



Guidance for Temporary Road Closures

A Temporary Road Closure Order is required for any event which may stop the flow of traffic on the public highway within the Mid Sussex District.

Mid Sussex has the power to issue Temporary Road Closure Orders under the provision of the Town Police Clauses Act 1847.

Events that are covered by the Act are :-

- Street parties
- Carnivals
- Parades
- Play Streets

Mid Sussex are unable to provide temporary road closures for roadworks or large-scale events that include but are not limited to:

- multiple day closures that require overnight diversions
- speed limit alteration requests
- sporting events
- off road events effecting passing traffic
- closure of main arterial roads or
- events with large numbers of people across multiple days

These events require a Temporary Traffic Regulation Order and the application must be directed to West Sussex County Council.

Application Process

A temporary road closure must be applied for at least 8 weeks before the event. Any applications received less than 8 weeks prior to the event may be refused if there is not enough time to conduct the required consultations.

The application must include -

A Map of the proposed road closure(s) and diversion routes

Public Liability Insurance of £10 million (excluding simple Street Parties).

Public Liability Insurance is required to indemnify West Sussex County Council as the Highways Authority and Mid Sussex District Council, in respect of any claims for loss or damage to property and death or injury to persons, relating to your activities, in whatever amounts, throughout the period of the permission.

Mid Sussex District Council will not accept any liability for any injury, accident or damage to persons or property caused by the event.

The application fee is £100. The fee is required for all temporary road closures (including charity events). The only exception is for Remembrance Day Events, where no payment is required.

West Sussex Highways, the Emergency Services, the appropriate Town or Parish Council, the Bus Companies and the Safety Advisory Group will be consulted as part of the application process.

The event will be posted on www.one.network. This website covers every road closure in the country and will advise on other near-by closures and street works. An icon will appear on the day of the event with all closure details.

Street Notices will be put up at the location of the closure for 14 days to give members of the public an opportunity to comment on the application.

Once the 14 days has passed a decision will be made as to whether to authorise the temporary road closure.

The organiser is notified of the decision and if granted a copy of the Official Order is sent to them. The Official Order authorises the temporary road closure. It must be laminated and put up in replacement of the Street Notices at least 7 days before the event.

A temporary road closure application may be rejected if it is an event that cannot be authorised by the District Council under The Town Police Clauses Act 1847 or there are outstanding representations that cannot be resolved such as a significant safety risk.

Organiser Responsibilities

The organiser must ensure that:

- The Official Order is displayed at the closure location(s) at least 7 days prior to the event.
- There are sufficient road signs and barriers that should be placed out on the highway to warn traffic of the closures. The road closure signs should be adequate in number and should comply with the specifications required by the Highway Authority of West Sussex County Council. It is the responsibility of the organiser to source the necessary signs / barriers. The signs / barrier will not be supplied by Mid Sussex District Council.
- There is advance signing of the road closures; signs should be placed well ahead of any diversion routes so that traffic is aware, in good time, that there is a closure ahead and therefore a diversion route in operation. These signs should not be used to advertise your event as this would be construed as flyposting.
- All signs and barriers must be illuminated during any hours of darkness or inclement weather conditions.
- There will be sufficient stewards who will be on duty for the event. All static closures should have a marshal present in a suitable reflective tabard.
- There is always pedestrian access.

- There is always vehicle access for emergencies.
- You have Highway Authority approval of road closure and diversion signs.
- Street fire hydrants are not obstructed.

The organiser is responsible for:

- Clearing the highway after the event has finished.
- Any damage to the highway – including street furniture.
- Informing all those houses/businesses affected by the Closure Order. This must be done in writing at least 14 days prior to the event.
- Removal of the Official Orders after the event

Be aware that:

- No help can be given by the Police in removal of vehicles from the closed length of road during the preparation of the event.
- No claims will be entertained by the County Council (as highway authority), the District Council, the Town or Parish Council or any statutory undertaker in respect of any accident, damage or injury sustained as a result of the event. The onus is on the organiser to obtain the necessary insurance cover.