

**Minutes
Environment Scrutiny Panel**

**20 June 2006
5.30 p.m.
Town Hall**

Present: Councillors Wolstenhome (in the Chair), Carr, Colledge, Dickie, Graham, McDonnell, Marsden, Simpson, Turnbull and Walton.

Also in Attendance: Councillors Cowper, Hepplewhite, Kellett, Robinson, Smith, Stoddart, Thomson and Woods

Tom Punton – Environmental Services Manager, City of Durham

Apologies

There were apologies for absence from Councillors Kinghorn and Pitts.

Minutes of the Meeting held on 22 May 2006

The minutes of the previous meeting were confirmed as a correct record.

Press Cuttings

The Panel noted the content of the articles from the local press regarding the City of Durham's high standard of street cleanliness, being top in the County with the percentage of streets being 2%.

Note: *Councillor Stoddart made the Chair aware of the untidy state of the Members' Room and this information was passed to the Committee Clerk.*

Further discussions – Litter Pickers

The City of Durham's Environment Services Manager gave an overview of the litter / street cleaning provision as operated within the District with the main points being:-

- The Street Cleaning Service has been re-branded and now part of the Street Scene Service which is operated over the same Neighbourhood System as the Neighbourhood Wardens, and also incorporates Grounds Maintenance and Refuse Collection.
- As the services are now integrated, the same vehicles, liveries and uniforms are now used, and the Staff involved are multi-skilled and can transfer between what were previously different services.
- Each "Neighbourhood" has a Streetscene Team Leader who manages the staff in their particular area. The whole team can take pride in their particular neighbourhood and indeed healthy competition between areas can lead to an improved quality in the street scene.

- Also where previously, a member of, grounds maintenance staff for example, may have come across a discarded mattress and then passed this onto the refuse department or street cleaning, due to the multi-skilled workers and multi use vehicles, many of these types of incident can be dealt with “on-the-spot”, improving turnaround times. All vehicles within the section have “Incident Report Forms” so that any more complicated matters can be passed on to the relevant staff back upon return to the depot.
- Each Team Leader has 1 mobile Litter Picker with a small vehicle. This enables a larger coverage, which has reduced the overall number of “on-foot” Litter Pickers from 12 to 6. Channel Sweepers operate fortnightly between adjoining neighbourhoods i.e. Zone 1 Week 1, Zone 2 Week 2, Zone 1 Week 3 etc.
- The Streetscene Team Leaders have links with “their” Neighbourhood Warden (and indeed any covering Warden) and they meet with their staff everyday. This hands-on approach has proven better than having one central manager as the local knowledge and personal response helps to provide a better service. Also, the Team Leaders endeavour to work closely with local Members and voluntary groups so that problems can be identified early and dealt with accordingly.
- Performance is measured in two main ways, by Best Value Performance Indicator (BVPI) 199 (the percentage of streets in the upper quartile, street cleanliness) and by a Local Environmental Quality (LEQ) indicator which is assessed independently by Neighbourhood Wardens. Whilst BVPI 199 measures street cleanliness, the LEQ monitor a wider range of street scene factors including grass cutting quality, litter quantity, state of repair of street furniture etc. This information is then fed back to the Team Leaders to help improve the service. There are also timescales and targets given to the responses to incidents to keep the standards high.
- There is an “Environmental Hit Squad” in place to help tackle any particular problems or flare ups and operate as flexible cover and assistance.
- Certain areas are targeted slightly differently, for example the City Centre is litter picked 7 days a week, and “Zone 1” shopping areas within the village centres are targeted once per day, six days a week. The City Centre is tackled by staff on foot, whilst the village centres utilise staff with small mobile litter picking vehicles.

Questions to the Environmental Services Manager

Following the overview from the Environmental Services Manager, Members were afforded an opportunity to ask further questions, the salient points raised being:-

- Concerns regarding litter being generated by Premier Waste who collect items for recycling on behalf of the Council were noted. Measures could be taken to withhold funds if necessary, though it was thought that positive action on specific incidents could be achieved through dialogue with Premier Waste in the first instance.
- It was noted that bus shelters are cleansed on a fortnightly basis, with Adshel being responsibly for the cleansing and maintenance of their own shelters. Of

course in extreme cases, staff could attend an incident to clean up shelter or in the case of a danger to public health.

