

Event Road Closure Conditions

Overall Responsibility for the event lies with the Organiser.

1. The event is only permitted within the section of road specified in the Order, within the times specified.
2. The Organiser and participants have full responsibility for the health and safety of the event and others that may be affected by it, and shall be responsible for the prevention of nuisance.
3. The Council accepts no liability whatsoever for any claims or loss, damage, injury or death arising from the event or the road closure. You should consider a risk assessment and Public Liability insurance and we strongly recommend that at least some form of accidental damage cover is secured.
4. Emergency access to premises may be required during the party and contingency plans must be made to enable obstructions to emergency vehicles to be removed quickly.
5. The road closure point must be manned by marshals to enable vehicular access and egress within the closure. Please note marshals cannot direct traffic on the public highway, only provide information. To direct traffic CSAS accreditations from police are required, otherwise the traffic is directed by the signing.
6. All residents and businesses affected by the closure must be notified in advance, and plans for their access and egress be accommodated in the closure plans. E.g. a note to all affected addresses giving details and a contact number should they require access or have any other concerns.
7. Residents/ businesses requiring vehicle access during the closure should be escorted by a marshal through the closure at walking pace - Marshalls and those people with other responsibilities at the party need to be easily identifiable to all.
8. You must ensure that pedestrian access through the street or to premises within the street is maintained at all times, for everyone.
9. You must provide, erect and supervise all the barriers and signs necessary to safely and lawfully close the sections of road specified in the in the Order. As a bare minimum you will require a proper Road Closed sign and conspicuous barriers across the entry to the street. The closure must be very clear to drivers. Further advice is available at the websites below:-
<https://www.gov.uk/government/publications/your-guide-to-organising-a-street-party/your-guide-to-organising-a-street-party>
<https://www.streetparty.org.uk/road-closures/>
<https://www.edenprojectcommunities.com/the-big-lunch>
10. Advance Information/ Warning Signs – information signs are to be erected, a minimum of one week, ideally 2, before the event, at each closure point. The signs should have a bright yellow background with large black text. The text should be clear and concise as possible and include a contact number for members of the public should they have any enquiries. Suggested wording: 'ROAD CLOSED /

'EVENT TYPE' (e.g. street party, carnival) / DATE/ TIMES / CONTACT NUMBER [your telephone number]'.

11. Any signs placed on lamp columns on the public highway must obtain permission from the County Councils Street Lighting Contractor (TPA@enerveo.com)
12. Winchester City Council will supply you with copies of the Order. Unless otherwise directed you must erect these at least 7 days (ideally 14) in advance of the event at each end of the road to be closed, where they can be easily seen by pedestrians. You must remove all the notices following the event.
13. Where the closure is permitted in the hours of darkness, or after the street lights are illuminated, in order to be safe and to comply with legislation required legislation, you must use retro-reflective signs.
14. You must also inform Hampshire County Council if you wish to erect cables, banners, decorative flags, or decorative lighting over the public highway for your event. A licence for these will be required, but the licence fee and requirement for Public Liability Insurance may be waived if the event is a small street parties or an event of civic importance.
<https://www.hants.gov.uk/transport/licencesandpermits> select 'Apply for a banner consent'. You must comply with any requirements or advice HCC may give you.
15. Fires, barbeques and fireworks are not permitted in the street, including on the footway.
16. If you are proposing to hold a party that will involve the sale of alcohol and/or provision of entertainment, for example live music or a disco, you must obtain the relevant permission in the form of a Temporary Event Notice from Licensing Department. <https://www.winchester.gov.uk/licensing>
17. Any commercial traders trading at the event must have obtained the necessary street trading consent from the Licensing Department or, where this is not required, written consent from the landowner.
18. All litter and rubbish must be cleared, and the street must be left at least as clean as it was before the event. This must be done before the road is re-opened. Where additional cleaning, or repairs to the street or street furniture are considered necessary by the District Council or the Highway Authority, the works may be undertaken by the District Council or Highway Authority and reasonably costs, charged to the event Organiser.
19. You should remove the closure as soon as practicable after you have cleared the street.
20. We hope that your street party is enjoyed by all who attend, however please be aware not everyone in the vicinity will want to participate, so please be mindful of your neighbours