

ESSENTIAL REFERENCE PAPER "C"
East Herts Safety Advisory Group Road Closure Process

Holding an event anywhere in East Herts?
Let us know asap – Highways require as much notice as possible, sometimes as much as 6 months for very large events

Read the Guide for Safe & Successful Events on the East Herts Council (EHC) website - <http://www.eastherts.gov.uk/index.jsp?articleid=2511>

On the same web page you'll find the Event Notification Form. It would assist us if you could fill this out as comprehensively as you can.

Please note: Road closures are provided either by EHC (e.g. to redirect traffic for processions, Remembrance Day Parades) or by Herts Highways (traffic signs need suspending, when any structure is placed on the highway or events not covered by EHC) - see <http://www.hertsdirect.org/services/transtreets/highways/honlineservices/temptro> for charges

Submit the form to East Herts Council - safe.events@eastherts.gov.uk or by post, or personally at Hertford or Bishop's Stortford offices

An acknowledgement is sent to the event organiser

The event form is circulated to East Herts Safety Advisory Group

If any members of the SAG have questions, they will contact the organiser directly

Once Police Highways and Local Council Members have confirmed that they have no objections your application is sent to our own Democratic Services department so it can be granted under section 21 Town Police Clauses Act 1847

If we are unable to use the Town Police Clauses Act we pass your application to Herts County Council Highways for a Temporary Traffic Road Order to be issued

We will notify event organisers if the order is granted or not

Organisers are free to call the Community Safety Team 01279 655261 to discuss any aspects of their event