

# Street Party (including Playing Out)

## Highway Event Application Form Guidance

This document outlines recommended timescales, fees, procedure and how to complete the Street Party Highways Event Application Form. If you have any further questions or require clarification on any area please contact:

[Highway.Events@cambridgeshire.gov.uk](mailto:Highway.Events@cambridgeshire.gov.uk)

### Application Time Scales

- Applications must be received a minimum of **12 weeks** prior to the events start date. This is to ensure that we have enough time to process the application and arrange Temporary Traffic Regulation Orders (TTRO's) where applicable.

### Fees

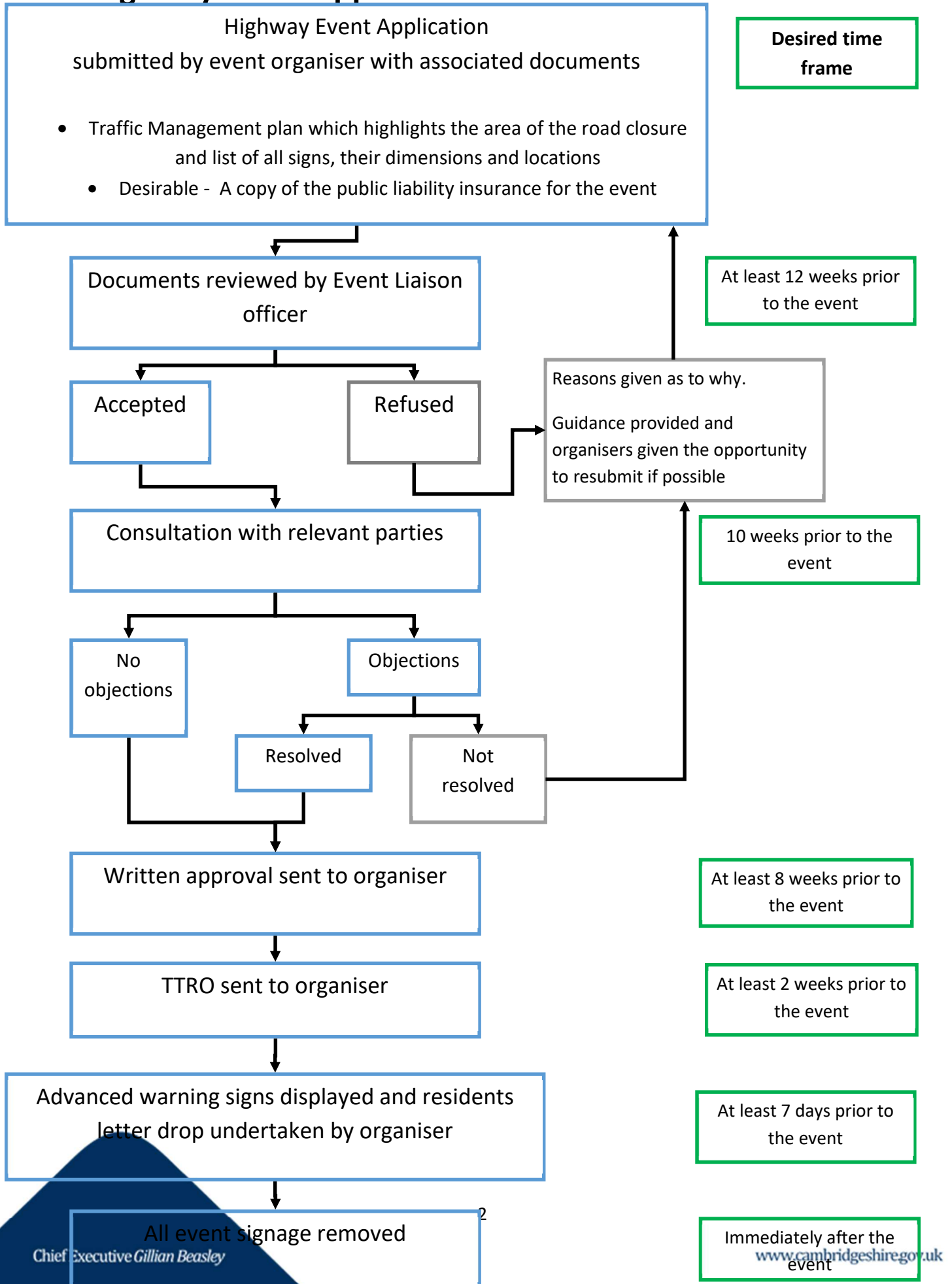
- Cambridgeshire County Council will not charge a fee for producing TTRO's in relation to any Street Party/Playing Out Scheme application providing they are received at least 12 weeks in advance of the event start date.
- Any amendments required to a processed application will be charged at a fixed fee of £50.00 per amendment.
- All charges are subject to periodic review by the Council.

### Residents Approval (Playing Out Scheme Only)

- Cambridgeshire County Council require you to gather a signature of approval from 50% of all residents affected by the order on the residents consent form supplied with the application form for at least the first two events in all areas.
- Cambridgeshire County Council ask that you notify all residents affected by the closure by letter drop at least 14 days prior to the event and this notification includes the [Highway.Events@cambridgeshire.gov.uk](mailto:Highway.Events@cambridgeshire.gov.uk) e-mail address as a secondary point of contact after the contact details of the event organiser.

