Further to your Information request FOI64978 Please find your questions and our responses below:

With regard to street parties in your local authority area, do you (a) charge to apply for a street party and if so by how much?, (b) levy any further charges for a successful bid to hold a street party and if so how much?

Response:

We attach our application form for your information. Costs are included.

When we did the Street parties last year for the Jubilee we had a generic Traffic Order that covered the Diamond Jubilee, the Torch Relay and the 2012 Big Lunch events. So there were no charges for residents' street parties. We don't have that for this year.

If we were to receive an application for a party organised by a commercial organisation it would incur the fees as detailed. You will see on the attached that currently the fee is £800 and the cost of two advertisements in the local press. They usually come out at about £600 each, so a commercial organisation would end up having to spend something in the region of £2000 plus the cost of the traffic management.

Every year we have one big lunch event in Cheapside and because it is on a small cul-de-sac we use the Town Police Clauses Act 1847 and do not charge our fee, but the applicant has to provide all the legally required traffic signs & barriers at their own expense. We also ask for written reassurance from the organiser that all the residents of the affected road have been canvassed and that there are no objections to the road closure. We had some objections last year and the locations of the affected parties had to be amended accordingly.

If there was an application from a genuine residents' organisation we would not consider it if it was on a classified road or on a bus route. Last year there were a small number of exceptions to these guidelines, but it was an exceptional year and we tried to facilitate as many of the requests we received as possible. We didn't close any 'A' class roads.

As soon as people want to close a through road, as opposed to a cul-de-sac, then they will encounter extra expense for all the legally required closure signs and barriers at either end of the road plus all the diversion signs. We do not supply these.

This concludes your request FOI64978.

If you require translation of the information you have been sent please do not hesitate the contact us.

If you are unhappy with the information we have provided in response to your request please write to:
Information Management Team Manager
Royal Borough of Windsor & Maidenhead
Town Hall, St Ives Road
Maidenhead
SL6 1RF

or send an e-mail to martin.tubbs@rbwm.gov.uk

We are proud to be one of the leading authorities in England for consistently responding to information requests within the 20 working days set down by statute. Information about our performance and summaries of requests received can be found on our website:

http://www.rbwm.gov.uk/web/foi_information_requests.htm

We are keen to hear about your experience with the Information Management Team here at the Royal Borough of Windsor & Maidenhead and look forward to receiving any comments you have about the way your information request was processed.

Please send any feedback to the Information Management Team Manager either by e-mail martin.tubbs@rbwm.gov.uk or in writing to the address above.

Yours faithfully

Chris Daniels
Information Management Officer
Legal Department
Corporate Directorate
Royal Borough of Windsor & Maidenhead
Town Hall, St.Ives Road
Maidenhead SL6 1RF
REQUEST FOR TEMPORARY TRAFFIC MANAGEMENT MEASURES

Please read notes overleaf and complete sections A, B and C in black ink.
Use block capitals throughout.

SECTION A

Road Name(s) ____________________________________________
Route Number(s) __________________________ Town/Village ________________________
Section of highway (Describe the section of road(s) concerned giving junction names and distances in metres):
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

SECTION B

Type of temporary traffic management measure required (tick box):
- [ ] Turn off Penn Traffic Signals
- [ ] Suspend Parking Spaces

Public Right of Way Closure [ ] Lane Closure [ ] Road Closure [ ] Temp. Parking Controls [ ]

Date(s) Required
* (see NRSWA Note in Guidance)
From __________________________ To __________________________
From __________________________ To __________________________
From __________________________ To __________________________

Reason for traffic management measures: ________________________________________

Alternative route for traffic affected by measures (also attach a plan)
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

SECTION C

Name of Applicant ________________________________________ Company / Organisation ________________
Address _____________________________________________________________ Post Code ________________
Telephone Number __________________ Fax Number __________________
Sign/Signal Contractor ___________________ Contact Name __________________
Telephone Number __________________ Fax Number __________________
* Name and Address of Organisation to be Invoiced (if different to the above):

I have read the Notes for Guidance and understand the time scales required and any *Fees that the request will incur.

signature: ________________________ date: ________________________
REQUEST FOR TEMPORARY TRAFFIC MANAGEMENT MEASURES
NOTES FOR GUIDANCE

This form has been provided to make your application to the Borough Council easier and will mean that the Council can process your application much more quickly and efficiently. Please read these instructions and complete all of sections A, B and C. Return the form along with the necessary attachments to the address given below.

Further Help - If you require any assistance in completing this form or you would like to discuss anything further with us then call Network Management on 01628 796819 between 8.45am and 5.15pm Monday to Friday.

Notice Period - In order to ensure that the temporary traffic management measures you are requesting can be checked and approved in good time by the Council we will need to receive this form well in advance of the works/event start date. Please refer to the table below for an indication of the advance notice required by the Council.