- The level of fees for the collection of large waste items from households was queried and it was noted that “bulky items” were currently collected free and that certain items are collected and charged as per a schedule, with most items being £10 e.g. radiators, fixtures and fittings. If there is a large volume or number of items, estimates of costs can be provided by staff upon inspection.
- Members noted that whilst there was good progress with the general cleanliness of the Street Scene, it was felt that there in some areas footpaths could benefit from additional cleaning. This was noted, but with only one machine currently available there was a requirement to focus resources to those areas with the worst problems. Each Neighbourhood has footpaths cleaned 6 or 7 times per year, with this figure being constrained purely by resources.
- Upon visiting neighbouring Authorities, some Councillors had noted that these other Authorities’ dog fouling bins were of a higher quality and wondered whether the City of Durham could adopt similar style bins. Indeed, the City of Durham did at one time utilise more expensive metal bins for this purpose but after a large number were destroyed by arson, these expensive bins proved not to be cost effective. Therefore, currently the City of Durham uses a “standard” wheelie bin secured to a steel post. This system allows for easy replacement should a burnout occur. The cost of the post and works to install are approximately £45 and then £15 per bin, whereas a single lower capacity metal bin would be in the order of £200+. In addition, notwithstanding the fact that other types of waste should not be placed in the dog foul bins, it is inevitable that members of the public would use the bins for disposal of drinks cans, pizza boxes etc. It was agreed however that in general it is better for the rubbish to be placed in these dog foul bins than cast aside on the ground. In this respect, the standard size bins offer much greater capacity than the “fancy” metal bins. This lower cost allows for a greater amount of bins to be in place, and in a comparison of quality versus quantity, the positive environmental and cost impact of using a quantity approach to provide many bins to many areas outweighs any visual impact more attractive bins may have. It was considered important to note however that these bins could be better identified by use of stickers, and also that maybe in key areas that slightly more expensive bins may be appropriate, i.e. the City Centre, Tourist spots.
- Used chewing gum was felt to be a major factor that detracts from the otherwise cleanly nature of the street scene within the City of Durham. The removal process is costly and time consuming and is therefore currently only operated in the City Centre and on a bi-annual basis. With the amendment to BV199 definition in 2005, chewing gum has now been classified as a form of litter. The City’s Neighbourhood Wardens will be running a scheme similar to that ran for cigarette butts, highlighting this fact and encouraging the public to dispose of used chewing gum considerately. Again, similar to the cigarette campaign, this will be followed up by enforcement and the issuing of fixed penalty notices to people who fail to dispose of the used chewing gum appropriately.

It may be possible in the future to target “Zone 1” shopping centres within the villages if funds are available to do so, as new awareness and enforcement may persuade the public not to simply re-litter the footpaths with used chewing gum post footpath cleansing.

- It was noted that whilst there are four specific cigarette bins in the City Centre, the City of Durham was working with a manufacturer to produce an insert for the existing rubbish bins to help negate some minor criticism regarding the cigarette bins, and also as a cost effective solution as regards the further provision of such bins.

Actions for the next meeting:-

- Consideration of the draft report on the topic of Litter Pickers and the drafting of appropriate recommendations.
- A review of the procedures originally recommended in the Scrutiny of Temporary Road Closures.

The Meeting terminated at 6.40 p.m.

DRAFT REPORT OF THE ENVIRONMENT SCRUTINY PANEL

SCRUTINY OF LITTER PICKERS WITHIN THE CITY OF DURHAM AREA

The Panel was tasked with reviewing the Council's approach to Litter, most specifically Litter Pickers.

1. BACKGROUND

Further to discussions regarding the topics of fly-tipping and recycling, Members felt that it would be appropriate to look at the associated subject of litter within the City of Durham district, with a focus on litter pickers.

