

## APPLICATION FOR A TEMPORARY ROAD CLOSURE FOR AN EVENT

Email completed form to: [hereford.streetworks@bblivingplaces.com](mailto:hereford.streetworks@bblivingplaces.com) or post to Licencing and Enforcement, Balfour Beatty Living Places, Unit 3, Thorn Business Park, Rotherwas, Hereford | HR2 6JT

**ALL APPLICATIONS ARE REQUIRED TO BE RECEIVED A MINIMUM OF 6 WEEKS BEFORE DATE OF CLOSURE**

**To avoid delay in processing - Please complete all sections**

Please describe the event:			
Is the Event for Profit? Yes/No		Is the Event for Charity? Yes/No	

### Road Closure Details

Road Name:			
Town or Village:			
Details of WHERE road will be closed from / to			
Date of closure :		Times of Closure	
Details of Diversion Route:			

**Access must be maintained for emergency vehicles whilst the road is closed.**

**If the road to be closed is on a bus route, you should consult with the bus company to let them know.**

Will the day of your Event be the same as refuse collection day? Yes/No			
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### Applicant Details

Name of applicant		Tel No :	
Name & address of applicant's organisation:			
		Post Code	
E-mail address			
Signature of applicant:		Date:	

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### Road Closure Costs

Road closures for events for large scale events, commercial events or events where there is a direct commercial interest.	£250
Small-scale community / charitable events where participants (public, stallholders, concessions, etc.) are being charged a fee	£125
Civic / community celebrations and parades with no commercial interest, e.g. Remembrance Day Parades, local street parties, etc.	Free

1. Herefordshire Council requires **a minimum of 6 weeks** advance notice in order to prepare a Road Closure Order
2. You will be responsible for closing the road and will need to include this in your event plan for the day. This will include road closed signs, barriers and any diversion signs. You may be able to get these from a hire or traffic management company. We may be able to assist in some circumstances, but resources are limited.
3. Where the closure will affect local businesses, then you must contact these businesses early and discuss this with them.

### For Office Use

Road No:	USRN:
Diversion Route:	
Cost:	Cheque/Invoice: