

**COLCHESTER BOROUGH COUNCIL
ROAD CLOSURE FOR STREET PARTIES**

(Please read notes before completing this form)

| | |
|---|-------------------|
| 1. Location of Event | |
| | |
| Town/Village/Area | |
| | |
| 2. Date of Event | |
| | |
| Start time for closure: | Time re-opened: |
| | |
| 3. Applicants Details | |
| Name: | Telephone Number: |
| | |
| Address: | |
| | |
| Email Address: | |
| | |
| <i>I understand that Colchester Borough Council will invoice me for any costs incurred, which I agree to pay.</i> | |
| Applicants Signature: | |
| | |
| Area of Closure – please attach a map showing the area covered by the closure. | |
| 4. If you would like to borrow cones/barriers/signs please write your requirements in this box. (We will inform you as soon as possible if we are unable to assist you). | |
| | |

Notes for Street Party Road Closures
Temporary Road Closures for Celebrations are carried
out under the Town Police Clauses Act 1847
(resident only parties)

Colchester Borough Council will not make a charge for your closure provided that:

- Copies of any signs being used are sent to the Borough to ensure that they are suitable
- Colchester Borough Council does not loan any equipment to the organisers
- No payment is made by any of the guests for food, drink or entertainments
- The residents ensure that the closure is undertaken in a safe and orderly manner
- The majority of the residents affected by the closure are in agreement with the closure
- Arrangements are made so that any resident who wishes to access their property can do so in a safe manner
- All rubbish created by the party is collected and disposed of or recycled properly by the organisers

The Borough Council does have a limited supply of cones, signs and barriers that we can loan out. There will be a charge for delivery and collection and a charge for loss or damage, but we will not charge for the hire of these items.

For the delivery and collection of cones/signs/barriers there is a flat rate charge of £50.00 if you are in the town area or £75.00 if you live in an outlying area. (ie: Layer de la Haye, Mersea, West Bergholt)

Any loss or damage to cones will cost £4.50 per cone

Any loss or damage to barriers or signs will cost £20.00

If we can help you with cones/barriers/signs and you wish to collect them yourselves, please let us know on the application form.

Please note that Colchester Borough Council cannot recommend a company to go to and that there are other companies that hire cones and barriers.

The applicant must:

- Obtain agreement from the Police that they have no objection to the Closure.
- Ensure that a person is appointed who is responsible for safety
- Notify any residents and businesses that may be affected by the closure, either in person or by leaflet and take any comments in to consideration.
- Always allow access through the road closure for all emergency vehicles.

If you have any questions, please email customer.service@colchester.gov.uk or call us on 01206 282700.