

REQUEST FOR TEMPORARY CLOSURE OF ROADS FOR REMEMBRANCE DAY PARADES 2018

APPLICANTS INFORMATION PACK AND APPLICATION FORM

Notes for Guidance

Please read the following pages carefully, complete the application form enclosed on pages 4-7 of this pack, and return it to Engineering Section by the date given below. It may not be possible to process any applications received after this date.

Closures apply to events commemorating Remembrance Day, Sunday 11th November 2018. The closing date for applications is Monday 10th September 2018.

Once the application form has been received, North East Derbyshire District Council will only grant consent for the temporary road closure if the following conditions are met:-

1. Police Approval

The Police must be consulted and give their approval of the road closure. If you have not already sought Police approval then you must do so immediately.

2. Public Transport

If you wish to hold a parade along a road which forms part of a bus route or is a main road you must contact the Derbyshire County Council's 'Economy, Transport and Environment Team' for advice.

3. Local Residents and Businesses

The owners / occupiers of properties fronting or directly affected by the closure must be consulted by the organisers and have no unresolved objections.

Consultations must be completed at least three weeks before the event. Any objections to the event must be brought to the attention of North East Derbyshire District Council on form no. 1 enclosed.

4. Emergency Access

The event must be organised so that Police, Fire and Ambulance vehicles can gain access in an emergency. This means that tables, stalls and other obstructions are arranged so that there is always a clear route of at least 3.0 metres through the closure for emergency vehicles.

5. Public Liability Insurance

You must take out public liability insurance to indemnify Derbyshire County Council against any claims arising from the event. The minimum indemnity limit for any one incident should be £5 million.

6. Traffic Signs

Traffic Signs warning of the road closure and, where appropriate, diversion route signs must be erected. It is the organisers responsibility to arrange and provide these signs which should be in accordance with Chapter 8 of the Traffic Signs Manual 1991 and the Traffic Signs Regulations and General Directions 2002. These must be approved by Derbyshire County Council.

As Remembrance Day parades are 'statutory events' the police may agree to attend to enforce the road closure order. In which case, discussion with the Police will be needed to confirm what signage is required for the event.

General Information

1. Costs

In recognition of the significance of this event, the Council will make NO CHARGE for the processing of a Traffic Regulation Order. It is the responsibility of the organiser to stand the costs of any signs, barriers, insurances, etc that are associated with the proposed event.

2. Marshals

For public safety you should ensure that a responsible person(s) acts as a marshal to help manage the movement of pedestrians and vehicles through the closure and to be available to move barriers and signs in the event of an emergency.

3. Further Information

If you have any queries or require further information to that contained in this pack, please contact the Engineering Section on 01246 217393 or email engineering@ne-derbyshire.gov.uk .

Alternatively please write to:-

Engineering Section
North East Derbyshire District Council
District Council Offices
2013 Mill Lane
Wingerworth
Chesterfield
S42 6NG

**APPLICATION FORM FOR TEMPORARY CLOSURE OF ROADS IN
CONNECTION WITH REMEMBRANCE DAY PARADES, SUNDAY 11th
NOVEMBER 2018**

Please complete the following application form and return it to North East Derbyshire District Council by Monday 10th September 2018.

Part 1 – Details of Applicant and Proposed Event

Applicant Name.....

Address.....

.....

..... Postcode.....

Telephone (daytime)..... (evening).....

Mobile.....

Email.....

Nature of Event

Estimated Attendance.....

Time of Event.....

Time of Proposed Road Closure.....

.....

Location of Event.....

Other Roads Affected.....

.....

Start and end points of proposed closure (e.g. junction of/outside number....)

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.....

Proposed Diversion Route.....

.....

.....

Part 2 – Conditions of Approval

Please complete the following questions as part of your application and return it to North East Derbyshire District Council. If you are not able to comply with all of the conditions at this time, you may still have time to comply after your application has been received and processed.

Has Police approval been obtained? **YES / NO**

If no, approval should be sought as soon as possible and any correspondence forwarded onto North East Derbyshire District Council at least 4 weeks before the event.

If yes, Officer contacted (name and number).....

What arrangements have been made with the Police, if any?

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To the best of your knowledge, is a bus route affected? **YES / NO**

If yes, have alternative routes been agreed with bus companies and forwarded onto Derbyshire County Council.....

If no, approval should be sought as soon as possible and inform Derbyshire County Council of the agreements in writing.

Have the owners/occupiers of all properties fronting or directly affected by the closure been consulted on the proposals? **YES / NO**

If no, consultation should be carried out as soon as possible.

If yes, have any objections been received? **YES / NO**

If objections have been received, include details on form no. 1 provided. All objections must be resolved by the organisers for any order to be made.

The event must be organised so that the Police, Fire and Ambulance vehicles can gain access to the roads affected in an emergency. What arrangements have been made for emergency vehicles to gain access?

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Traffic signs warning of the road closure and diversion signs must be in accordance with Chapter 8 of Traffic Signs Manual 2009 and Traffic Signs Regulations General Directions 2002.

Have the signs been approved by Derbyshire County Council? **YES / NO**

If no, please contact Derbyshire County Council as soon as possible.

Have you indemnified Derbyshire County Council against any claims arising from the event by means of public liability insurance to the minimum value of £5 million? **YES / NO**

If yes, please enclose with your application form a copy of your public liability insurance certificate.

If no, please arrange for the insurance cover to be obtained and forward a copy to this office as soon as possible.

I have read the attached notes and conditions and agree to all the instructions contained.

I agree to indemnify Derbyshire County Council, by means of insurance against any liability that may arise from the closure.

Signed:

Please Print Name:

Dated:

FORM NO. 1

DETAILS OF OBJECTIONS

Please write below, details of any objections received to the event and submit with your application form. If you have not yet completed your consultation with residents and business affected by the proposed road closure submit your application form now and forward details of any objections when the consultation period is completed.

Name:.....

Reason for objection:.....

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Action taken to overcome objection:.....

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Has objection been withdrawn: **YES / NO**

Name:.....

Reason for objection:.....

.....

.....

Action taken to overcome objection:.....

.....

.....

Has objection been withdrawn: **YES / NO**

(Please continue on a separate sheet if necessary)

USEFUL CONTACTS

Derbyshire County Council, Economy, Transport and Environment, County Hall,
Matlock, DE4 3AG. Tel: 01629 538686 Email: dave.bailey@derbyshire.gov.uk

Derbyshire Constabulary, Beetwell Street, Chesterfield, S40 1QP.
Email: traffman@derbyshire.pnn.police.uk

Derbyshire Fire & Rescue Service, The Old Hall, Burton Road, Littleover, Derby, DE23
6EH. Email: reception@derbys-fire.gov.uk

East Midlands Ambulance Service Trust Headquarters, Beechdale Road,
Bilborough, Nottingham, Nottinghamshire, NG8 3LL. Email: cadmin@nhs.net

PLEASE ENCLOSE THE FOLLOWING WITH YOUR APPLICATION:

- A clear plan of the affected roads, including proposed diversions.
- Copy of correspondence with Police, Fire and ambulance Services, Public Transport Operators on the affected road(s) and Derbyshire County Council Highways Department.
- Copy of consultation undertaken with affected residents/businesses and any objections.
- Copy of Public Liability Insurance Certificate (minimum of £5 million)

Please Return to:

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North East Derbyshire District Council
District Council Offices
2013 Mill Lane
Wingerworth
Chesterfield
S42 6NG