



NORWICH
City Council

Application form and guidance notes for a road closure to hold a neighbourhood street play activity

Guidance notes

Below is advice on how to apply for a road closure from Norwich City Council for neighbourhood street play. These guidance notes and the application form will take you through the process.

Application deadline

The deadline for Norwich City Council to receive your application, together with payment is **at least three weeks before** your proposed street play activity.

The application process

Please save this form to your computer before completing if you are emailing. Completed applications must be sent or emailed to:

**Streetworks, Norwich City Council,
City Hall, St Peters Street, Norwich NR2 1NH.**

e: info@norwich.gov.uk

t: 01603 212203

Your application will be assessed and you will be advised if your road is suitable for a street play activity within a week.

Legal responsibilities

To close your road for a street play activity you will have to apply for a road closure licence from Norwich City Council and receive authorisation to do so.

Consultation

Please make sure that you consult with everyone on your street about your plans for a street play activity before you make this application.

Roads that are suitable for street play activity

Not all roads will be suitable to close for street play activity. Roads that will be suitable will be local roads, cul-de-sacs and residential roads.

However some roads will not be possible to close due to emergency access requirements, such as:

A roads: eg Newmarket Road.

B roads: eg Earlham Road.

Local distributor roads: eg Rosary Road.

Costs and payment

The cost of the application for the road closure will be **£36** (this cost is for a one-off street play activity or consecutive weekly or monthly activities). This needs to be paid at the time of your application, by cheque or over the phone by credit or debit card – telephone 0344 980 3333 and quote reference HWTTRO.

The application cannot be considered or processed until payment has been made.

There may be extra costs associated with insurance, signage and barriers. See below.

Insurance

We advise applicants to consider having public liability insurance to give organisers extra peace of mind should an unforeseen or unfortunate incident occur during the event.

Road closure signs

It will be your responsibility to ensure that you provide road closure signs, barriers and possibly diversion signs for your event. You can contact the highways team (as shown on page 1) for advice on what will be required and the need, if any, for a traffic management plan.

The Streets Alive website has recommendations about low cost signage for your road closure. They provide the template and dimensions required and suggest where you can purchase them as banners, or how to make them from paper and cardboard. Visit www.streetparty.org.uk for more information.

You will also be required to put a notice up in your street to say the road will be closed.

Times for your street play activity

The road closure notice for street play activity will be valid up until 11pm.

If you have any questions, please contact the streetworks team on 01603 212203.

Section one – contact details

Applicant's name and address: Name and address of person applying for road closure.

Name of event organiser: Provide name and address of event organising person and/or body. It is very important that you have already obtained permission from this person and/or body for their details to be published in the paper.

Contacts: Provide any additional contact info to help avoid any delays in processing this application.

t: m:

f: e:

Date of application:

Media publicity: The local media are sometimes interested in contacting you about your street play activity. Please tick here if you are happy for your contact details to be passed to the media.

Section two – road closure details

Will pedestrian access be maintained?

If pedestrian access will not be allowed through the closure you should get advice from Norwich City Council's streetworks team (contact details on page 1).

Yes No

Name of event: Name the event is being advertised under.

Street name: Name of the street you wish to close.

Start location of closure: Identify the exact limit of the closure eg from outside property number 20. It is usual to provide road closure signs and/or marshalls at the start and end points. It would help if you confirmed how the road will be physically closed – this is sometimes best expressed on a plan or drawing and can be attached separately if you are emailing.

End location of closure:

Identify the exact limit of the closure eg to outside property number 80. This helps identify the points up to which access will be maintained along the route being closed.

Start time of closure:

It is important to quote the exact start time, day and date of the road closure ie hh:mm on dd/mm/yy.

End time of closure:

It is important to quote the exact end time, day and date of the road closure ie hh:mm on dd/mm/yy.

Frequency:

Please tick and detail the frequency of your street play activity.

one-off; weekly (which weekday):

monthly (state dates):

Alternative route. Include road names, 'locally known as' names and numbers at junctions. Please also show on a plan or drawing, with diversion route signing (this can be attached separately if you are emailing).

If a busy road (ie if local buses are affected) is being closed you may need to provide a signed alternative route for affected traffic to get to the other side of the closure. This route must be able to safely cope with the additional traffic it will carry. The need to sign an alternative route depends on the type of route being closed and the duration of the closure – please ask for advice from Norwich City Council's streetworks team (contact details on page 1).

Section three – possible impact

Is there local support for this event taking place and the road being closed?
Please provide details of who you have consulted with and details of anyone that is not in favour.

Please list any businesses that may be affected and their contact names and numbers:
Please consider the impact of the road closure and how it could affect businesses.

Is a bus route affected (public and/or school)?

Yes No

If yes, which bus service is affected?

Please state what type, if any, bus service is affected. To assess the impact your proposal may have on buses you should contact the Norfolk County Council travel and transport services (TTS) team on 0344 800 8009.

What measures will be required to minimise disruption to buses?

If your road closure affects buses you should explain what arrangements have been agreed with Norfolk County Council's TTS team to help reduce the impact to bus services.

Please list any other details or contacts that will assist your application:
Please provide any other information that you feel may assist us with
processing your request.