

# PUBLIC EVENTS ON THE HIGHWAY

Application Form for Category 1 and Category 2 Events



Office use only

Secretary of State approval required? YES/NO  
(If the road closure applied for has already been/due to be closed in the same year)

Secretary of State approved/rejected? APPROVED/REJECTED

Date: .....

Event Reference Number: .....

**Who I need to speak to:**

Please indicate with a tick in the relevant boxes the services you require. You must email the required service direct.

- Plymouth Highways  road\_space\_booking@plymouth.gov.uk
- Parking  parking@plymouth.gov.uk
- Network Control Centre   
traffilightmanagement@plymouth.gov.uk
- Public Transport/Road Safety  pubtrans@plymouth.gov.uk  
roadsafety@plymouth.gov.uk

**When do I need to contact Plymouth Highways?**

Highways Licences/Permits:

- All event organisers must contact the Network Management Team to ensure they have all the necessary permits, notices and licenses to hold their event on the highway.
- If you wish to erect advertising banners on the side of the Highway

Street Works Co-ordinator:

- All event organisers must book event space on the highway
- All event organisers must contact the Street Works Co-ordinator to ensure no nearby works will affect access to the event.
- If you wish to temporarily close a road and/or need to set up a diversion route for traffic.

Traffic Regulations:

- If you wish to temporarily close a road and/or set up a diversion route with signage
- If you wish to temporarily suspend any parking restrictions, such as double yellow lines.
- If you wish to temporarily suspend or create any moving restrictions, such as a One Way or No Right Turn.

Parking:

- If you wish to suspend parking on any road.
- If you wish to hire traffic cones to block off suspended parking spaces.
- If you wish to use a car park as parking space for your attendees.
- If you wish to hire Parking Attendants to provide onsite support to control parking on the day of the event.
- If you plan to charge for parking.
- To discuss/develop parking control plans.

Network Control Centre (NCC):

- If you wish to change Traffic Signal timings to accommodate additional traffic on the wider network.
- If you wish to receive support from the Network Control Centre outside of normal working hours (7am to 7pm).

Public Transport:

- If you wish to provide Park and Ride for your attendees.
- If you wish to discuss charges for Park and Ride services.
- If you wish to amend local bus services to cater for the needs of your attendees or as a result of a road closure.
- If you would like advice on how to publicise transport options available to attendees.
- If you require advice on Site Travel Plans for your event.
- If you require advice on maintaining safety for attendees from moving traffic.



# TRAFFIC MANAGEMENT APPLICATION FORM



**Plymouth  
Highways**

Please complete this form in BLACK pen and block capitals. Use NA in sections not relevant to your event.

## 1 Applicant Details

Organisation	<input type="text"/>		
Contact name	<input type="text"/>		
Address	<input type="text"/>		
Phone number (Required)	<input type="text"/>	E-mail address	<input type="text"/>
Public Enquiry/ Emergency number(s)	<input type="text"/> [This will be displayed on the Traffic Order - emergency numbers should be answered throughout the operational hours of an order]		
Contact name & email address for queries/ complaints	<input type="text"/>		

## 2 Event Details

Event name	<input type="text"/>	
Duration	From (Date/Time)	To (Date/Time)
	<input type="text"/>	<input type="text"/>

Type of Event

Describe the type of event you are holding? Organisers arranging a Charity Event must provide the council with a Charity Number.  
 Why does the event needs road closures? What is the rationale for the event taking place on the public highway?

Continue on separate sheet(s) where necessary

Location of Event

Please attach a scale Event Site Map (Map 1) showing the exact location of the event, the site perimeter (and/or event route for running events) and access roads serving the site.

Will you provide directional signing to the event?

**Yes**  **No**

If Yes, please show on a Traffic Management Map (Map 2) and associated Signing Schedule, indicating locations, design, size and mounting arrangements for signing.

When directional signs are on the highway

Time/Date Erected	Time/Date Removed

Anticipated attendee numbers

Where are the majority of attendees expected from?

Local Community  City Wide  Outside City

Anticipated participant numbers (if applicable)

Those taking part in the event i.e. runners in marathon, performers, volunteers, etc.

Have you carried out a risk assessment/site observation?

**Yes**  **No**

If Yes please attach a copy to this form.

Do you have public liability insurance for this event?

**Yes**  **No**

If Yes please attach a copy to this form.

### 3 Permits and Licences

Do you require any of the following permits or licences?

- Private Overhead Cable and other Apparatus License
- Tables and Chairs License Application
- Skips/Scaffolding/Hoarding License
- Access to Site Permit   
(To access your site over public footway or to place structures/materials on the Highway)

Do you wish to display a banner on Public Highway to advertise your event?

**Yes**  **No**   
If yes, please advise desired location(s):

Do you wish to display bunting on the Highway at your event?