2. AIMS

It was the remit of the Panel to consider the issues associated with litter pickers and to see if current practises were felt to be working well in the City of Durham area. Also to see if any further ideas could be generated to help increase performance of the service.

3. ACTIONS

From the various panel meetings and submissions from the relevant Officers the following information was obtained:

3.1 Overview

To help improve the City of Durham's Street Cleaning Service, a re-branding and reorganisation exercise was undertaken. The new Streetscene Service, which operates on the same Neighbourhood System as the successful Neighbourhood Warden scheme, incorporates Grounds Maintenance and Refuse Collection as well as the Litter Picking and relevant street furniture maintenance.

3.2 Service Structure and Provision

As the services are now integrated, the same vehicles, liveries and uniforms are used, and the Staff involved are multi-skilled and can transfer between what were previously different services.

Each "Neighbourhood" has a Streetscene Team Leader who manages the staff in their particular area. The whole team can take pride in their particular neighbourhood and indeed healthy competition between areas can lead to an improved quality in the street scene.

The Streetscene Team Leaders have links with "their" Neighbourhood Warden (and indeed any covering Warden) and they meet with their staff everyday. This hands-on approach has proven better than having one central manager as the local knowledge and personal response helps to provide a better service. Also, the Team Leaders endeavour to work closely with local Members and voluntary groups so that problems can be identified early and dealt with accordingly.

Each Team Leader has 1 mobile litter picker with a small vehicle. This enables a larger coverage, which has reduced the overall number of "on-foot" litter pickers from 12 to 6. Channel Sweepers operate fortnightly between adjoining neighbourhoods i.e. Zone 1 Week 1, Zone 2 Week 2, Zone 1 Week 3 and so on.

All vehicles within the Streetscene service have "Incident Report Forms" onboard so that any more complicated matters that cannot be dealt with there and then can be passed on to the relevant staff back upon return to the depot.

Certain areas are targeted slightly differently, for example the City Centre is litter picked 7 days a week, and "Zone 1" shopping areas within the village centres are targeted once per day, six days a week. The City Centre is tackled by staff on foot, whilst the village centres utilise staff with small mobile litter picking vehicles.

An "Environmental Hit Squad" is in place to help tackle any particular problems or flare-ups and operate as flexible cover and assistance.

3.3 Service Performance

Performance is measured in two main ways, by Best Value Performance Indicator BV199 (the percentage of streets in the upper quartile, street cleanliness) and by a Local Environmental Quality (LEQ) indicator which is assessed independently by Neighbourhood Wardens. Whilst BV199 measures street cleanliness, the LEQs monitor a wider range of street scene factors including grass cutting quality, litter quantity, state of repair of street furniture etc. This information is then fed back to the Team Leaders to help improve the service. There are also timescales and targets given to the responses to incidents to keep the standards high.

Indeed articles in the local press show the City of Durham's high standard of street cleanliness, with the Council being top within the region with the percentage of "dirty" streets being only 2% with the next nearby Authority being Chester-le-Street with a percentage of 11%.

3.4 Sources of Litter

As 40% of litter can be traced as being items associated with smoking, (butts, boxes, cellophane etc.) a campaign by Neighbourhood Wardens regarding this form of litter was instigated. This has proved to be quite successful with a 30% increase in the cleanliness of the city centre by comparison prior to the campaign, as measured by a LEQ Survey.

Areas near shops, schools and village centres, as well as the city centre are all areas which can have greater amounts of litter, i.e. litter from students, takeaway restaurants, convenience stores etc.

Some Members noted that in Scotland that the streets appeared to be very clean. It was thought this could be attributed to the smoking ban introduced in Scotland and it was noted that whilst a similar ban in England will be brought into force, it is not due until 2007.

3.5 The Wider Street Scene

Whilst the City of Durham has achieved a high standard of litter-free streets, some Members felt that actual footpaths were considered "dirty".

