

Application to close a road in order to hold an event on the public highway



If you have any queries regarding this form or your event please contact the Traffic & Road Safety Team on trafficandroadsafety@westberks.gov.uk or 01635 519080.

1. Who is organising your event? (main contact)

Name	Stratfield Mortimer Parish Council
Address	27 Victoria Road, Mortimer Common, Reading, RG7 3SH
Phone number	0118 933 1955
Email address	the.clerk@stratfield-mortimer.gov.uk

Depending on the scale of your event your name and contact details may be passed onto the emergency services for use in an emergency. Your personal details will not be made public.

2. Who is managing the traffic?

If this is not yourselves, please provide the Traffic Management company details.

Traffic Management Company	
Main contact name	
Address	
Phone number	
Emergency phone number	
Email address	

3. Details of the event

Name and description of the event
Remembrance Parade and Service at War Memorial
Date(s) of the event/restriction
Sunday 9 th November 2025
Times of the event/restriction
Start time: 10:45 Finish time: 11:30 Additional comments if necessary:
What restriction are you applying for? (road closure, one way, parking prohibition etc).
Road Closure
Why is this restriction necessary in order to hold the event?
To safeguard individuals taking part and pedestrian access to the war memorial
Which roads will be affected by this restriction? (please provide plan)
THE STREET between its junctions with WEST END ROAD and HAMMONDS HEATH, HAMMONDS HEATH between WEST END ROAD and WINDMILL ROAD.
Are you aware of any additional conditions which need to be included or considered in the Temporary Order? (eg parking restrictions, one way system)
No

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Have you considered an alternative method or location which would not require a temporary Traffic Regulation Order?
Yes ☐
No ☒
Your event must be planned in such a way that residents and emergency services could drive to every property within the restriction if they needed to. Please confirm that this is the case.
Yes ☒
No ☐
Have you consulted with Thames Valley Police?
Yes ☒
No ☐
If yes, please provide details:

4. Costs

There may be a charge depending on the scale of the event. Smaller, community events will not be charged but larger, commercial events may be charged £84 per order made at the discretion of West Berkshire Council. The organisers will also be responsible for providing all traffic management around the event and restriction. West Berkshire Council do not provide traffic management, marshals, signs, cones, or barriers for events.

Please return this completed form along with the documents listed below to trafficandroadsafety@westberks.gov.uk or post/deliver to Traffic and Road Safety, West Berkshire Council, Transport and Countryside, Council Offices, Market Street, Newbury, RG14 5LD. We must receive **all** of the required documents no later than **6 weeks** before the event in order for it to be assessed and process in time.

- A copy of the Public Liability Insurance (min £5mil) valid on the date of the event.
- A copy of the Traffic Management companies Public Liability Insurance (min £5mil) valid on the date of the event, if applicable.
- A plan showing the location and extent of the restriction(s) you are applying for including diversion route, if applicable.
- Completed Risk Assessment specific to this event

Print name: Danielle Davis

Signature:

Date: 02/09/2025