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### Traffic Management

- All signs and barriers erected on the public highway must comply with the standards set in the Traffic Sign Regulations and General Direction (TSRGD) 2016 act.
- All closure points must be marshalled at all times and in the case of playing out events a secondary steward should be available to walk any vehicle wishing to gain access through the event.
- Cambridgeshire County Council can rent you the required compliant signage for your event. Please indicate if this is required in Section 6 of the application form.

### Terms and Conditions

1. The applicant will be responsible for any costs incurred for the signing, running and control of the closure and for informing all the necessary people and agencies about this closure.
2. The applicant must produce written proof that they have liaised with and there are no objections to the proposed closure from Cambridgeshire Police, Fire and Rescue Service, Ambulance Service and local Parish Council(s). Each of the above services and council **MUST** be informed in writing of the pending closure and where the closure is a through road **MUST** be given a copy of a plan showing the alternative route that is intended to be signed and used.
3. The applicant must have at least 50% backing from all residents affected by the closure and **MUST** complete the resident approval form **\*(Playing out scheme events only)**.
4. The organisers **MUST** place and maintain a copy of any notice made by Cambridgeshire County Council at each end of the street or streets to be closed at least 14 days prior to the event making sure that they are clearly visible to passers-by. Local residents and those who live along the alternative route and who would be affected by this closure should be informed of this by a 'letter drop' at least 14 days prior to the event. Village circulars and notice boards should also be used to advertise the closure.

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### Terms and Conditions continued

6. The closure and alternative route must be signed in accordance with Chapter 8 of the Traffic Sign Manual and any signage/barriers erected on the public highway must comply with the Road Traffic Sign Regulations and General Direction 2016.
7. All event signage must be removed immediately after the conclusion of the event. Failure to do so will result in Cambridgeshire County Council removing the signage and you, as the event organiser being charged for the service.
8. Cambridgeshire County Council cannot guarantee that an order will be made and any order made under this application will be revoked if any of these conditions are not met:
  - a. 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 the making of the order and which arise from your negligence or (if you represent an organisation) the negligence of your organisation's members or officers.
  - b. Any Traffic Regulation Order (TRO) or other statutory provision which is currently in force on the road(s) to be closed will remain in force during the closure unless specified to the contrary on the Legal Order.
  - c. If appropriate you must clean the street in order to return it to its condition prior to the closure. This must be done before the road is reopened.
  - d. No closure must be of more than 3 days for a street party or 3 hours duration for playing out scheme.
  - e. No activity requiring any form of license (under the Licensing Act 2003) may be undertaken when this order is in force.
  - f. Vehicular access and egress for residents/businesses must be maintained during any closure period. **\*(Playing out Scheme events only)\***.
  - g. The road(s) may only be closed on the dates and times specified within the order.
  - h. All events must be under adult supervision.

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### 1 – Applicants Details

- Please ensure all sections are completed accurately with up to date contact details so that any issues that may arise can be dealt with quickly.

### 2 – Events Details

- Time and date of event** - Enter the complete event time frame i.e. if set up begins at 11am on the 1<sup>st</sup> January 2017 and the event concludes when set down is completed at 2pm on 1st January 2017 the form would look like:

<b>Time and Date of Event</b>	<b>From</b>	<b>11:00</b>	<b>To</b>	<b>14:00</b>
		<b>1 / 1 / 2017</b>		<b>1 / 1 / 2017</b>

### 3 – Restriction Details of ALL Highways Affected

- Please note 'see attached map' (or anything similar) is not an acceptable answer in this section and your form will be returned to you as unsuccessful.

<b>Road Name/Number</b> <i>Example: High Street, (Parish)</i>	<b>Type of Restriction</b> <i>Road Closure, Lane Closure, Footpath Closure, Parking Suspension, Speed Limit Change</i>	<b>From where to where?</b> <i>Junction of Histon road to outside the Council Offices</i>	<b>Start Time</b>	<b>End Time</b>
Duck Lane, Haddenham	Road closure	Junction of Perry Close to junction of the High Street	12:00	14:00

#### **Diversion Route**

*Please list all the road names and their parish that make up the diversion route around your event restriction.*

*e.g. New road , Haddenham*

*e.g. Hop Row, Haddenham*

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#### 4 – Additional Comments

- Details of why your event needs to be held on the Highway must be included in this section.
- Please provide any additional details about your event here.

#### 5 – Signage

- Please indicate if you would be interested in renting any traffic signs here.

#### 6 – Confirmation

- Please print, sign and date to confirm you accept the terms and conditions outlined in this document.

#### 7 – Check list

- Read each line carefully and indicate that you have agreed and/or included the required evidence for each item.

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### Appendix A – Residents approval form for Playing Out Events

#### Playing Out – Residents Approval Form

Dear Resident, please could you lend us your support. We require your signature of approval to enable us (the residents of your street) to receive a temporary traffic order for a playing out event.

Street Name		
House Number	Print Name	Sign
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
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16		
17		