Upon visiting neighbouring Authorities, some Councillors had noted that these other Authorities' dog fouling bins were of a higher quality and wondered whether the City of Durham could adopt similar style bins.

Used chewing gum was felt to be a major problem within the City of Durham. The removal process is costly and time consuming and is therefore currently only operated in the City Centre and on a bi-annual basis.

It was noted that bus shelters are cleansed on a fortnightly basis, with Adshel being responsible for the cleansing and maintenance of their own shelters.

3.6 Voluntary Litter Pickers

It was noted that Voluntary Litter Picking appears to have increased steadily in the last 2 years, though the City of Durham does not actively promote any such events formally. The City of Durham does however facilitate the voluntary groups by the provision of bags, sticks, gloves etc., and on occasion, a member of Staff to assist. Also the City of Durham collects the bagged rubbish from prearranged pickup points.

One of the major benefits of this type of litter picking is that it can concentrate on areas outside of the City of Durham's ownership, within wooded areas, undergrowth etc. On the flipside, as there are various health & safety, insurance and potential union issues associated with formalising any arrangements with voluntary litter picking organisations, it would prove counter-productive to pursue this course of action.

3.7 Impact of New Regulations

Under the Clean Neighbourhoods & Environment Act 2005 it is an offence to drop litter at *any* location, this slight amendment to the definition plugs a gap in previous legislation which did not take account for littering on privately owned land. In addition the definitions of what items constitutes litter are explicitly set out.

New powers within new Act may allow for further conditions to be places on Takeaway owners to provide bins and to keep the areas along shop frontages clean, though this does not stop the problem of wind-blown litter. It is possible to negotiate with owners and companies regarding litter and indeed some of the large firms have litter pickers themselves.

3.8 Enforcement Methods

For littering offences, appropriate Officers can issue a fixed penalty notice (a fine of £50). Offenders who pay the fixed penalty within 14 days cannot be subsequently convicted of the offence. As a matter of procedure within the City of Durham when a minor has been caught littering, their details are taken and a Neighbourhood Warden would usually arrange to visit the home address and issue the fixed penalty notice in the presence of the minor's parent or guardian.

Where an Offender does not comply with the fixed penalty notice, then the next stage would be to take the matter to Magistrates' Court. A maximum fine of £2,500 can be given for a litter offence by the Magistrates' Court.

Whilst the guidance from central government is for a penalty of £75, there is a range for the fine (£50-£80) that Local Authorities can adopt. It was felt that a balance had to be achieved between the deterrent factor of a fine and the number of fines that were settled without further Court action. By setting the fine at £50 within City of Durham, it is hoped than more people would be willing to pay this "lower" fine than holding out and forcing the Council to take the matter further. The evidence thus far vindicates this approach as the number of returns for the fixed penalty notices is perceived to be relatively high.

Litter Clearing Notices can be issued by Local Authorities to Owners / Occupiers who do not clear litter from land that has a litter problem. Also the Owner / Occupiers can be forced to take steps to prevent any subsequent build up of litter. Litter Clearing Notices can be served on all types of land, private as well as public, other than those listed in with Section 92A(11) of the Act. These Notices can be served without the prior designation of a Litter Control Area. Again, if a Litter Clearing Notice is not complied with (within 28 days or less) this is an Offence. In cases where a specific standard of clean up as set out in the Notice has not been achieved, Local Authorities can enter onto the land and clear it to the required standard and then recover the costs.

A Street Litter Control Notice is another type of notice that can be issued where there are problems with litter. These notices, rather than forcing a clearing up of litter after a problem is encountered, can be used so that Owner / Occupiers of properties have an ongoing obligation to comply with the requirements specific to the Notice. If the Owner or Occupier changes, a new Notice must be issued in order for the requirements of the notice to continue. Current guidance is that prior to any issuing of these notices a period of education of businesses in an area would hopefully help to prevent the need to issue such notices, or at least have a impact on the number issued subsequently. Again, fixed penalty notices can be issued as an alternative to prosecution with the recommended amount being £100, with the range available to Local Authorities being £75-£110.

