



Cyngor Bwrdeistref Sirol
MERTHYR TUDFUL
MERTHYR TYDFIL
County Borough Council

MERTHYR TYDFIL COUNTY BOROUGH COUNCIL

CLOSING A ROAD TO CELEBRATE 80TH ANNIVERSARY OF VE DAY FROM SATURDAY 3 TO MONDAY 5 MAY OR THURSDAY 8 TO SUNDAY 11 MAY 2025

The deadline for applications for a road closure to allow a celebration of the 80th anniversary of VE Day to be held is Thursday 10th April 2025.

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Notes to help you apply:

The Council wants to make it easier for people to hold street parties to celebrate the 80th Anniversary of VE Day. This guide provides advice on how to hold a small street party in your local community/street.

It includes an application and indemnity form to complete and return to Engineeringandtraffic@merthyr.gov.uk, so you can start organising your street party.

The council wants to support street parties, but you need to ensure applications are submitted urgently and before Thursday 10th April 2025.

If you would like to hold a small street party to celebrate VE Day, use the application form enclosed to notify the council of the planned event (street party) and apply for any road closure(s) that is required. In order to hold a street party on or within the highway you must seek permission and obtain approval from the Council to ensure you can legally and safely close the street to traffic.

The Council will determine if your road is suitable for closure.

REQUESTS THAT WILL NOT BE ACCEPTED:

Requests for temporary road closures on main roads will not be accepted. We encourage closures on smaller roads and cul-de-sacs.

We can and will refuse applications on grounds of safety.

Any applications received after the deadline date may also be declined because of the impact on emergency service routes.

Access for Emergency Service vehicles, for residents/businesses to and from their properties should be maintained at all times as far as reasonably practicable.

ROAD CLOSURE SIGNAGE/CONES:

This would be provided by the Council.

Risk assessments

We would encourage you to complete a risk assessment as the event organiser with responsibility for attendees' safety. You may wish to think about how you can minimise risks and have a backup plan. For example:

- what to do if there was extreme weather (for example hot, cold or wet)
- use of reusable plastic plates and cups rather than glass
- slip, trip and fall hazards

Alcohol and Entertainment Licences

For information please refer to: <https://www.merthyr.gov.uk/business/licences-and-permits/entertainment-and-alcohol/alcohol-and-entertainment-licence/>

Application form:

Name.....

Address.....
.....
.....
.....
.....
.....
.....

Organisation and Type of
Event.....
.....
.....

Daytime Telephone.....

Evening Telephone.....

Description of section of road you wish to close:

Alternative route

Date _____

Times _____

CONSULTATION (directly affected residents within the closure area)

The Council wants to ensure the majority of people are happy with the planned event (street party). However, not everyone will be able or wish to participate in the event, so it is advisable to let everyone know exactly what time the party will start and end e.g. between 10am and 8pm.

A suggested method of consultation is via a letter drop to directly affected residents notifying them of the full details of the event (street party) so that everyone is fully informed. An example letter is shown below:

Have you consulted everyone who might be affected? Yes/No

Are there any objections to the road closure? Yes/No

Signed

Date.....

EXAMPLE OF CONSULTATION LETTER

Your Name

Your Address / Contact details

Dear neighbour,

Re: Street party to celebrate the 80th Anniversary of VE Day in our street on (Date)

I write to inform you that (I am/we are) planning to hold a street party in our street to celebrate the 80th Anniversary of VE Day on Sunday 11th May 2025. (I / we) will be making an application to Merthyr Tydfil County Borough Council to authorise a closure of our road to traffic from 10am to 8pm.

We are informed by the Council that such closures must maintain pedestrian access and allow access at all times for Emergency Services vehicles. As far as reasonably practicable, access for residents to get their vehicles to and from their properties should be accommodated along with any other specific access requirements that maybe necessary on the day. Arrangements are being made to place road closure signs and cones to close the road(s) and let motorists know that the road is closed for our street party.

Now that we have made you aware of the proposed arrangements, we hope you will join us at the party, which will take place at (insert party arrangements). With your support we hope the street party will be a great way of celebrating the 80th Anniversary of VE Day.

However, if you have any questions, concerns or objections about these arrangements, please contact me on (insert telephone number).

With kind regards,

Event Organiser/Neighbour
Insert Name Here

CONDITIONS OF CONSENT AND PROCEDURE

1. Pedestrian access to all properties in the street must be maintained at all times.
2. **Immediate** access for all emergency service vehicles must be maintained at all times. Any barrier placed across the street must be constructed to enable their immediate removal.
3. Any decoration or bunting across a street must be suspended in such a manner that there will be no obstruction to an emergency service vehicle that may require access.
4. No attachments other than bunting, flags etc., are to be suspended from street lighting columns, traffic signs or any other street furniture. They must not reduce the quality of illumination of street lighting units and any decorations must be easily detachable for street lighting services.
5. The use of poles or equipment to support or carry overhead electricity cables will not be allowed in the interests of public safety. No stakes or poles are to be driven into the footways or the carriageway.
6. No fires or barbecues are permitted within the highway limits, which includes all carriageways, footways, verges, central reservations and roundabouts.
7. All tables, trestles, chairs, barriers, etc., are to be removed from the highway immediately after the event and all litter and debris must be cleared from the area.
8. The Organiser will appreciate that due consideration is to be afforded to residents and provisions to be made for the safety and comfort of the elderly, infirm and very young children. Noise levels and disturbance must be kept to a minimum.
9. The Organiser shall indemnify and keep indemnified the Council, against injury (including death) to any persons or loss of or damage to any property which may arise directly out of the act, default or negligence of yourself in connection with the event and against all claims, demands, proceedings, damages, costs, charges and expenses whatsoever in respect or in relation thereto.
10. We recommend that you purchase third party public liability insurance cover for a small residential street party to a minimum of ten million pounds to cover all eventualities which may arise from the holding of the event (street party).

11. The Organiser shall provide evidence that all affected by the closure are in agreement that they support the event and are content that it proceeds.

FORM OF INDEMNITY

I agree to the conditions of consent as outlined by Merthyr Tydfil County Borough Council for the authorisation of an Event on the highway (a copy of which has been supplied to me) and hereby request approval for a road closure and I further agree to indemnify the Council against any claims for personal injury or damage arising out of or in connection, with the Special Event as outlined below. I confirm a Safety Risk Assessment has been carried out.

Name of Special Event.....

Location.....

Date of Event.....

Times of Event.....

Organiser's Name.....

Signed.....Date.....

Have you enclosed:

- 1) Your completed application form?
- 2) The Form of Indemnity?

