

## **Temporary Road Closure Application Notes**

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

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1. In order to make a Temporary Road Closure Order Stroud District Council (SDC) requires a minimum of 6 weeks' notice. Applications must be made on a Temporary Road Closure Form which is available on this webpage.
2. Payment of £85.00 (non returnable) must be made with the application unless the application is exempt from payment. Cheques must be made payable to Stroud District Council. Payment of the £85.00 fee does not guarantee that the closure will be approved.
3. Before making an application, we would strongly recommend that the event organisers discuss the proposals with the local Police and Parish Council.
4. 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 and possibly granted.
5. Please note that other licences may be required for the event and these will need to be dealt with separately. Such licence applications may, for example, include licences for sale of alcohol or playing of music.
6. For all events that require a Temporary Road Closure Order, the Applicants/organisers are recommended to provide suitable signage to indicate the road closure or authorised diversion (see further information on paragraph 7) etc. when submitting your application please also include;
  - **A map indicating the extent of the proposed closure, location of any appropriate signage, positioning of marshals/stewards (where appropriate).**
7. If your event takes place annually, you might consider buying your own signs. Guidance on appropriate signage, particularly for larger events is available on the Gloucestershire County Council (highways department) website.
8. The completed Application Form and Signing Schedule should be sent to SDC as soon as possible. The Council will then notify the Police, Fire Service, Ambulance, Bus Operators and Gloucestershire County Council Local Highways Manager.

9. Please note that if the Police and/or Gloucestershire County Council (as the Highways Authority) object to the proposals, SDC will not proceed with the Order.
10. If there are any objections from any other parties, the Applicants/organisers should have discussions with the objectors to try to reach a compromise solution. If a compromise is not possible, the application may be refused taking account of the objections and any other representations. Consequently it is helpful if Applicants resolve any reasonable objections.
11. If the Order is made, the Applicants must arrange for copies of the accompanying notices to be posted on the affected routes. These notices will be provided by SDC.
12. 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 Applicant/organisers must ensure that they are 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.

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**Please return your application form to:**

Legal Services, Stroud District Council, Ebley Mill, Ebley Wharf, Stroud, Gloucestershire, GL5 4UB – email [legal.services@stroud.gov.uk](mailto:legal.services@stroud.gov.uk)

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