

TRAFFIC DIVERSION ORDERS

Guidance Notes

The Council has the powers to close roads under the Town Police Clauses Act 1847 Section: 21.

How to obtain an order

Applicants who regularly apply for a Traffic Diversion will be invited to apply in January of every year. This will ensure that the organisers will have their Traffic Diversion Notice in good time to display within the area affected prior to the event. This does not preclude any applicant applying throughout the year; however we do require six weeks notice of any closure. The Police require this amount of time to ensure they fully consult on the proposal. If you fail to do so you run the risk of the Police objecting to the closure. Please complete the application form and submit a road map showing details of the roads to be closed and the alternative route for traffic during the closure.

When received, your application together with the maps will be forwarded to the Police, Fire Brigade, Ambulance Service, County Council, Head of Legal and Governance and District Councillors. If no objections to the closure are received the Temporary Traffic Diversion Order will be granted. If there are any objections raised by the consultees the matter will be discussed with the applicant to see if the problem can be resolved.

Fees

The fee for all applications other than Remembrance Day Parades and applications from organisations with a registered charity number:

Single Application £95

Multiple applications from same applicant £190

Conditions

The Council attaches various standard conditions to the Order. These must be complied with at all times and are as follows:

- a) The road must be closed by barriers and signage indicating the road is closed. The Notice of Traffic Diversion must be posted **7 days** in advance of the event and residents fronting onto the road should be notified in writing of the closure. Please note that unfortunately barriers and signage are not available from the Police or County Council. You will need to contact a private contractor who may be able to supply them.
- b) Where the Temporary Traffic Diversion Order time exceeds one hour the organisers consult with the Head of Legal Services and Portfolio Holder as to how the event will be advertised.
- c) Anyone requiring access to and from the properties in the restricted road must not be denied access.
- d) Stalls or similar on the carriageway must be sited at a safe distance from the barriers.
- e) You must comply with any directions given by the local Police. Please note that the Police cannot guarantee attendance, therefore any parade should be properly marshalled. All marshals should be aged 18 years and over and wear reflective clothing.
- f) Whilst consenting to the closure the County Council and District Council do not accept any responsibility or liability for any accident that might occur.
- g) You must give consideration to obtaining insurance cover in respect for any third party claim which might arise from the event.
- h) Please ensure that the Emergency Services are notified should the event be cancelled for any reason.
- i) The traffic diversion must not be used other than during the times specified on the Order.
- j) All notices must be removed from the area on completion of the event or parade.

Failure to comply with any of the above conditions will be taken into consideration when you next apply for a Temporary Traffic Diversion Order. Additional conditions may also be stipulated. You will be notified of these when you receive the Order.

Further assistance

If you have any queries regarding Temporary Traffic Diversion Orders, please contact Customer Services on 01684 862151 or by emailing worcestershirehub@malvernhillsgov.uk