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COMMUNITY STREET CLOSURE APPLICATION

This form is for VJ day street closures that are organised by, and for, residents of a street in Southampton, to celebrate as a community.

Forms need to be submitted by the 25th of July if you wish to avoid paying for a road closure notice.

Large events and anniversaries of British history are of interest to local media outlets. The media would like to share and showcase commemorative street parties for this years VJ day celebrations. If you would like to be included in this, please complete the following section with your preferred contact details and consent.

|  |  |  |
| --- | --- | --- |
| I consent to being contacted and included media coverage of VJ day by media outlets. | **Yes** | |
| How would you like to be contacted? | **Phone** | **Email** |

If you expect more than 500 people to attend your street closure, you will need to follow a different process at: [www.southampton.gov.uk/events](http://www.southampton.gov.uk/events)

1. **Organiser’s Details**

|  |  |
| --- | --- |
| Street Party Organiser |  |
| Contact Address  (including postcode) |  |
|  |
| Email address |  |
| Daytime telephone number |  |

1. **Community Street Closure Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of street |  | | | |
| Street Postcode |  | | | |
| Closure Date  (if you are requesting repeated closures please list all dates) |  | | | |
| Closure Times (include any set up and pack down time required) | Start |  | Finish |  |
| How many people, approximately, do you expect to attend? | | |  | |

Please give a brief list of properties affected - this means any property, residential or commercial, located on or accessed only by the road(s) you wish to close – e.g. numbers 1-99 and numbers 2-98

All affected properties must be consulted in writing at least once about any proposed road closure. You must also include information about the proposed road closure on any invitations or notices you distribute to affected properties.

All residents that will be affected must agree to the closure and understand that their access will be restricted.

|  |  |  |
| --- | --- | --- |
| Have you spoken to all properties with either pedestrian and/or vehicular accesses that will be affected by the closures? | **Yes** | |
| Have there been any objections to the closure?  If so, have you been to resolve these to the objectors’ satisfaction?  If the answer is ‘yes’ please enclose copies of any written objections and details of how the concerns were resolved. | **Yes** | **No** |

Do you intend to include any of the following in your street party?

|  |  |  |  |
| --- | --- | --- | --- |
| Portable Staging or Temporary Structures |  | Sale of Alcohol |  |
| Advertising signs on the highway |  | Fireworks, Pyrotechnics, Fire Eaters or Lasers |  |
| Barriers or Fencing (not road closed or diversion signs) |  | Inflatables (bouncy castles etc) |  |

If you have ticked any of the boxes, please include full details with your application form.

**You must use appropriate road closure signs** to make sure that your road closure is effective. You can hire these from local hire shops. There is more information on: [www.streetparty.org.uk/road-closures.aspx](http://www.streetparty.org.uk/road-closures.aspx)

|  |  |  |
| --- | --- | --- |
| Is the road to be closed a through road? | Yes | No |
| Are any businesses located in the road that will be affected by the road closure? | Yes | No |
| Is the road on a bus route? | Yes | No |
| If there is a public car park, will it still be accessible to the public? | Yes | No |
| Will street parking be restricted or affected? | Yes | No |

You must provide an area map and a street map plan for your street closure.

The area map needs to show:

* Which roads will be affected, including neighbouring roads
* Where the roads will be closed to traffic and
* Any diversions which will need to be put in place
* Any emergency exits

The street map plan needs to show:

* The relevant house numbers
* How you plan to set the road out, including where you will place road closed signs
* Emergency access points – including how an ambulance could get in and out (road access needs to be at least 3m in width)
* Any planned structures or barriers including stages, gazebos, inflatables etc.

Your application will be sent to our Highways partner, Balfour Beatty.

The Highways Authority will decide if a Temporary Traffic Regulation Order (TTRO) can be made to allow the road closure to take place. If the TTRO is agreed, you will be sent a copy of the Road Closure Order.

Do you give permission for your contact details to be shared with the media

1. **Acceptance of Terms and Conditions**

|  |  |
| --- | --- |
| I confirm that I am over 18 years of age and I agree to be bound by the Community Street Closure Terms and Conditions (ANNEX 1) which I have read and understood. | |
| Print name |  |
| Signature |  |
| Date |  |

1. **Checklist**

|  |  |
| --- | --- |
| I have read and understood the Terms and Conditions and signed this form |  |
| I have read and understood the Public Liability Insurance Guidance |  |
| I have read and understood the Community Street Closure Disclaimer |  |
| I have written to everyone affected by the road closure and have included information about any objections that were received |  |
| I will use appropriate road closed signs and barriers to close the road |  |
| I have included an area map and a street plan map |  |
| I understand that it is my responsibility to leave the site clean and tidy |  |
| I can confirm that nothing will take place before 8am and after 11pm |  |
| I have read and understood the Community Street Closure Guidance on Noise (ANNEX 2) |  |

**Without all of the above information being completed and sent with this form, your request cannot be processed.**

Please send your completed application form and information to: [southamptontma@balfourbeatty.com](mailto:southamptontma@balfourbeatty.com)

or post your application to: Network Management, City Depot and Recycling Park, First Avenue, Southampton SO15 0LJ

1. **Data Protection Statement**

|  |  |
| --- | --- |
| padlock_small | Southampton City Council is collecting this information in order to perform this service or function, and if further information is needed in order to do so, you may be contacted using the details provided.  In performing this service, the Council may be required to share your information with other organisations or departments, but it will only do so when it is necessary in order for the service to be provided.  The Council may also share your personal information for the purposes of the prevention, investigation, detection, or prosecution of criminal offences, but will not share your personal information, or use it for this, or any other purpose, unless provided for by law.  More detailed information about the Council’s handling of your personal data can be found in its privacy policy, available online (<http://www.southampton.gov.uk/privacy>), or on request. |