



## Guidance for Temporary Road Closures

A temporary road closure is a legal order to close a road temporarily if it is likely to be thronged or obstructed.

Apply to Chichester District Council for a Temporary Road Closure Order at least eight weeks before the event as it is illegal to obstruct a road which the local authority has not agreed to close. If the event is a competitive road race or a race involving over 1000 people apply for a Temporary Traffic Regulation Order (TTRO) through West Sussex County Council. If you have any queries regarding where to direct your request please contact the Democratic Services team prior to submitting an application.

Provide a map of the proposed closure with your application form. If the road is a major or through road you must also show the diversion route. If you are applying for a road closure for the first time it is useful to discuss your plans with the Police and West Sussex County Highways before you make your application. This will help to check whether your event clashes with other events or highways works and to decide diversion routes etc.

Provide proof that you have public liability insurance of £10 million. This is required by West Sussex County Council to indemnify them against any costs, claims or demands that may arise as a consequence of the event. The insurance policy must be endorsed to cover the liability to and of the County Council.

If you want to hold a larger event, operate a pay bar, provide entertainment to the wider public or charge to raise money for your event you will need a Temporary Event Notice. Applications for larger events will also be subject to the advice given by the Chichester District Safety Advisory Group (SAG). You may be requested to submit an Event Safety Plan and present this to the SAG. Contact the Licensing team on 01243 534745 or email [licensing@chichester.gov.uk](mailto:licensing@chichester.gov.uk). For every event regardless of size there must be a competent named organiser/s identified at the outset. It is the event organiser/s duty to ensure that the event is safe for everyone involved either directly or indirectly. The information given in the application form and Event Safety Management Plan is used by the SAG to determine that the event will be safe for those participating in the event, living or working near to the event and those who may be using the roads near to the event. The advice obtained from the SAG is in addition to any legal requirements, government guidance and other advice to which organisers should also refer. Event organisers are strongly advised to follow this advice.

Please also note that bonfires, barbecues and fireworks are prohibited on the highway.

### FAQ's

#### Q. Who do I need to inform?

A. You will need to inform people whose property or premises could be affected by the closure about your intention to close the road/s. This includes businesses and premises fronting onto or in the immediate vicinity of the road/s affected. It is your responsibility to obtain cooperation of local people such as the removal of parked cars from the section of

road to be closed. During the consultation process Democratic Services will inform the Police, Fire and Ambulance Services, West Sussex County Council Highways, Bus Companies and other official bodies.

**Q. How do I close a private road?**

A. For events not on Council land or the highway you should obtain the permission of the land owner to hold the event.

**Q. Do I need signage?**

A. The temporary use has to be clear to passers-by so appropriate signage is required. Arrange to place necessary road signs and barriers on the highway to warn other traffic that the road/s have been closed and to show any diversion route. You should discuss your proposed signing with the Police and West Sussex County Council Highways and comply with their requirements. You may need to put out advance warning signs ahead of the closure date. Signs must be illuminated during the hours of darkness or inclement weather conditions. Temporary traffic signs can be hired from tool hire companies (please note Chichester District Council is unable to recommended specific companies).

**Q. Do I need stewards?**

A. You will need to provide responsible stewards who can also remove barriers easily if emergency services require access.

**Q. Do I need to maintain access?**

A. You will need to ensure access for emergency vehicles, access to fire hydrants and reasonable pedestrian access at all times.

**Q. Do I need to tidy up?**

A. Please ensure all signs, barriers and rubbish are removed at the end of the event.