South Lakeland District Council is the body responsible for making a temporary road closure order for events under the Town and Police Clauses Act 1847. The events covered by this legislation and this application form are street parties, fairs, processions, parades and illuminations only.

Applications for road closures for major events, sporting events or entertainment events must be made instead to Cumbria County Council through a Temporary Traffic Regulation Order (TTRO) under the Road Traffic Regulation Act 1984. More information and an application form is available at <https://www.cumbria.gov.uk/roads-transport/highways-pavements/highways/ttros.asp>

**Traffic Arrangements**

It is the responsibility of the event organiser to arrange for the necessary streets to be closed to traffic on the day of the event. Where necessary suitable diversion routes must also be identified. Appropriate traffic management arrangements, including staffing and signage, must also be in place. The Council does not provide staff or equipment for this purpose. Involvement of Cumbria Police may also be required.

**Consultation and Notification**

The Council will consult with Cumbria Police and the highways authority Cumbria County Council before making the order. It is the responsibility of the event organiser to notify and consult with all residents and businesses which may be affected by the closure of the road for the event you wish to hold.

The organiser will need to advertise the event locally via social media, noticeboards, newsletters, posters etc. in order that road users and local residents and businesses affected are notified. The organiser will also need to have appropriate signage in place on the road and the surrounding area affected.

**Costs**

There is an administration fee of £275

**Insurance**

The Council must be satisfied, before granting permission for road closures, that you have in place the necessary Public Liability Insurance. The minimum level of coverage is £5 million.

**Notice Required**

Please return the form along with your public liability insurance document, risk assessment and a plan of the roads to be closed to events@southlakeland.gov.uk **at least 8 weeks before the event**

| Name of Organisation: |  |
| --- | --- |
| Name of Event Organiser(s): |  |
| Contact Address: |  |
| Postcode: |  |
| Tel No.: |  |
| Mobile No.: |  |
| E-mail address: |  |

| Event name: |  |
| --- | --- |
| Date(s) of road closure: |  |
| Times of road closure: |  |
| Road(s) to be closed: |  |

|  |
| --- |
| **You must have public liability cover, with at least £5 million of indemnity.****Please include a copy of your Public Liability Insurance with this form.** |
| Please state Policy No. and level of indemnity: |  |
| Expiry Date: |  |

**I understand that it is the responsibility of the organiser to arrange for the streets named in the Road Closure to be closed, to consult with residents and businesses that may be affected by the Road Closure and to advertise the event locally via social media, noticeboards, newsletters, posters for example, in order that road users and local residents and businesses affected are notified.**

| Signed: |  |
| --- | --- |
| Print Name: |  |
| Date: |  |

Please return this form along with your public liability insurance document, risk assessment and a plan of the roads to be closed to events@southlakeland.gov.uk **at least 8 weeks before the event**