4. OUTCOMES

4.1 Methods of Increasing Performance

Previously where a member of a service other than Street Cleaning may have come across a discarded mattress or other types of litter, this matter would have been passed on to the refuse department or street cleaning. Now due to the multi-skilled workers and multi use vehicles, many of these types of incident can be dealt with “on-the-spot”, improving turnaround times.

To help promote litter picking by local environment action groups it may be possible, in addition to the provision of equipment, to also promote such activities via Council media i.e. City of Durham website and Durham City News. Frontline staff (i.e. Streetscene Team Leaders, Neighbourhood Wardens could extol the virtue of such voluntary work and, if possible, put members of the public in touch with nearby voluntary groups work.

In cases where bus shelters are extremely unclean, staff could attend an incident to clean up shelter or in the case of a danger to public health, with Adshel being advised to attend there own shelters, or on possibly for the City of Durham to cleanse and recharge.

With only one machine currently available for the cleaning of footpaths, there has been a requirement to focus resources to those areas with the worst problems. Each “Neighbourhood” has footpaths cleaned 6 or 7 times per year, with this figure being constrained purely by resources.

Revenue generated from litter offences can then be reinvested into the service, e.g. free “poop-scoop” bags, “Stubbi” bags etc.

4.2 Enforcement

Currently Neighbourhood Wardens can issue fixed penalty notices, and it maybe that other frontline staff maybe able to issue them in the future i.e. Street Scene Team Leaders, Environmental Protection Officers etc. This would need to be researched accordingly as regard remits and workloads of these types of Officers and decisions made in due course.

4.3 Preventative Measures

With the amendment to BV199 definition in 2005, chewing gum has now been classified as a form of litter. The City’s Neighbourhood Wardens will be running a scheme similar to that ran for cigarette butts, highlighting this fact and encouraging the public to dispose of used chewing gum considerately. Again, similar to the cigarette campaign, this will be followed up by enforcement and the issuing of fixed penalty notices to people who fail to dispose of the used chewing gum appropriately.

Whilst there are four specific cigarette bins in the City Centre, extra provision of such facilities was thought to be required.

The City of Durham did at one time utilise relatively expensive metal bins for the disposal of dog foul but after a large number were destroyed by arson, these expensive bins have been proven not to be cost effective. Therefore, currently the City of Durham uses a "standard" wheelie bin secured to a steel post. This system allows for easy replacement should a burnout occur. The cost of the post and works to install are approximately £45 and then £15 per bin, whereas a single lower capacity metal bin would be in the order of £200+. In addition, notwithstanding the fact that other types of waste should not be placed in the dog foul bins, it is inevitable that members of the public would use the bins for disposal of drinks cans, pizza boxes etc. It was agreed however that in general it is better for the rubbish to be placed in these dog foul bins than cast aside on the ground. In this respect, the standard size bins offer much greater capacity than the "fancy" metal bins. Also, this lower cost allows for a greater amount of bins to be in place, and in a general comparison of quality versus quantity, the positive environmental and cost impact of using a quantity approach to provide many bins to many areas outweighs any visual impact that a fewer, more attractive bins may have.

Ultimately, education of the public as regarding littering is a more likely to lead to a reduction in the littering with prevention being better than cure.

5. RECOMMENDATIONS

The Panel identified that the subject of Litter Pickers with the City of Durham as an area in which the Authority was leading the way within the County. The successful reorganisation of the service contributed massively to the increased performance and has proven to be an effective model by which various interconnected services could be administered together. Notwithstanding this well deserved praise for the high standards achieved, the Panel put forward the following recommendations:-

1. That the City of Durham's Environmental Services Department research how best to implement any requisite legislation regarding litter and litter pickers contained within the Clean Neighbourhoods and Environment Act 2005.
2. That the City of Durham continues to look at the possibility of updating existing litter bins to incorporate insertions to allow for the safe disposal of cigarette butts.
3. That the City of Durham maintains its high standards as regards litter as measured by BV199 and also with regard to the surrounding street scene issues as measured by the relevant LEQs and if possible aim to improve.
4. That in the wider street scene, dog foul bins should be better identified by use of stickers, and also that maybe in key important areas, i.e. the City Centre, Tourist spots, that slightly more ornate and expensive bins may be appropriate.
5. That the City of Durham's Neighbourhood Wardens continue in their successful series of campaigns highlighting the different types of litter, the appropriate methods of disposal and the consequences of non-compliance, i.e. enforcement. This also includes visits to local schools to help educate the next generation.

