

If an event is due to be held on a public road, the event organiser must apply to us to get the necessary permissions to close the road. Some event organisers may also need to attend a Safety Advisory Group meeting in advance.

In respect of temporary road closures, organisers must allow sufficient time to fully plan an event – this allows sufficient notice to be given to local residents and road users who may be affected by the closure, and gives us time to process the application.

Applications take a minimum of 12 weeks to process, subject to a completed application and other relevant information.

If a road closure is required, a diversion route needs to be developed. This will need to be reviewed and agreed by our Street Works Team.

To allow us to process an application we ask sure that:

- sufficient time has been given to process the application (12 weeks minimum)
- sufficient supporting information has been provided on receipt of completed application
- there is sufficient public liability insurance (minimum £5 million however, larger scale events will require more) in place to hold the event and/or cover other parties within that event
- there isn't a more suitable location available for the proposed event
- the road closure required doesn't involve heavily trafficked roads and/or too much potential disruption to traffic flow
- events with large numbers of people may require organisers to be called to attend Safety Advisory Group meetings
- the risk to public safety is enough so that it requires the consideration of closing the road
- the duration of the requested road closure isn't too long
- there is satisfactory emergency service access to the road closure if need be
- anything else deemed relevant to the application is sent to us.

If an application is refused we will inform the event organiser as to the reasons why.

As part of the application process we will consult with key stakeholders including but not limited to: Avon & Somerset Police, Avon Fire and Rescue Service, Great Western Ambulance Service, North Somerset Council Integrated Transport Unit, North Somerset Council Safety Advisory Group, North Somerset Elected Member(s) and Parish/Town Council relating to the location in question.

## Information we need

As well as a completed application form, event organisers must send us:

- a copy of Public Liability Insurance, which must be for a minimum of £5m
- a plan/map clearly showing the extent of the road to be closed, any diversion route(s), the approximate location of signs to be placed on the highway and details of road signs.
- copies of any letters sent to residents, businesses and any other persons or premises that may be affected by the proposed closure, as evidence that these people have been consulted
- risk assessment, if you are uncertain about risk assessments more information can be obtained from our [Events Team](#) or the HSE website [www.hse.gov.uk](http://www.hse.gov.uk)

Completed applications and supporting information can be sent by email or post to:

Email: [streetworks@n-somerset.gov.uk](mailto:streetworks@n-somerset.gov.uk)

Post: North Somerset Council  
Street Works Team  
Town Hall  
Walliscote Grove Road  
Weston-super-Mare  
BS23 1UJ

On receipt of the above, and subject to any other information requested, the organiser will receive an acknowledgement from our Street Works Team confirming any road closure fees and that the application will be processed.

## Responsibilities of an event organiser

If an application is successful and a road closure is confirmed, the organiser is responsible for placing public notices (which we will issue to the organiser) at the location of the proposed closure, either end of the street.

The event organiser is responsible for ensuring the provision of adequate **signage** in respect of the road closure and any diversion route displayed and maintained prior to and during the event.

Any signs placed on the road must be identified on a plan and be in accordance with the requirements of the Traffic Signs Manual Chapter 8. All temporary signage on the highway requires approval in advance from our Street Works Team. All signs must be removed immediately after the event.

The event organiser will also be responsible for adequate **stewarding/marshalling** of the event which should form part of the risk assessment process. Note that if directing traffic on the highway only marshals accredited to do so under [CSAS](#) or a Police Officer may do so. Where events do not require persons to physically direct traffic then Stewards appointed by the event organiser will suffice.

## Further information

Information relating to **bus services** can be found on our website at [www.n-somerset.gov.uk/busservices](http://www.n-somerset.gov.uk/busservices). You can also contact our public transport team by email at [public.transport@n-somerset.gov.uk](mailto:public.transport@n-somerset.gov.uk).

Information about **charges** relating to temporary road closures are available at [www.n-somerset.gov.uk/fees](http://www.n-somerset.gov.uk/fees).