

OXFORD CITY COUNCIL

ROAD CLOSURES UNDER THE TOWN POLICE CLAUSES ACT 1847

CRITERIA AND GUIDANCE NOTES

1. Applications should be submitted to Julian Alison, Ramsay House, St. Ebbe's Street, OXFORD, OX1 1PT, as soon as possible but no later than six weeks before the proposed closure.
2. Where the application is from an ad hoc body set up for the purpose of one event rather than an established body, the person submitting the application will be held responsible for any costs arising, eg. clearing up, damage to street furniture or road surfaces etc.
3. The applicant will be required to submit, before an Order to close the street can be made, a copy of a Certificate of Insurance indemnifying the City Council against any claims arising from the event. (For this purpose, limited liability of £10,000,000 will generally be acceptable.)
4. The event shall be organised in such a way that access for pedestrians and essential vehicles can be maintained.
5. The organiser/applicant will need to ensure that all frontagers on the road to be closed, both residential and commercial, have been individually notified and have no substantial objection.
6. The City Council will only accept closures for street parties on minor residential roads.
7. Organisers of events in Broad Street should note that the Council has agreed not, unless there are good reasons for doing so, to close the street to allow events to take place at the beginning or end of terms, during the examination period and on other dates when events are taking place at colleges.

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CONDITIONS

The applicant shall be responsible for compliance with the following requirements of the City Council.

1. Each road to be closed shall be clearly defined by means of a "Road Closed" sign as described below supported by means of a trestle or suitable half barrier in the carriageway.
2. Each sign shall read "ROAD CLOSED" in capitals 6" in height, white letters on a red background. For closures of less than one day, paper or card faces posted onto hardboard will be adequate. For longer periods a waterproof sign face is required, e.g. either varnished or gloss paint on hardboard or metal.
3. Any trestle or barrier to be placed in the carriageway shall be painted white and adequately weighted to prevent it from being blown over or the sign dislodged from it. Where these are to remain in place during lighting-up times the offside extremity of each barrier/trestle shall be lit by an approved roadworks lamp.
4. All signing and other physical obstructions in the highway shall be erected and removed, along with any debris resulting from the event, at the times specified in the application notice. Failure to do so will render the applicant/organisers liable to charge for cleaning the highway or even to prosecution for obstructing the highway.