Policy on Road Closures

Durham City Council have the power under Section 21 of the Town Police Clauses Act 1847 to close roads which are likely to be thronged and liable to be obstructed because of the holding of an event such as a Carnival or Procession.

1. Application Procedure

- 1.1 The Council shall only accept applications for a road closure under the Town Police Clauses Act 1847 which are presented on the correct application form (or otherwise supply all necessary information).
- 1.2 The application shall be received in full not less than six weeks prior to the event taking place. Applicants are advised that as much notice as possible should be given of the application. Failure to provide six weeks notice may result in the Council being unable to process the application.
- 1.3 The Council requires a non-refundable fee in the sum of £25 if non charitable organisation to be paid upon submission of the application form unless Cabinet has agreed that no fee should be payable for the particular event to which the Road Closure Application relates. No applications, howsoever received, shall be processed without payment of the relevant fee. Applications for a Road Closure to facilitate a Remembrance Day celebration shall not attract a fee.

2. Consideration of the Application

- 2.1 The Council shall forward details of the application to Durham County Council, Durham Constabulary and the relevant local members and invite comments within 14 days. Details of the event shall also be referred to the next meeting of the Safety Advisory Group.
- 2.2 Once the 14 day consultation period has expired, the Council shall summarise the application and ask the Portfolio Holder for Environment to determine whether the application shall be granted or refused.
- 2.3 In considering the application, the Council shall have regard to the comments of the local members, Durham County Council and Durham Constabulary, and balance these comments against the interests of the applicant. Particular weight shall be given to comments made by the Police and the County Council.

3. Grant of the Application

- 3.1 In the event that the application is granted, the Council shall seal the Order and forward it to the applicant for display at the point of closure at least seven days prior to the event.
- 3.2 In the event of the refusal of the application, a further amended application may be made to the Council provided that the said application is accompanied by the relevant fee.

4. Additional Matters

- 3.3 The Council shall not be held responsible for any delay, loss or inconvenience caused as a result of the making of a Road Closure Order.
- 3.4 The applicant shall be responsible for providing to the Council such documentary information that the Council requires to enable a decision to be made in relation to the application.
- 3.5 The applicant shall be responsible for ensuring that appropriate insurance is in place for the event which requires the Road Closure.
- 3.6 The applicant shall ensure that suitable traffic management arrangements are put in place if the Road Closure is granted.

Guidance in relation to an application for a Road Closure.

Introduction

Durham City Council has the power to make a Road Closure Order ("Order") under Section 21 of the Town Police Clauses Act 1847. The Statute allows the Council to close roads which are likely to be thronged and liable to be obstructed because of the holding of an event such as a Carnival or Procession. Therefore, if you are organising an event which may cause roads to be congested, you should consider making an application for an Order.

The Council will need as much information as possible to be able to consider an application prior to making an Order. The making and enforcement of an Order can cause considerable disruption to other road users and business whose customers use the roads and the Council does not therefore decide to grant an application for an Order lightly.

What should I do before applying for an Order?

Before you apply for an Order, you should consider whether you really need an Order, or whether the event could take place using the footpaths. If you decide you do need an order, you should:-

1. ensure that you will be able to put in place appropriate insurance for the event which relates to the Road Closure
2. arrange suitable traffic management of the road closure. It is recommended that an appropriate traffic management company is employed to ensure that the road closure is properly sign-posted, marshalled and managed. Your application is more likely to be successful if you have consulted a traffic management company prior to making the application.
3. contact the Police to discuss the event with them. Your application is more likely to be successful if the Police do not object to the event.
4. consider bus routes which will be affected by the closure. Your application is more likely to be successful if it will not be necessary to divert bus routes as a result of the granting of an Order.
5. You are also advised to carry out a risk assessment of the event and road closure order if it is made.

