

Check List for Event Organisers

	Documentation	Requirement	Final submission date	
			For high impact events e.g. Motorsport	For medium and low impact events e.g. Carnival
1	Application	In order to close a road for your event, you must apply by the submission date specified.	Not less than 9 months before the event	Not less than 3 months before the event
2	Public Communication Plan	You must demonstrate how you intend to notify those who may be affected by your road closure(s). For example, Local Authorities, Fire, Ambulance, Police, Churches, Ports, businesses, residents, MHKs etc.	Not less than 6 months before the event	Not less than 2 months before the event
3	Event Safety Plan	Where applicable, to include: <ul style="list-style-type: none"> • Key officials • Incident plan • Road closure/opening procedure 		
4	Traffic Management Plan	Plan of area to be closed, to include the positioning of any signage you will be using to inform and direct traffic around your restrictions.		
5	Risk Assessment	Identifying potential hazards and precautions to be taken to ensure the safety of all.		
6	Licences/Permits (if applicable)	For example from a governing motorsport body, or if there will be alcohol, fireworks, music etc.	Not less than 1 month before the event.	
7	Copy of Public Liability Insurance	We will not approve a closure without it. We accept £5m for small events and ask for £10m for larger events	Not less than 2 weeks before the event.	

Primary reasons why an application may fail, or be refused, at any stage of our processing include, but are not limited to:

- Failure to adhere to the time limits specified above,
- Failure to pay our processing fee,
- Failure to liaise with and notify interested & affected parties,
- Significant objections are received by the Department,
- Concerns regarding the safety of your event cannot be satisfactorily addressed,
- Conflict with another event or restriction on the highway linked with works or emergency incidents.