

Road Closure Check List for Event Organisers

		Documentation	Requirement	Target Submission Date
Stage 1	1	Application in Writing	This can be an email or a letter. This should include road closures or any restriction of traffic required, details of routes, directions, times and any diversion routes.	Please submit no later than 3 months before the event.
	2	Consultation	Carry out a full consultation with the various parties who may be affected by the road closure, including, Local Authorities, Public Transport, Churches, Fire, Ambulance, Police, businesses and residents.	No Later than 2 months before the event
Stage 2	3	Event Safety Plan (Draft)	To include where applicable: <ul style="list-style-type: none"> • Incident Plan • Site Inspection Procedure • Key Officials 	
	4	Traffic Management Plan	Plan of area to be closed, and to include the positioning of any signage you will be using to inform traffic of a closure.	
	5	Risk Assessment	Please see Appendix 2 of the Guidance for Organisers of Public Events for an example.	
	6	A copy of the Event Notification Form	Original to Event Safety Advisory Group and copy to Highway Services Administration.	
Stage 3	7	Public Notification	Notify all residents and businesses that may be affected by the road closures.	No later than 6 Weeks before the event
Stage 4	8	Licences/Permits (if applicable)	Only required if there will be alcohol, fireworks, music etc.	No later than 1 month before the event.
Stage 5	9	Copy of Public Liability Insurance	Event Organiser must indemnify the Department, its servants or agents, against any injury, loss or damage arising out of the conduct of the event. You must accordingly produce to the Department evidence of adequate public liability insurance.	No later than 1 month before the event.



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