)	
Date of closure	
Start time	
Finish time	

Public notices

Once the road closure is approved by Stevenage Borough Council it is the responsibility of the organiser to display public notices for at least two weeks prior to the road closure taking affect. These notices will be supplied by Stevenage Borough Council. Two notices are to be fixed, one each side of each end of each street and at regular intervals, say 50 metres or so apart along each side of the streets.

How many notices do you require?	
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Cost of road closure

For current fees and charges for a road closure under the Town Police Clauses Act 1847, please contact the Engineers Department on 01438 242844.

Please make cheque/postal order payments payable to Stevenage Borough Council and enclose with your application.

Public Liability insurance

You must supply documentation to prove that you have public liability insurance for a minimum of £10m.

I hereby apply for a road closure under the Town Police Clauses Act 1847.

Name	
Signed	
Date	

Please ensure your application is sent to Stevenage Borough Council at least 3 months before the event to allow sufficient time for it to be dealt with to:

Engineering Services, Stevenage Borough Council, Daneshill House, Danestrete, Stevenge, Hertfordshire, SG1 1HN.

Email: engineers@stevenage.gov.uk. Tel: 01438 242844

For Office Use

Map	HCC approval	Police approval	Cheque	Insurance
Road closure authorised by :			Date:	
Order & Notices prepared by:			Date:	
Date posted to applicant:				