

# **CLOSING A ROAD FOR THE KING'S CORONATION SATURDAY 6<sup>TH</sup> MAY 2023**

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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 King's Coronation. 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 **Coronation@merthyr.gov.uk** so you can start organising your street party.

If you would like to hold a small street party to celebrate the Coronation, 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. 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.

**Applications must be received by Merthyr Tydfil County Borough Council by: Friday 28<sup>th</sup> April 2023 to Coronation@merthyr.gov.uk**

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

*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:**

**Provided by a Traffic Management Company**

## **Application form:**

Name: \_\_\_\_\_

Address:

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Daytime Telephone: \_\_\_\_\_

Evening Telephone: \_\_\_\_\_

Organisation and Type of event: \_\_\_\_\_

Date: \_\_\_\_\_

Times: \_\_\_\_\_

Description of section of road you wish to close: \_\_\_\_\_

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Alternative route: \_\_\_\_\_

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### **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: Coronation street party in our street on Saturday 6<sup>th</sup> May 2023

I write to inform you that (I am/we are) planning to hold a street party in our street to celebrate the King's Coronation on Saturday 6<sup>th</sup> May 2023. (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 Coronation.

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. The organiser is **STRONGLY ADVISED** to take out third party liability insurance 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 carry out a Safety Risk Assessment
12. 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: \_\_\_\_\_

Times: \_\_\_\_\_

Organiser's Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Have you enclosed:**

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