

## GUIDANCE

### TEMPORARY ROAD CLOSURE APPLICATIONS

**Important: Please read these notes before completing the application form**

1. In order to make a Temporary Road Closure Order, Stroud District Council (SDC) require a minimum of 6 weeks' notice. As we carry out a consultation procedure your application cannot be processed in a shorter time period. Applications must be made on a Temporary Road Closure Order form which is available on <https://www.stroud.gov.uk/parking-streets-and-travel/road-works-closures-and-footpath-diversions/temporary-road-closure-information>
2. The completed Application Form and Signing Schedule must be sent to SDC at least 6 weeks before the event. The Council will then notify the Police, Fire and Ambulance Services, Bus Operators and Gloucestershire County Council Local Highways Manager.
3. Payment is currently £85.00 (non-refundable) for Temporary Road Closures orders.  
SDC no longer accept cheques, please pay by BACS (bank transfer) using the following details:
  - Nat West Bank
  - Sort Code: 55-61-08
  - Account no. 10313893
  - Please quote a relevant reference **e.g. Stonehouse15.11.22** – ref should be no longer than 18 characters long.

Please be aware that payment for the Temporary Road Closure does not guarantee that the closure will be approved.
4. Before making an application, we would strongly recommend that the applicant /event organisers discuss the proposals with the local Police and Parish Council.
5. If there are a number of residents, businesses, bus/taxi companies which may be affected by the closure, SDC will require the event organisers to notify those parties before an Order is considered.
6. In addition to the obligation to display the Temporary Road Closure Order at the end of all roads that are to be closed the applicants/event organisers are recommended to provide suitable signage to clearly indicate the road is closed and indicate the route of any diversions.

7. If your event takes place annually, you might consider buying your own signs. Please contact 08000 514 514 (Gloucestershire Highways) for further information.
8. When submitting your application please also provide a clear map indicating the extent of the proposed closure (marked in red), together with a description of the closure i.e. Acacia Avenue from its junction with Oak Drive for approximately 350 yards towards Smithtown/Smith Street. Also include location of any appropriate signage, positioning of marshals/stewards (where appropriate).
9. Please note that if the Police and/or Gloucestershire County Council (as the Highways Authority) object to the proposals, SDC will not grant the Order.
10. If there are any objections from any other parties, the applicants/event organisers should have discussions with the objectors to try to reach a compromise solution. If a compromise is not possible, the application may, taking account of the objections and any other representations, be refused. Consequently it is helpful if applicants/event organisers resolve any reasonable objections.
11. If the Order is made, SDC will send the applicants/event organisers the Order and plans which ***must*** be displayed on the affected routes. This is the responsibility of the applicants/event organisers.
12. Applicants/event organisers should be aware that during the closure there must be clear access at all times for emergency purposes and pedestrian access to premises must be maintained.
13. The named event organisers must be available immediately before, during and after the event so that they can be contacted by SDC or other statutory bodies such as the Police if necessary. Applicants /event organisers must be aware that as part of the consultation process the application form containing their names, addresses and telephone numbers will be passed to the consultees.
14. Please note that other licences may be required for the event, for example the sale of alcohol or playing music, and will need to be dealt with separately. Please see the following link <https://www.stroud.gov.uk/business/licensing-permits/temporary-event-notices-ten>

**Please return your application form and map to:**

**Temporary Road Closure Orders**, Stroud District Council, Ebley Mill, Ebley Wharf, Stroud, Gloucestershire, GL5 4UB or email Word version (preferably) to [customer.services@stroud.gov.uk](mailto:customer.services@stroud.gov.uk)

**(If you are scanning and emailing an application, please scan map separately.)**