# Special Events - Temporary Road Closure Application

**All applications must be received a minimum of 12 weeks in advance of the proposed date of the event**. Please submit a printed map to include road names, the event location and all proposed road closure(s).

All four sections of this application form must be completed in full by the Event Organiser when proposing to hold an event on or adjacent to the public highway in Torbay.

Please send this completed application form to Parking Services including all relevant documentation specified in Section 3, in order for your event to be considered for approval.

Torbay Council

Parking Services

PO Box 422

Torquay

TQ2 5WU

E-mail: parking@torbay.gov.uk

Telephone: 01803 207658

Fax: 01803 207970

Following approval by Torbay Council, a five day consultation period will take place with the Emergency Services and Stagecoach Ltd in order for any objections to be raised by these service providers. As the Event Organiser, you will be informed whether the holding of the proposed event has been approved or if rejected the reason why.

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| Events held on the Public Highway |
| The Traffic Management Act 2004 places a duty on Highway Authorities like Torbay Council, to effectively manage their road network and ensure the free movement of traffic. Accordingly, Torbay Council has formalised our current process regarding the holding of 'Special Events' on the public highway to ensure the minimum impact on the travelling public and our local communities.  With the recent changes in legislation and additional duties placed on Torbay Council, all events that take place on the public highway are subject to review and Torbay Council may request reasonable changes, even if the event has been running annually for a number of years or is held under the Town Police Clauses Act. **In the event of an emergency vehicle approaching the closure, travelling on lights and sirens, the organisers of the event MUST allow the said vehicle to pass through the closure without delay or hindrance.** |

# Section 1 – Event Details

|  |  |
| --- | --- |
|  | Please complete details |
| Name of event |  |
| Date(s) of event |  |
| Total duration of required road closure (dates and times required)*(includes periods of set up and takedown)* | From: To:  |
| Road name(s) where temporary closure required *(if closure does not apply to the entire road then you must specify precise sections)* |   |
| Is the event taking place in Brixham, Paignton or Torquay?*(specify multiple towns if required)* |  |
| Is the event taking places on or off the public highway? |  |
| Do you require a full or partial lane closure?*(partial closures may only be authorised in very limited circumstances)*  |  |
| Briefly describe your event |  |
| **YOU MUST PROVIDE A PLAN SHOWING THE EVENT LOCATION AND ANY PROPOSED ROAD CLOSURE(S)** |

# Section 2 – Applicant Contact Details

|  |  |
| --- | --- |
|  | Please complete details |
| Name of event organiser |  |
| Organisation |  |
| Contact postal address |  |
| Contact email address |  |
| Contact telephone number |  |
| Emergency contact number during the event (if different from above) |  |

# Section 3 – Required Documentation

The following information and documentation **MUST** be provided with your application:

* Any consultation documentation that you have provided to local residents/businesses that may be affected by the proposed road closure(s), and their responses.
* Confirmation of who will be placing the road closure signage out for your event, and evidence of their Chapter 8 accreditation.
* A copy of the signing schedule that has been produced by your Traffic Management Company or Chapter 8 accredited member who will place your road closure signage out for you. (note – signing schedules are no longer provided by Torbay Council)
* A copy of your risk assessment for the proposed road closure.
* A copy of your event management plan.

|  |  |
| --- | --- |
|  | Please complete details |
| How was the consultation carried out, and on what dates?*(All consultation documentation and responses must be provided)* |  |
| Who will place your road closure signage out on the highway?*(evidence of their Chapter 8 accreditation must be provided)* |  |
| Has your nominated traffic management company or Chapter 8 accredited member created a signing schedule for the event?*(a copy of your signing schedule must be provided)* |  |
| Has a risk assessment been carried out for your event, including a risk assessment for Covid-19?*(a copy must be provided)* |  |
| Is there an event management plan in place for your event?*(a copy must be provided)* |  |

# Section 4 - Declaration

As the Event Organiser I understand that I must provide Torbay Council with a Signing Schedule specifically designed for my event which will contain details of the prescribed signs and barriers which I am required by law to use on or adjacent to the highway for my event.

I understand I am fully responsible for obtaining all prescribed signs and barriers from a qualified, accredited contractor and ensuring the contractor places and maintains all advance warning signs, ‘Road Closed’ and diversion signs indicated as being required in the Signing Schedule supplied by Torbay Council, in accordance with the most recent Traffic Signs and Regulations and General Directions (TSRGD).

All costs incurred in obtaining, placing and removing signs and barriers are not included in any fees payable to Torbay Council and must be borne by me.

I am fully responsible for ensuring that consultation must be undertaken with residents, local businesses and schools prior to the road closure to ensure that adequate advance warning has been given to residents / businesses effected by the road closure, and ensure that access is maintained to their satisfaction at all times.

At the conclusion of the event, the re-opening of the road must take place as soon as is safely possible and I must inform the Police if for any reason there is a delay in re-opening the road from the time stated.

I fully accept that as the Event Organiser I will be liable for any costs incurred by Torbay Council in connection with this temporary road closure which are payable in advance of the event taking place.

Charges may be made for the following:

* Temporary road closure order
* Parking suspension scheme (if requested under a separate application)

**Signed:**

**On behalf of:**

**Dated:**

## How we use and handle your information

### What information do we need?

Torbay Council needs to hold certain information about its customers and services users in order to effectively provide the services we have to deliver. For Special Events Temporary Road Closures we need to hold information such as your name and contact details. Torbay Council is what’s known as the ‘Data Controller’ for the personal data you provide to us and we are registered with the Information Commissioner’s Office.

### Why we need it?

We need to know this information about you in order to contact you in relation to your application and where any issues may arise. The processing of your personal information for this purpose is necessary in order to exercise our official authority to provide this service and ensure compliance to the notice.

### Do we share your information?

We do not trade personal data for any commercial purpose, however we will share your personal information with Torbay Councils Highways and Events departments for the purpose of carrying out consultation, and for monitoring your event.

Outside of the above we will only disclose your personal information if we have a lawful basis to do so, for example for the prevention and detection of crime, or if we have your consent.

### How long do we keep your information?

Your personal data will be kept until the completion of your event, after which time it will be securely destroyed.

### What are your rights?

At any time you can request to have a copy of the information Torbay Council holds about you, and if you feel the information we process about you is incorrect you can request to have it corrected or deleted. If you wish to exercise any of your rights please contact infocompliance@torbay.gov.uk or see our Information Right’s Policy which is available at [www.torbay.gov.uk](http://www.torbay.gov.uk)

You can contact our Data Protection Officer by emailing infocompliance@torbay.gov.uk

If you are not happy with the way the Council has handled your personal information, please contact us so that we deal with your complaint. However, you can also raise a complaint with the Information Commissioner’s Office, contact details can be found on their website [www.ico.org.uk](http://www.ico.org.uk)