

Application for Road Closure Town Police Clauses Act 1847

1. APPLICANT'S DETAILS

Name of Applicant	
Name of Organisation	
Address	
Email Address	
Telephone number	
Role of Applicant	

2. DETAILS OF THE PROPOSED TEMPORARY ROAD CLOSURE

Name of event	
Purpose of event	
Date of closure	
Time of closure	
Roads or sections of Roads to be closed (Describe)	

Have you attached a plan showing the road/s or section/s of road/s to be closed? ☐

Have you attached a plan showing any diversion routes, which may be necessary? ☐

3. DETAILS OF REQUIRED CONSULTATIONS

Have you informed the Police about your proposed event?
(hertstmo@herts.pnn.police.uk) ☐

Have you received 'No Objection' from the Police to your proposed road closure? ☐

Have you informed Hertfordshire County Council Highways about your proposed event? (NM.Mid@hertfordshire.gov.uk) ☐

Have you received 'No Objection' from Hertfordshire County Council Highways to your proposed road closure? ☐

Have you submitted an 'Event Notice' to St Albans Council?
(<https://www.stalbans.gov.uk/events-advice-and-guidance>) ☐

Have you consulted any other organisations regarding this event? ☐

4. SUBMISSION DETAILS

When completed, application's together with plans, must be submitted to:
Estates@stalbens.gov.uk

Applicants wishing to discuss a proposed road closure should contact the Infrastructure Manager on 01727 819244

5. PRIVACY NOTICE

This privacy notice explains how St Albans City & District Council (the Data Controller) will use any personal information we collect about you when you use our services.

What information do we collect about you?

The information that the Council will collect varies depending on how you use the Council's Services. We are using the information provided in this case for a public task (Art. 6(1)(e)GDPR). This means we collect your personal information from you so that we can carry out our statutory functions. In this case we are collecting personal information so that we can consider your application for temporary road closures under the Town Police Clauses Act 1847.

How will we use the information about you?

We use the information to consider your application. We may share the information with other departments at the Council to enable us to do this. The other departments will include Legal and Community Services, but it may also include other departments where necessary. We will only share the information to enable us to deal with this matter.

We will share the personal information we hold with partner organisations. By partner organisations we mean the Police Constabulary and Highway Authority where sharing your data is necessary to consider the temporary road closures. We may be required to share your personal information with the Police, Internal Audit or similar agency, or another Council for the purposes of preventing and detecting fraud.

We will ensure that all personal information is kept securely.

How long will we keep this information?

We will destroy this personal information in accordance with our Disposal Schedules. We consider what the legislation states and what is good practice to determine how long we need to keep your information. This means we will securely destroy the information once we no longer need it. If you would like to know the specific period of time that relates to your personal information please contact GDPR@stalbans.gov.uk

Individuals' Rights

You have a right to request a copy of the personal information that we hold about you. If you would like a copy of some or all of your information, please contact foi@stalbans.gov.uk and ask for a subject access request.

If you consider we hold inaccurate personal information about you, you can contact us to ask for this information to be corrected. If you consider we are using your personal information incorrectly, you can object. We will consider your request and respond within one month. Please contact GDPR@stalbans.gov.uk.

You can find out more about your rights on our website:

<https://www.stalbans.gov.uk/sites/default/files/documents/publications/privacy-notice/Individual%20Rights%20GDPR%20Website%20Notice.pdf>

Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to make your use of the internet better. For further information on how we use these and how you can control it, please visit <https://www.stalbans.gov.uk/cookies>.

Changes to our Data Protection Policy

We have a Data Protection Policy in place and this can be found here: <https://www.stalbans.gov.uk/sites/default/files/documents/publications/privacy-notice/GDPR%20Personal%20Data%20Policy.pdf>. We review this policy annually.

Data Protection Officer

Our Data Protection Officer for the purposes of Articles 37 to 39 of the General Data Protection Regulation is Charles Turner, Solicitor to the Council. He can be contacted by emailing GDPR@stalbands.gov.uk or calling 01727 819209 for our Complaints Team.

How to contact us

Please contact us if you have any questions about our Data Protection Policy, or concerns about how we handle your information: by emailing foi@stalbands.gov.uk or write to us at: FOI Team, St Albans City & District Council, St Peter's Street, St Albans, AL1 3JE.

Complaints

You have a right to complain to the Information Commissioner if you are unhappy with how we process your personal information. You can do so through their website: <https://ico.org.uk/concerns/> or by emailing: casework@ico.org.uk or calling their helpline on 0303 123 1113.

I give consent to this processing. Please tick here to give consent.

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6. DECLARATION

I confirm that the information contained within this document is accurate and correct to the best of my knowledge.

Print name:

Signed:

Date: