



Guidance – Car Free Day Closure

(20 Sept 20 applications deadline 28th August 2020)

Please find guidance below for corresponding numbered boxes on the Norfolk Car Free Day application form.

1. If pedestrian access **will not** be allowed through the closure you should get advice from your local Street Works Office via our Customer Service Centre before submitting your application (0344 800 8020).
2. Name of the street you wish to close & the Parish
3. Identify the exact start of the closure, e.g. from outside property no. 20. It would help if you confirmed how the road will be physically closed.
4. Identify the exact end of the closure, e.g. to outside no. 80. This helps us identify the points up to which access will be maintained on the road being closed

It is usual to provide road closure signs & or marshals at the start and end points.

Marshals should as a minimum have a reflective vest and you should ensure you have adequate numbers of marshals for the entire duration of the closure. All marshals should be briefed by the organiser(s) prior to starting the closure. Materials to assist you with briefing marshals will be sent with notification of a successful application. You may hire your own 'Road Closed' signs and cones.

5. For consistency with other Car Free Day closures around the County and to assist residents who may not be participating the closure should not start before 10am and must finish by 4pm to assist anyone returning home.
6. End time as above.
7. It is a requirement when closing a road that an alternative route of equivalent or better standard is available so that any traffic diverted is done so safely. We will also consider the function of the road in question as part of the application process. This includes ensuring that blue light services, including fire, ambulance and police are not significantly adversely impacted by road closure proposals (e.g. if any stations are close to the road closure proposal).



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8. We appreciate that not all residents affected will be supportive of a closure, so it is therefore important for you to carry out some local consultation of those affected to demonstrate the level of support. This does not have to be 100% but should be greater than 50%.
9. If local residents or a business object to the closure, please provide their reasons as the County Council may be able to assist with additional knowledge based on experience of previous closures.
10. Please tell us if it will just be local residents or if you expect non-residents to attend also. If non-residents are attending your local Safety Advisory Group (SAG) will have to be consulted.
11. If the closure is on a bus route your application will not be approved. Buses offer members of the public an alternative to private car use, including on Norfolk Car Free Day.
12. This is your opportunity to provide any other information that you feel may assist us with processing your request.

COVID 19

Please be mindful that planned events for any street closures must be conducted with strict adherence to the most up to date government advice in respect of COVID 19 and may not be permitted to proceed should further restrictions be re-introduced.