**Yes**  **No**   
If yes, please advise desired location(s):  
If yes, please advise desired location(s):

### 4 Road Closures and Restriction Suspensions

Name of Road(s) or Footway(s) to be closed

Details of closure e.g. length, exact location, etc.

Please show the closures described here on a Traffic Management Map (Map 2)

Other restrictions

Do you require the temporary removal of any of the following restrictions for your event:

Parking Restrictions e.g. double yellow lines  (see pg. 8)

Moving restrictions e.g. one way, no right turn

Please give details of any moving restrictions you wish to suspend e.g. type and location:

Duration of Order

From (Date/Time)	To (Date/Time)

Times of operation  
(When it will be enforced, e.g. 09:00-16:00)

**Reason for Road Closure/Restriction suspension:**

(I.e. why does the event have to be undertaken on/adjacent to the highway?)

As part of your event will any of the following be on or adjacent to the Highway:

- |                               |                          |                          |                          |
|-------------------------------|--------------------------|--------------------------|--------------------------|
| Signs (Diversion or No Entry) | <input type="checkbox"/> | Lines/Road Markings      | <input type="checkbox"/> |
| Barriers                      | <input type="checkbox"/> | Temporary Traffic Lights | <input type="checkbox"/> |
| Gatemen, Marshals or Banksmen | <input type="checkbox"/> | Participants/Attendees   | <input type="checkbox"/> |
| Stalls/Entertainments         | <input type="checkbox"/> |                          |                          |

If you have ticked any of the above please provide details of exact locations and necessity for these items/activities being on or adjacent to the Highway. Justification needs to be given why any of these may lead to the requirement of a road closure. Please also indicate their locations on an attached Equipment and People on the Highway Map (Map 3).

(See Notes)

**Diversion routes:**

(Required if closing a road or footpath)

Please give written details of your proposed traffic and/or pedestrian diversion routes and signs you will use (Please show these diversions as well as the diversion and notification signage on an attached Traffic Management Map (Map 2) and include a sign schedule).

Please note Diversion routes will be discussed and agreed with the Street Works Coordinator before PCC accept any proposal.

(Continue on separate sheet(s) where necessary)



**5** Traffic Management

Notification Signs:	Notification Signs:
Diversion Signs:	Diversion Signs:

Effect on the network

Is your site/route on or near any of the following:

Bus Route	<input type="checkbox"/>	Fire Station	<input type="checkbox"/>
HGV Route	<input type="checkbox"/>	Police Station	<input type="checkbox"/>
School	<input type="checkbox"/>	Sensitive Street (See online at	<input type="checkbox"/>
Hospital	<input type="checkbox"/>	<a href="http://www.plymouth.gov.uk/trafficsensitivestreets">www.plymouth.gov.uk/trafficsensitivestreets</a> )	

Who will provide the Traffic Management for your event?

Event Organiser  
(Please provide details of relevant qualifications)

Traffic Management Company  
(Please enter name here & include copies of traffic management accreditation)

.....

**6** Consultation

Have you consulted with any of the following groups regarding the transport impact of your event (If not yet, please indicate when/if you will):

	Yes	No	When		Yes	No	When
Residents	<input type="checkbox"/>	<input type="checkbox"/>		Bus Companies	<input type="checkbox"/>	<input type="checkbox"/>	
Local Business	<input type="checkbox"/>	<input type="checkbox"/>		Police	<input type="checkbox"/>	<input type="checkbox"/>	
Fire Service	<input type="checkbox"/>	<input type="checkbox"/>		Taxi Companies	<input type="checkbox"/>	<input type="checkbox"/>	
Ambulance Service	<input type="checkbox"/>	<input type="checkbox"/>					

Please attach to your application form consultation letters used/to be used.

Please attach to your application form all responses received to date.

**7** Parking

Car parking proposal

1. Where will attendees and event vehicles park? Please show your car parking proposals on the attached Event Site map (Map 1).
  
2. Will there be a fee to park? How will this money be collected?
  
3. What provisions have been made for disabled drivers?
  
4. Please show on the Event Site map (Map 1) the access route to the car park from the highway and the Traffic Management personnel or marshal locations.

Drop off and pick up points

Please indicate whether any drop off and pick up points for taxis, buses and coaches will be available at the site. Also show on your Event Site map (Map 1) where coaches will park.

Will temporary traffic lights be needed/provided to facilitate the movement of cars from the car park on to the highway?

**Yes**  **No**

Name of Road(s) you wish to control parking on (if applicable)

Why do you wish to restrict parking on these roads?

Details of existing parking restrictions you wish to control or suspend e.g. type, length, location

Please include maps showing the parking restrictions described here.

Duration of restriction

From (Date/Time)	To (Date/Time)

Times of operation (When it will be enforced, e.g. 09:00-16:00)

Do you require any additional Parking Attendants to be provided? If yes, please contact parking@plymouth.gov.uk

Yes  No

Do you wish to close or use a public car park? If yes, please contact parking@plymouth.gov.uk

Yes  No   
If Yes, which Car Park?  
.....

