TEMPORARY ROAD CLOSURE APPLICATION FORM

Applicant contact details

Mr/Mrs/Miss/Ms/other	
First name	
Surname	
Company/Organisation/Charity	
Address	
Telephone number	
Mobile	
Email	

Event details

Please give a full description of the event (including the type of entertainment and the number of people expected to attend)	
Will you be serving alcohol at your event? (answer 'Yes' or 'No')	
Will you be selling food at your event? (answer 'Yes' or 'No')	
Will you be having musical entertainment? (answer 'Yes' or 'No')	
Will you be selling any items? (answer 'Yes' or 'No')	
If you have answered yes to any of the above, please provide further details:	

You will need to liaise directly with the appropriate departments regarding individual licences or obligations regarding the above elements of your event – please see the Temporary Road Closure Information page for more details.

Details of Proposed Temporary Road Closure

Date of closure:	
Time closed from:	
Time closed to:	
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?

Begins at:	
Ends at:	

A plan showing the road(s) to be closed is enclosed (please answer 'Yes' if so):	

Proposed Diversion Route

I confirm that I have contacted Derbyshire County Council Highways Department and have agreed the following diversion:

From the junction of:	

To the junction of:	

Barriers/Traffic Diversion Signs

People will need to know how the road has been closed off, you will need to consider how you will ensure this.

Insurance Certificate

I confirm that I have obtained appropriate insurance cover for this event. I enclose the Insurance Certificate with this application.

Notification to Affected Persons

I confirm that I have consulted residents at (*e.g. 1-100 High Street, even and odd numbers*):	Enter address of residents consulted
I enclose a copy of the letter I have sent (answer 'Yes' if so):	
The letter sent is dated:	
I confirm that I have consulted businesses:	Enter businesses consulted
I enclose a copy of the letter I have sent (answer 'Yes' if so):	
The letter sent is dated:	
I confirm that I have consulted emergency services:	Enter emergency services consulted
I enclose a copy of the letter I have sent (answer 'Yes' if so):	
The letter sent is dated:	
I confirm that I have consulted bus companies:	Enter bus companies consulted
I enclose a copy of the letter I have sent (answer 'Yes' if so):	
The letter sent is dated:	
I confirm that I have consulted schools:	Enter schools consulted
I enclose a copy of the letter I have sent (answer 'Yes' if so):	

The letter sent is dated:	
I confirm that I have consulted local councillors:	Enter local councillors consulted
I enclose a copy of the letter I have sent (answer 'Yes' if so):	
The letter sent is dated:	
I confirm that I have consulted parish council:	Enter parish council consulted
I enclose a copy of the letter I have sent (answer 'Yes' if so):	
The letter sent is dated:	

Objections received

Objections to my letter **have/have not** been received (answer 'Yes' or 'No')	

If any objections have been received you must enclose copies of the letters with your application. If you receive any later objections, you must send these to us as soon as you become aware of them – most objections can be resolved between the objector, organiser and occasionally a council officer.

I understand the following:

The Council will use the information I have provided to process my application for the following purposes:

- To consult with internal departments, other councils and public sector bodies;
- To make a decision on my application
- To contact me about my application
- To mediate the resolution of any objections as necessary

Lawful basis – under data protection legislation, this processing is allowed because it forms part of the performance of a task in the public interest.

The Council may share some or all of my information with the following 3rd parties:

- the council's democratic services, legal and town centre operations teams;
- Derbyshire County Council's Economy, Transport and Environment department;
- the police, fire service, ambulance service and bus network provider.

The Council may also share your information with other public sector bodies or agencies where it has a statutory requirement to do so, or another legal gateway exists such as a data protection exemption. This may include sharing information for crime and taxation purposes, such as fraud prevention. If I give information that is incorrect or incomplete when it is unlawful to do so, I understand that you may take action against me, including court action.

Where the information relates to another individual I can confirm that I have sought their permission, where required from them, prior to its use.

You can find more information about the way the council protects your personal information, and information about your information rights, at chesterfield.gov.uk/privacy. Or contact the Data Protection Officer at dpo@chesterfield.gov.uk.

Declaration
I declare that the information I have given on this form is correct and complete.

Print name:	
Signed:	
Dated:	