

Town Clerk | Swaffham Town Council

From: Colman, Ed <ed.colman.cllr@norfolk.gov.uk>
Sent: 04 November 2019 17:35
To: Town Clerk | Swaffham Town Council
Cc: Ian Pilcher
Subject: FW: Road Closures for 2020 VE and VJ street parties

FYI gents.

From: Burroughs, Francesca **On Behalf Of** Bygrave, Grahame
Sent: 04 November 2019 16:38
To: Members <members@norfolk.gov.uk>
Cc: McCabe, Tom <tom.mccabe@norfolk.gov.uk>; Worden, Matt <matt.worden@norfolk.gov.uk>; Alston, Chris <chris.alston@norfolk.gov.uk>; Moore, Jason <jason.moore@norfolk.gov.uk>
Subject: Road Closures for 2020 VE and VJ street parties

Dear Members

We are aware that some of you have already been approached about possible street parties to commemorate the 75th anniversary of the ending of WWII next year.

Hopefully the background below will be useful to help explain the road closure process and how applications for street parties will be considered.

Any activity which requires a highway road to be closed needs a Traffic Order to legally close that road. The cost for these types of road closures are shown below:

- For planned roadworks the cost of this Order is £1097.76
- For emergency and urgent Notices it is £627.29.

Road closures for events on the highway, can be processed using different legislation which reduces the overall cost to the authority when processing these requests. These are:

- For non-community and large events the cost is £750.00.
- For small charitable and small community events the fee is subsidised by the County Council, making the fee just £37.64 (these fees are increased by the rate of inflation on 1st April each year).

We anticipate that events for street parties to celebrate the end of WWII are likely to be in the category of a small community event, making the fee £37.64. The application form and guidance notes can be found at the following link: <https://www.norfolk.gov.uk/business/licences-and-permits/highways-licences-and-permits>

For your awareness, applicants are required to display signs for 4 weeks leading up to the road closure. If this road has been closed previously in the last calendar year we would need to gain the Secretary of State's approval to close the road again. For this reason we ask applicants to return the application form at least 6 weeks before their event.

I hope this provides you with the information which you can share with potential applicants.

Kind regards

Grahame

Grahame Bygrave

Assistant Director Highways & Waste

Community & Environmental Services

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