

Street Party Road Closure Request Form

Person / Organisation requesting Temporary Traffic Order: (If you are representing an organisation please detail the position held e.g secretary of residents association.)
Contact Address:
Email Address and contact number:
Road name and location of proposed closure: (e.g West Street Harrow on the Hill or West Street HA1)
Details of proposed closure required: (e.g. O/S 22/24 to O/S 58/60 or from J/O High Street to J/O Low Street)
Dates and times of the proposed closure: (e.g 25/12/11 from 9 am to 4 pm or 25/12/11 09.00 hrs – 16.00 hrs)

1. Notes:
2. Requests to close roads that are part of a bus route will not be granted
3. Requests to close busy roads may be refused
4. Requests to close roads where planned road works have already been agreed may be refused
5. Requests to close roads where parallel roads already have agreed closures planned may be refused.
6. A minimum width of 3 metres of road space for emergency vehicle access must be maintained within the closure at all times. If this cannot be achieved, closures will not be granted.
7. LB Harrow will advise of the traffic signs and barriers required together with the correct location for each sign etc
8. Traffic Signs and barriers required for the closure are to be sourced and maintained by the event organisers.
9. Public Liability insurance to a value of £5 million pounds must be sourced by the event organisers to cover the event for the duration of the closure. A copy of which must be sent to the Council at least 1 week in advance of the event