Do you require any alternative Residents Parking Permits? (In cases where currently available Residents Parking is being coned off)

Yes  No   
If Yes, how many?

Do you intend to consult with residents regarding the Residents Parking?

Yes  No   
If YES, please attach your proposed letter to this form

**8** Network Control Centre

Are there any pedestrian crossings/traffic lights near your event? If yes, please contact trafficmanagement@plymouth.gov.uk

Yes  No  Don't know   
If 'Yes' please give road names of signal locations

Will you require any signal changes to aid the flow of traffic to your event? If yes, please contact trafficmanagement@plymouth.gov.uk

Yes  No  Don't know

**9 Road Safety**

How will you ensure vehicular traffic is segregated from pedestrians and cyclists?

Emergency Access to site

Please provide information on how emergency services will access the site if required

**10 Public Transport**

Would you like to discuss Park and Ride facilities available to you to? If yes, please contact [pubtrans@plymouth.gov.uk](mailto:pubtrans@plymouth.gov.uk)

Yes  No

Would you like to receive advice on local bus routes in the area of your event? If yes, please contact [pubtrans@plymouth.gov.uk](mailto:pubtrans@plymouth.gov.uk)

Yes  No

How will event attendees be advised of public transport options available to them?

Would you like advice on how to publicise transport options available to attendees? If yes, please contact [pubtrans@plymouth.gov.uk](mailto:pubtrans@plymouth.gov.uk)

Yes  No

Have you prepared a Site Travel Plan? (Only Events with 1000+ attendees/participants)

Yes  No

**11 Responsibilities**

The event holder must meet the following conditions:

- Reasonable pedestrian access being available at all times
- Vehicular access for emergencies being available at all times
- Advanced warning boards to be put on site 2 weeks prior to the event
- Road closure and diversion signs being erected to the approval of the Highway Authority at the cost of your organisation and removed by them at the end of the temporary closure.

- Your organisation being responsible for clearing the Highway immediately after the conclusion of the event and for any damage which may be apparent to the Highway, including street furniture, during the entire period of preparation, event and clearing-up operation.
- Street fire hydrants must not be obstructed.
- No assistance can be given by the Police in the removal of vehicles from the closed length of road during the preparing of the event.
- No claims will be entertained by the Council (as Highway authority) or any statutory undertaker in respect of any accident, damage or injury sustained as a result of the event; the onus is on your organisation to obtain necessary insurance cover.
- Your organisation being responsible for notification to all those effected by a Road Closure Order, especially those fronting the Order, in writing at least 3 weeks prior to the event. If properties require code access and hand delivery of consultation material is not possible, you will need to use Royal mail to deliver to ensure **all** those affected receive letters.
- All road closures **must** be listed on both the applicants website and social media at least two weeks prior to the event
- Separate applications must be made for any necessary Licenses or permits for entertainment, charitable collections etc.
- TTRO notices must be laminated and displayed on site at various points where closures/suspensions are in place. These notices must be put on site two weeks prior and for the duration of the closures/restrictions.
- The placement and removal of signs are the event organisers responsibility and must be removed within 2 days of the event finishing

Plymouth Highways will meet the following conditions:

- Ensure minimal congestion on the highways network.
- Co-ordinate with the local Police Constabulary, Fire and Rescue, ambulance services and Public Transport providers.

## 12 Payment

Fee for Category 1 & 2 Events on the Highway = £526.

Payment can be made by Debit or Credit Card, or by cheque. If you can confirm how you would like to pay and a contact number to call if you are paying by Debit/Credit Card.

Any further work required on your event will begin once payment is cleared. If payment is not received we will withdraw our approval for your event to go ahead.

## 13 Declaration

I have read and agree to the conditions above and am authorised to sign this application on behalf of

Name of firm/  
organization:

Position in  
firm/organization:

Name:

Signature:


**14 Documentation****Documents included with your application (Please tick):**

- Event Site Map (Map 1) showing location/perimeter of site/route of moving event, access routes, drop off points, coach and car parking proposals and on site marshal locations.
- Traffic Management Map (Map 2) showing location of all road closures, suspended parking, directional and diversion signs to be used.
- Equipment and People on the Highway Map (Map 3) showing event equipment/furniture on the Highway and locations of traffic management personnel/marshals on the Highway. (If applicable)
- Schedule of all signs to be used
- Risk Assessment/ Site observations
- Consultation letters produced and responses received
- Copy of Public Liability Insurance to minimum value of £5million
- Any relevant Traffic Management qualifications (if required)
- N Notice
- Other:

**CONTACT DETAILS**

Network Management Team  
Plymouth Highways  
Windsor House  
Tavistock Road  
Plymouth  
PL6 5UF



Road\_space\_booking@plymouth.gov.uk



01752 668000  
Monday to Friday 8.30am to 5pm



Visit our website at  
[www.plymouth.gov.uk](http://www.plymouth.gov.uk)