



Road Closure for Residential or Neighbourhood Street Parties

This type of Road Closure **ONLY** applies to following type of event.

An event for residents/neighbours only, publicity only to residents, no licences normally necessary if music being played, no selling is involved.

A simple document identifying any risks, what you will do to reduce these and how you will care for the people at the event may be beneficial. Further advice on risk assessment and Insurance can be obtained from www.streetparty.org.uk

Your Event

Date of event

Location

Details of Event

Event Organiser

Name:

Organisation if applicable

Address:

Telephone:

Mobile

Email:

Event times

From time

Until time

Name of Road(s) to be closed

If you plan to close only a section of the road(s), where will the closure begin and end?

From
To

Give a brief list of properties affected. This means any property, residential or commercial, which is located on or accessed only by the road(s) you wish to close – e.g. Cedar Close numbers 1-20 and numbers 21-98

Are any of the roads to be closed used by through traffic?

Yes/ No

If yes, you will need to send a traffic plan showing the exact extent of the closure and an alternative route for traffic. This will only be acceptable if there is a short and simple diversion. You will need to supply a simple plan of the diversion.

Are you planning to close a road that is part of a bus route?

You will need to apply for the full closure process for larger public events

Yes/No

Will access for emergency vehicles (if required) be readily available at all times

Yes/No

In the interest of safety we highly recommend that roads are accessible for all emergency vehicles .if this is not the case you will need to discuss this with us and emergency services.

As part of your application Kent County Council will supply a "Road Closed" sign/signs free of charge. The sign/signs will be yours to keep for future neighbourhood/community road closures.

What other measures will you take in order to make the road closure clear to other road users?

Have most residents agreed to this neighbourhood/community event?

Yes/No

Kent County Council will want to ensure most people are happy with this event, so if there are any objections you should let us know. We may be able to help you resolve any objections. It is worth remembering that not everyone will be able to participate so let everyone know what time the party will start and end (you may want to finish by 9pm to minimise noise).

If you are planning a road closure you will also need to consult businesses in the wider area that may be affected. Have you already consulted about the road closure?

Yes/No

If yes, please attach a copy of your consultation invitation/notice and confirm the date it was sent:

A simple document identifying any risks, and what you will do to reduce any risk and care for the people at the event should be included with your application.

Have you considered the need for public liability Insurance as you may be liable in the event of any injury to persons or damage to property, including the highway?

Yes/No

Signed (Event Organiser.)

Date:

Applications from East Kent - (Thanet, Dover, Shepway and Ashford areas) should be returned to our Ashford office.

Applications for Mid Kent – (Canterbury, Maidstone, Swale, Tonbridge & Malling areas) and for West Kent - (Tunbridge Wells, Dartford, Gravesham and Sevenoaks areas) should be returned to our Aylesford office.

EAST KENT

Kent County Council
Ashford Highway Depot
Henwood Industrial Estate
Javelin Way
Ashford TN24 8DH

Tel 03000 418369
Fax 03000 422835

streetworkseast@kent.gov.uk

MID & WEST KENT

Kent County Council
Aylesford Highways Depot
St Michaels Close
Aylesford ME20 7BU

Mid Kent Tel 03000 418333
Fax 03000 422833
streetworksmid@kent.gov.uk

West Kent Tel 03000 418319
Fax 03000 422833
streetworkswest@kent.gov.uk