

Proposal for a road closure(s) of the public highway due a public event in the Borough of Tonbridge & Malling

Information supplied is covered by the General Data Protection Regulations, and is being provided to Tonbridge & Malling Borough Council. Read our Privacy Notice at www.tmbc.gov.uk/technicalservices

All parts of this form should be completed, and additional event management information supplied (as shown at the end of the form) for assessment.

Road closure information	
Name of event	
Day and date of the road closure	
Start and end times of the road closure (including setting up and taking down of traffic management equipment)	
Description of event	
Roads that need to be closed (include start and end point) e.g. Aylesford, High Street from number 10 to number 20 or Aylesford, High Street from its junction with West Street to its junction with Church Street	
Event organiser information	
Name of event organiser	
Organisation that the event organiser is representing	
Phone number of event organiser	
Email address of the event organiser	
Emergency contact phone number during the event	

Additional information that the event organiser must supply includes:

- Traffic Management Plan
- Risk Assessment
- Copy of £5 million public liability insurance (not required for street parties)
- Plan(s) showing:
 - Location of the event
 - Roads to be closed
 - For parades, all of the route including start and end points.
 - Location of signage
 - Diversion route

Roads can only be closed to traffic for an event when a legal Order is in place. We will not process this Order until event management plans have been assessed and traffic management plans found to be appropriate for the event.

We will email all event information to KCC, Kent Police, Kent Fire and Rescue and our Safety Advisory Group. This is because only we, Tonbridge & Malling Borough Council, have the legal power to use the Town Police Clauses Act to process a legal order permitting roads to be closed for suitable events. However other organisations have a number of legal obligations, powers or duties in relation to the public highway, prevention of crime and disorder and to preserve public safety.

We may also pass on any information provided by you to those with a legitimate concern.

We will email event organisers a draft order for them to check and confirm with us. We will only complete the legal Order process once we have received support for an event from KCC. Event organisers are responsible for meeting any conditions that KCC or Kent Police set, and to provide any other information that they require.

This form (and additional information) should be returned to:

Email: townpoliceclauses@tmbc.gov.uk

Post: Technical Services, Tonbridge & Malling Borough Council, Gibson Drive, Kings Hill, WEST MALLING ME19 4LZ

More guidance is available from www.tmbc.gov.uk/eventsonthehighway and www.tmbc.gov.uk/eventhosting

