

TRO / RC 03  
Application for  
Temporary Road Closure

*(To be used for Road Closures when holding  
an event on or near a highway)*



The form requests essential information to assist in the decision as to whether the event can be supported by Durham County Council and Durham Constabulary.

Applications should be made at least **six weeks** in advance of the intended commencement of the event.

Events held within a community that require a road closure, e.g. carnivals, fairs, processions, markets and street parties are dealt with by formal closure approved under the Town Police Clauses Act 1847.

Sporting events, events covering several communities, and events on public rights of way, that require road or rights of way closures, and events incorporating additional mandatory traffic regulation (for example no left/right turns), e.g. fun runs, cycle events and car rallies, are dealt with by formal closure under the Road Traffic Regulation (Special Events) Act 1984/94.

A risk assessment ought to be undertaken by the Organiser, or other responsible person associated with the event. This should determine what potential risks could be encountered as a result of holding the event in proximity to any adjacent roads, footways or public rights of way. This information will help the Safety Advisory Group to decide if the event can be supported.

Public safety must be the main consideration in the assessment. If there is the potential for risks to participants in the event from vehicular or pedestrian traffic, or a risk to pedestrians or highway users from the participants, a temporary road closure should be sought from the Highway Authority (Durham County Council) so the event can be safely segregated from general day-to-day activities. All hazards must be identified and, if possible, planned for, before an event can be approved by the Highway Authority and supported by Durham Constabulary.

The responsibility for the event must rest with the Organisers. Public liability insurance should be sought by the Organisers to safeguard against any claims that may arise as a result of incidents occurring during the event. The Organisers will be responsible for making good any damage to roads, footpaths, bridleways, walls, fences, bridges, gates or other wayside fixtures arising from the holding of the event.

Consideration must also be afforded to highway users - to general traffic, public transport providers and emergency service vehicles. Access for Emergency vehicles must be maintained at all times, and events on public transport routes should consider what effect an obstruction would have on bus timetables, together with what routes the buses would take during the closure.

In order for a temporary road closure notice to be approved, the Organisers must use an approved Traffic Management Company to produce a traffic management plan to indicate how traffic flows will be maintained. A list of approved companies is included in the appendix to the Application Form. The Traffic Management plan would normally indicate details to accommodate sufficient advance warning signs (both in the week(s) preceding the event, and on roads leading to the event and at the road closure point, on the day). The signs should be in accordance with Chapter 8 of the Traffic Sign Manual (i.e. of the correct material, coating, colour and size of wording). The Traffic Management details should be submitted with the application.

The Organisers should also consider the effect the event may have on premises and residents in proximity to the event. (Are there any retailers? Will they be expecting deliveries? Will the event hinder access to their establishments? etc.)



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**1. Location of Proposed Closure**

Town \_\_\_\_\_

Road Number(s) and / or Name of Road(s) to be closed (please provide location plan showing extent of proposed closure)

\_\_\_\_\_  
\_\_\_\_\_

List the name(s) of any adjacent road(s) affected by proposed road closure(s)

\_\_\_\_\_  
\_\_\_\_\_

Proposed Diversion Route during Closure (where available)

\_\_\_\_\_

**2. Reason for Closure**

What event is/are the road(s) to be closed for? (e.g. carnival, street party, fun fair, fun run)

\_\_\_\_\_

**3. Closure Details**

a. Start date \_\_\_\_\_

b. Hours of operation of closure \_\_\_\_\_

c. Duration \_\_\_\_\_

d. Details of traffic management  
(Name of approved traffic management company. Traffic management plan and schedule of signs to be included with application)

\_\_\_\_\_

e. Details of Public Liability Indemnity Insurance for the event  
(Name of company, amount of cover and policy number)

\_\_\_\_\_

f. Has an event Risk Assessment been completed YES / NO  
(Please attach a copy)

**4. Arrangements for Emergency Vehicles**

Will emergency vehicles be permitted access through the closure at all times? Yes / No  
If yes, will they be delayed whilst any entertainments are cleared / made safe? Yes / No

**5. Consultation with residents / businesses or other relevant organisations**

a. Are any consultations being undertaken with local residents and businesses affected by the road closure(s) including arrangements for parking, deliveries and traders? If yes please detail.

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b. Are any special car parking arrangements being made on the edge of the restricted area, e.g. for Blue Badge Holders? If yes please detail.

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c. Will there be any static structures placed on the roads (fairground rides, bouncy castles, performance staging, vehicles etc)? YES / NO

**6. Advance Notification**

For any approved road closure the applicant will be responsible for any necessary advance notification e.g. letter drop to affected properties and / or advance warning signs. Detail below advanced notification measures proposed.

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**7. Alternative Public Transport arrangements**

Is the proposed closure on a service bus route? Yes / No

If yes, then alternative transport arrangements must be considered / provided (e.g. temporary bus stops, bus diversions, shuttle buses or other solutions) Contact: 03000 268522.

Detail any alternative transport arrangements proposed:

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**8. Other details.**

Detail any other matter relevant to support your application that has not been covered above.

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**9. Note:**

The organisers will be responsible for seeing that any litter deposited on the roads and footpaths etc. is removed immediately upon completion of the event and prior to re-opening the road.

## Applicant Details

Event co-ordinator / organisation \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

### **Please return Application Form to:**

Durham County Council  
Regeneration and Local Services  
Network Management  
County Hall  
Durham  
DH1 5UQ

Tel: 03000 267095 / 268110

Email: [temporaryroadclosures@durham.gov.uk](mailto:temporaryroadclosures@durham.gov.uk)

\* Please continue on an additional sheet where necessary

