



**TEMPORARY ROAD CLOSURES FOR  
EVENTS ON THE PUBLIC HIGHWAY**

**GUIDANCE TO APPLICANTS**

## **BACKGROUND**

The public road network provides a vital service to the public allowing the movement of people, vehicles and goods in order that they may go about their normal business.

However for a wide variety of reasons this freedom of movement may need to be restricted for limited periods of time to enable other events to take place for the greater good.

This includes the obstruction of the street for the performance of certain local, civic, social and sporting events.

Authority to impose such a restriction rests with the Solihull MBC for the road concerned.

## **APPLYING TO HAVE A RESTRICTION IMPOSED**

Any individual, business, organisation or authority may apply to Solihull MBC to have a restriction imposed.

It is for Solihull MBC to judge whether the restriction is needed in the circumstances, reasonable and practical.

## **THE PROCESS**

The process consists of 4 parts:

- **Application**
- **Consideration**
- **Response**
- **Implementation**

## **THE APPLICATION**

It is for the applicant to fully justify the need for any restriction, that is to say, explain why the activity that is to be carried out:

- Is necessary; and
- Cannot be carried out without closing the road or imposing a restriction to the extent applied for
- When and for how long the restriction will be required.
- The application must contain a plan showing the extent [how much space] of the restriction.
- If the application is to "Close" the road or ban turning traffic the application is to contain a proposed diversion route.

## **CONSIDERATION**

Solihull MBC will consider the proposal and insofar as it has been demonstrated that:

- The activity is necessary; and
- The extent of closure is appropriate; and
- The timing and duration of the closure is appropriate for the activity,

may authorise the restriction by the making of an Order [TTRO] or publication of a Notice [TTRN] as appropriate.

## **SOLIHULL MBC RESPONSE TO APPLICATION**

Solihull MBC will advise the applicant of the outcome of its deliberations, in writing within 10 working days. This communication will be in the form of an acknowledgement letter or email.

### **Standard Conditions**

Where the restriction to be imposed will require the diversion of traffic the Standard Conditions listed below will apply. Failure to comply with any of the Standard Conditions will void the application and have the effect of revoking the authority to impose the restriction. The Standard Conditions are:

- The applicant will provide to the authority a schedule of signs to be deployed to mark the extent of restriction and any diversion route as defined on the plan attached to the application.
- The applicant will, not less than 10 working days prior to the restriction place signs in the street advising road users of the restriction. The sign must be to the specification set by Solihull MBC but will in any case:
  - State the dates and times of the next period of restriction
  - State the reason for the restriction
- Where the restriction is a Road Closure:
  - The applicant will, not less than 10 working days prior to the restriction advise in writing the owners or occupiers of those Properties and Businesses whose frontage falls within the extent of any Closure. Such letter is to state:
    - By whom the restriction has been requested.
    - The reason for the closure.
    - The periods of closure.
    - Set out the access arrangements that are to be made.
  - Immediately before any period of closure deploy signs defining the closed extent of the road and the diversion route for traffic in accordance with the schedule of signs.
  - Immediately following any period of closure recover and remove all signs related to the closure. [In the event that there are multiple periods of closure, in between periods signs are to be laid flat in order that they do not confuse or mislead road users].

### **Non-Standard Conditions**

Solihull MBC may in some circumstances also impose Non-Standard Conditions. The following criteria apply:

- Non-standard Conditions will be specific to the particular restriction.
- Where Non-Standard Conditions are imposed the reason(s) will be provided.
- Typically non-standard conditions might include [this list is not exhaustive]:
  - Limitations on the days and/or times of day during which the closure may be in effect.
  - Conditions regarding access to the closed part of the street during the period of closure.
  - The requirement to provide more than 1 diversion route for traffic, for instance separate HGV and car routes.

- Requirement to take part in liaison meetings with stakeholders, typically; Emergency Services, Bus Operators etc.

## **GENERAL ADVERTISING, CONSULTATION AND LIAISON**

### **Advertising**

Advertising is the responsibility of Solihull MBC.

There are 2 methods:

- **TTRO.** When granting a Closure by the making of an Order
  - A Notice must be published in local newspaper(s). In the first instance as a warning that an Order is to be made and secondly to make the Order.
  - A copy of the Notice may be displayed in the street(s) concerned.
- **TTRN.** When granting a Closure by the making of a notice
  - A Notice must be published in local newspaper(s).
  - A Notice is displayed in the street concerned.

### **Consultation**

There is no legal obligation imposed upon Solihull MBC to consult on a Closure. However this does not prevent Solihull MBC from carrying out a consultation if they consider it appropriate.

### **Liaison**

The legislation requires that Solihull MBC informs the Police and Fire Services of any restriction and although there is no legal obligation so to do, it is good practice for Solihull MBC to also inform other emergency services, Ambulance, Coast Guard, Transport Operators etc that may be affected by the restriction.