* Fees - Refer to the table below for the charges likely to be made in connection with your application.

Insurance - Third party liability insurance will be required to the value of £10 million for all works/events on the highway. A copy of the relevant insurance certificate needs to be included with this form.

Alternative route - If your works/event involves a closure of a footpath or road then you will need to supply a suitable and safe alternative route for pedestrians or traffic affected. Please list the roads to be used as the diversion route in BOTH directions. A plan showing the alternative routes MUST be submitted with this form.

Signing Responsibilities - You will be responsible for the provision and maintenance of all necessary signing associated with your works/event. All signing must conform to Chapter 8 of the Traffic Signs Manual (HMSO publication). This gives detailed guidance on the provision of signs for works on the highway. A plan showing the signing arrangements MUST be submitted with this form.

Signal Guidance - Signals must conform to the DoT Advice Note TA 47/85 and Department Standard TD 21/85. Guidance on the provision of temporary traffic signals on the highway can be found in the booklet ‘Safety at Street Works and Road Works – A Code of Practice’ and in the booklet ‘An Introduction to the Use of Vehicle Actuated Portable Traffic Signals’. Both booklets are HMSO publications.

Signal Authorisation - The highway authority must approve the use of temporary traffic signals on the highway that involve three or more stages or if temporary signals are to be used at a site which contains a junction. Written approval from the Council MUST be sought prior to their use. Please refer to the booklet ‘Safety at Street Works and Road Works – A Code of Practice’.

Sensitive Streets - Some roads in the Royal Borough are classified as sensitive streets and special arrangements may need to be made to accommodate your works/event. The Council will inform you on receipt of your application if your works/event are likely to affect sensitive streets and or any special arrangements that will need to be made as a result.

Working hours - In certain roads where traffic flow is particularly heavy it may be necessary to restrict the hours or days of operation to off-peak periods. This will sometimes mean working at weekends or, for example, between 10.00am and 4.00pm during weekdays. The Council will inform you as soon as possible if restricted working is required for your works.

Consultation - Sometimes works on the highway will involve considerable disruption to local residents and businesses and it will be necessary to carry out local consultations. The Council will let you know whether a local consultation needs to be carried out in advance of your works and how this can be done.

NRSWA - Notification of intended street works is required in accordance with the New Roads and Street Works Act 1991. Works that require a temporary traffic order are automatically classed as Major Works and require at least three months notice and the procedures set out in Chapter 8 will apply. The submission of this form WILL NOT be considered as notification of intended works under the provisions of this Act. You will still need to serve notice of your intended works to the Council in accordance with the New Roads and Street Works Act 1991.

<table>
<thead>
<tr>
<th>Type of Temporary Traffic Management Measure Required</th>
<th>Advance Notice Required</th>
<th>Maximum Charge</th>
<th>Temporary Order Required</th>
<th>Alternative Route Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Footway closure (with footway available on opposite side of road)</td>
<td>2 weeks</td>
<td>None</td>
<td>No</td>
<td>Sometimes</td>
</tr>
<tr>
<td>Lane closure on dual carriageway</td>
<td>2 weeks</td>
<td>None</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Road and Public Right of Way closure (for works in or adjacent to the highway)</td>
<td>3 months minimum</td>
<td>£800</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Road and Public Right of Way closure (see notes 2 for charitable events)</td>
<td>3 months minimum</td>
<td>None</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Suspension of parking controls</td>
<td>2 weeks</td>
<td>£800</td>
<td>Sometimes</td>
<td>No</td>
</tr>
<tr>
<td>Temporary parking controls</td>
<td>8 weeks</td>
<td>£800</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

1 The cost of all of the 2 minimum legally required advertisements will also be payable, costs vary depending on advertisement size and geographical area of publication.

2 The charges will be waived for a charitable event if the Town Police Clauses Act 1847 is used provided that the Organiser is able to show that all profits from the event will be donated to a Charity registered with the Charity Commission of England and Wales, but if the Road Traffic Regulation Act 1984, Section 16, has to be used, 50% of the fee will be charged.

3 A charge of £350 + VAT will be made to turn off permanent traffic signals

Please send or fax this completed form to the address below. Please include in your application:

- Certificate of Third Party Liability Insurance
- Purchase Order or equivalent to cover Fees
- Plan showing alternative route for closure(s)
- Plan showing signing layout
- Plan showing traffic signal layout

RBWM, Network Management, Engineering & Highways, 1st Floor Town Hall, Maidenhead, SL6 1RF.

Telephone: 01628 796819

The Royal Borough of Windsor and Maidenhead (RBWM) is a Data Controller under the Data Protection Act 1998 ("the Act"). This statement confirms RBWM's commitment to protect your privacy and to process your personal information in a manner, which meets the requirements of the Act.