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|  | **Highways & Traffic Management** |
|  |  |
|  | Devon HighwaysGreat Moor HouseBittern RoadExeterEX2 7NL |
|  | Telephone: | 0345 155 1004 |
|  | Email: | csc.roads@devon.gov.uk |
|  | Fax: |  |
|  | Your ref: |  |
|  | My ref: |  |
|  | Date: | January 2021 |

**Street Party**

Thank you for your enquiry to hold a Street Party for the Big Lunch/National Celebration.

Please find enclosed an application form (TTSP-A8) for your road closure. I would appreciate it if you could fill in the details and return and return the form to the above address as soon as possible or email it to csc.roads@devon.gov.uk.

As this is a small community event, there is no fee and the standard minimum notice period of 3 months for a road closure has been reduced to 6 weeks.

Two copies of a declaration are included for you to read, confirm and sign. This declaration has been introduced to replace Public Liability Insurance. Please return one copy to me with your application form and keep one for your records.

The signing of the closure and diversion route must be in accordance with Chapter 8 of the Traffic Signs Manual, for more information regarding Chapter 8 please see

<https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/203669/traffic-signs-manual-chapter-08-part-01.pdf> (Page 36, section D3.15) and enclosed for an example of what signs to use and where to place them.

If you have any further questions please contact this office.

Yours sincerely

**Traffic Management Team**

**Road closure and alternative route signs**

**Sign 1** One sign to be placed at each end of closed section of road and at junctions or intersections within the closure

**Sign 2** Placed at all advanced junctions where diversions will be needed to be signed from.

**Sign 3** With Left or right arrow as appropriate to be placed only at start of the diversion alongside sign 1 or 2

**Sign 4** At every change of direction for traffic at junctions and where diversion continues passed junctions, this will usually be 1 left hand and 1 right hand arrow sign at each junction.

**Sign 5** To be provided at each end of the diversion.

**Sign 6** To be placed at each end of the closure **Seven (7) days** prior to the road closure commencing.

**Applicants will be responsible for periodic checking and maintenance of signing during period of closure**

All free standing signs must have sand bags placed on them without obscuring the sign face

**All signing to be removed and the road re-opened immediately the event has finished.**

750mm

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| **Minimum size of all signs** 1050mm **Road Closed sign****Sign 1** | **Road Ahead Closed sign****Sign 2** |  |
| Diversion sign with right arrow**Sign 3** | **Diverted traffic sign with right arrow****Sign 4** | **Diversion Ends sign****Sign 5** |
|  |  900mm **Road closed her 24 May for 3 weeks sign**1000mm**Sign 6** |  |

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| **Road Closure Notice for Residential or Neighbourhood Street Parties****This type of road closure applies to a private event organised by and for residents.****DO NOT ATTEMPT TO CLOSE THE ROAD WITHOUT LAWFUL AUTHORITY**  |
| **A MINIMUM OF 6 WEEKS NOTICE IS REQUIRED TO PROCESS AN APPLICATION****Note: There should be no assumption that this closure will be approved** |
| **Declaration of Responsibility – Street Party** |

Devon County Council cannot guarantee that a road closure will be approved and will only authorise a closure subject to the following:

1. You must pay to the Council the full costs of any damage to the highway or street furniture or other loss or damage suffered by it and of any claims made against it as a result of issuing the Notice and which arise from your negligence or (if you represent an organisation) the negligence of your organisation's members or officers.
2. You must provide and erect all barriers and signs necessary to effect the closure including those signing the alternative route, details of which will be supplied on the Notice.
3. Each barrier must be supervised and maintained at all times by a adult under your authority and control (and clearly identifiable as such).
4. Any Traffic Regulation Order or other statutory provision which is currently in force in the road(s) to be closed will remain in force during the closure
5. Devon County Council makes no warranty as to the suitability of the road for your event and does not undertake to clear it of parked vehicles or obstructions prior to the closure taking effect.
6. You agree to clean the street, if appropriate, in order to return it to its condition prior to the closure.
7. You abide by the requirements of the Environmental Health Department regarding noise pollution.

I confirm that all the information I have given above is true and complete. I have read the conditions above and agree to accept and observe them if my application is successful.

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| **Signed** |  |

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| --- | --- | --- | --- |
| **Print Name** |  | **Date** |  |

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| **Signed** |  |

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| --- | --- | --- | --- |
| **Print Name** |  | **Date** |  |

**APPLICATION**

**Road Closure Notice for Residential or Neighbourhood Street Parties**

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| **Applicant Contact Details** |
| Mr Mrs Ms | First name: |  | Surname: |  |
| Company/Organisation: |  |
| Name of person in overall control of the event: |  |
| Address: |  |
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|  |
| Postcode: |  | Tel No: |  |
| E mail: |  | Fax No: |  |
|  |
| **Emergency contact details** |
| 24 hour Contact Name: |  |
| 24hr Telephone No: |  | Fax No: |  |
| Email: |  |
|  |
| **Signing Contractor details (If different to above)** |
| Company/Organisation: |  |
| Address: |  |
|  |
|  | Postcode: |  |
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| **Details of Proposed Temporary Road Closure** |
| Date(s) & Times of Event: |
| From: |  | To: |  |
|  | dd/mm/yy hh:mm |  | dd/mm/yy hh:mm |
| Street Name/Description: |  |
| Parish/Town: |  |
| Length of highway to be closed: |  |
|  |
| **Proposed Diversion Route**: |
| From: |       |
| To: |       |
| Via: |       |
|       |
|       |
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| **Consultation (Local Businesses & Residents, Parish Council, Bus Services, Emergency Services)** |
| **Please list Organisations/ Businesses and individuals consulted** | **Contact Name** | **Phone Number** | **Restrictions requested by the consultee** |

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| **Declaration and Payment (For all organisers)** |
| I declare that the section of road detailed above needs to be closed to hold an Event which cannot be held whilst maintaining traffic flow. I understand that the cost for a closure is as detailed in the guidance notes issued to me. I declare that I have consulted and discussed this closure with those likely to be affected and agree to provide and maintain all signing, including advanced notice boards, required for a road closure for the duration of the works. I understand that I am responsible for the signing of Event and diversion route in accordance with Chapter 8 of the Traffic Signs Manual. I have read and understand fully the guidance notes provided to me and will adhere to all responsibilities/duties required by Devon County Council.  |
| Name: |       | Position: |       |

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| Signed: |  |

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| Date: |       |
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