

TEMPORARY ROAD CLOSURES – EVENTS- CONDITIONS OF CLOSURE

1. There is a £75 administration charge for Town Police Clauses Act event closures.
2. Aaron Woods should be contacted (01424) 451334 who will issue an events pack providing all necessary information in respect to holding an event.
3. The attached application form must be completed in full and will not be accepted unless signed and submitted with full details of the event, diversion routes, plans, sign schedules and copy of public liability insurance. The form and all details must be submitted 6 weeks prior to the start date.
4. The closure requires the support of the Police and therefore the applicant must contact the Planning & Logistics Officer telephone 101 ext 65325.
5. If any parking restrictions are affected by the event the applicant must contact Keith Hayward NSL on Keith.Hayward@nsl.co.uk
6. If the event involves music, alcohol, food or sale of goods the councils licensing team must be contacted Trevor Scrase (01424) 783240.
7. The applicant shall be responsible for erecting advance warning signs for each closure, these shall be at either end of the section of road to be closed, at least one week before the closure takes effect. They shall have the legend 'Advance Notice (*Name of road*) will be closed from (*date*) for a period of (*days, weeks, months*)'.
8. Costain can provide traffic management advice and a schedule of signs required to comply with Chapter 8 of the Traffic Signs Manual at an additional cost as quoted. They can be contacted on 0345 6080 193 or email : customer@eastsussexhighways.com
9. The applicant will be responsible for maintaining access to emergency services at all times and properties within the length of road closure; and for maintaining safe access for pedestrians through the road closure
10. The applicant shall be responsible for the supply, erection, maintenance and removal of all diversion signing for traffic.
11. The applicant is responsible for notifying those residents directly affected by the closure, by means of a letter drop. Particularly any local schools or businesses which may be affected.
12. The applicant is responsible for erecting and maintaining signs indicating that any businesses etc which are affected by the closure are still open for business as usual, and from which direction access is possible. The signs shall have the following (*or similar*) legend 'For (*name of business*) follow diversion' and 'Access to (*name of business*)' and shall be erected at either end of the closure.
13. All frame mounted signs shall be adequately weighted using sand bags, and shall be accompanied by cones and lamps.
14. The 'Road Closed' signs shall be used to effect the closure along with either Heras Fencing or traffic barriers. The applicant is responsible for providing adequate marshals to ensure the safety of the event.
15. All signs must be maintained to the highest standards during the full period of the closure. Careful inspection of the diversion route and all signs is to be made at least two to three times on each day and evidence of inspections recorded.
16. Your organisation is responsible for clearing the highway immediately after the conclusion of your event and is responsible for any damage to the highway including street furniture.