How do I apply for an Order?

When applying for an Order it is helpful if you provide as much information as possible. It is also recommended that a plan of the roads to be closed is supplied as this prevents misunderstandings from happening. Once you have all the information you can gather you should:-

1. complete the Road Closure Application form with as much information as possible (eg traffic management plan, risk assessment etc) and forward it to the Council, together with the non-refundable fee of £25 payable if non charitable organisation. Failure to include the fee will result in your application not being processed.
2. attend a meeting of the Safety Advisory Group if you are requested to do so as this will give you the opportunity to talk to all of the agencies who may have an interest in the event which you propose.

What do I do if the Order is made?

If your application is successful you will need to ensure that you advertise the Order as much as possible to minimise inconvenience and disruption to people who will be affected by the closure.

What do I do if my application is refused?

If your application is refused, you have no legal right to allow the event which involves the use of the road to continue. If you do cause an obstruction on the road without permission then you will be committing the offence of obstructing the highway and you could be arrested by the police.

You may wish to discuss the reasons for the refusal of your application with local members, the Police or the County Council. They may be able to advise you why they have objected to the Order and you may be able to address their concerns. You may then be able to make a further application for an Order. You must be aware however that the same procedure will apply so it will be necessary for you to make your application in good time.

APPLICATION FOR A ROAD CLOSURE

Town Police Clauses Act 1847, section 21

Applicant :

(Name of person or organisation)

Address :

Tel no :

Mobile

Contact Name:

Contact Address:

**Sections of Road(s)
to be closed:**

(Give road number details where possible)

Date(s) of Closure:

Time of Closure:

From

To

**Is the closed section
a bus route?**

YES / NO

If Yes, provide details

**Traffic management
company employed**

Insurance Details:

Have you contacted the Police, the County Council or the Bus companies about your closure yet? Please provide details:

If my application is successful I confirm I will:-

1. Make suitable arrangements to manage the event.

2. Arrange suitable insurance for the event during the period of the Road Closure

My application has addressed the following:-

- Date of Closure
- Time of Closure
- Roads to be closed
- Fee of £25.00 if non charitable organisation (cheques to be made payable to Durham City Council)

Data Protection Act 1998

The information you have provided will be held by the Council on computerised and manual files within the Chief Executive's Department of Durham City Council.

The data may be disclosed to other departments within the Council or other organisations, but only in order to ensure compliance with relevant legislation or for identification purposes or to prevent or detect fraud or a crime. If you wish to obtain a copy of the information the Council holds about you, you must apply in writing to the Chief Executive, Durham City Council, 4 Saddler Street, Durham, DH1 3NZ. A fee will be payable.

City of Durham is a registered Data Controller in accordance with the Data Protection Act 1998.

I confirm that I have read and understood the "Guidance upon Road Closures" leaflet and that the details of this application are accurate and true.

I accept full responsibility for this application and acknowledge that the Council shall bear no liability in respect of loss or damage if my application is granted. I further undertake to keep the Council indemnified in respect of any claim arising from the grant of the Road Closure Order which is the subject of this application.

I confirm that I wish to apply to Durham City Council for an order pursuant to section 21 Town Police Clauses Act 1847 to close the above identified road for the date and time above specified.

Signed..... Date

Printed.....

OFFICE USE ONLY

- Map received
- Insurance details received
- Contact details sufficient
- Dates and time of closure clear
- Traffic management company information supplied

- date forwarded to County Council
- date forwarded to Durham Constabulary
- date forwarded to Local Members

- date forwarded to PFH for Environment & Leisure
- Accepted on Rejected on
- date forwarded for sealing
- date forwarded to applicant for display