

PUBLIC EVENTS ON THE HIGHWAY



**Plymouth
Highways**

Category 1 and Category 2 Events Guidance

GUIDANCE NOTES FOR APPLICANTS

Any organiser proposing an event on or adjacent to the public highway must consider the traffic management and road safety implications at a very early stage. Examples of such events would be street parties, parades, carnivals, fairs, commemorative occasions, road races or any event likely to attract large crowds that may overspill onto the public highway.

As the Highway Authority, Plymouth Highways (PH) has a duty to ensure the safe and efficient operation of the network for all road users.

The completed application form will allow us to provide you with the relevant direction and guidance in terms of:

- Highway Licences, Notices and Permits
- Street Works Coordination – road space booking
- Temporary Traffic Regulation Orders (TTRO)
- Parking
- Traffic Control
- Public Transport

Defining Category 1 and Category 2 Events

The cost of closing your road will be determined by the category it fits into. The following guidance is for all Category 1 and Category 2 events. If your event is a Category 3 event please read the guidance notes and complete the application form entitled 'Local Events on the Highway'.

Under certain circumstances, we may refuse or require changes to an application which may include, but not be limited to, 'one-way' systems where there are no obvious diversions, roads affected by seasonal traffic, or roads with significant commercial traffic. Such changes may vary the category of the event.

Submission of your Application Form

Your application should be submitted 12 weeks prior to the proposed event. The earlier it is submitted, the better we can help to ensure your event runs smoothly. Applications submitted with less than 12 weeks notice may or may not be approved. This will be at PH's discretion. The very minimum notice to submit applications is 8 weeks.

Once you have completed all necessary paperwork please send your application to the email address or postal address given at the end of this guidance.

Within ten working days of receiving your application our officers will review the details of your application and it will be processed. You will be contacted to request any missing documentation or if your event is not likely to be approved.

I TRAFFIC MANAGEMENT

I.1 Indemnifying the Highway Authority

The applicant must be covered by £5 million Public Liability Insurance which should be available for inspection. Such insurance must indemnify the Highway Authority from and against all actions, claims, losses and expenses whatsoever in respect of loss of life or personal injury or damage to property, howsoever caused, arising out of or in any way attributable to a road closure or an activity associated with your event. A copy of the insurance certificate must be submitted with the application. Quotations for Public Liability Insurance can be easily obtained on the internet.

I.2 Risk Assessment

A risk assessment is a careful examination of what is likely to cause harm to people, followed by an explanation of managed contingencies to reduce such risks. It is a way of identifying hazards and recording actions taken to reduce the risk. Further information is supplied by the Health and Safety Executive (HSE), website <http://www.hse.gov.uk/> and their event guide <http://www.hse.gov.uk/pubns/priced/hsgl95.pdf>.

The event organiser must provide a full risk assessment which clearly identifies all risks to the travelling public, participants and employees attending the event. The nature, location and environment of the event may also need to be considered, with all risks recorded, giving recommendations on how they will be managed.

I.3 Highways Licenses, Notices and Permits

If you want to hold an event or place objects on, in or over the public highway then, under the Highways Act 1980, you need to get permission from the Council.

The following permits, notices and licenses are just some forms of permission you may need to apply for:

- a) N Notice – booking space on the Highway for all events
- b) Private overhead cable or other apparatus application
- c) Charitable or other public information events application
- d) Tables and Chairs application
- e) Structures or equipment on the Highway application

I.4 Road Closures

A road closure can legally be arranged by applying to the Council for a Temporary Traffic Regulation Order (TTRO) under Section 16A of the Road Traffic Regulation Act 1984.

The organiser is responsible for:

- Directly informing residents and those affected by the event.
- Providing, maintaining and removing all signs and barriers.
- Paying the Council's costs to administer the TTRO.
- Safely managing the road space during the event (i.e. in accordance with existing regulations)
- Ensuring the area is clean and tidy after the event

Wherever possible, road closures will be granted on the dates and times requested. However, this is not always possible due to other factors and we will always endeavour to liaise with the applicant where preferred dates are not available.

A request for a road closure does not automatically guarantee that one will be granted. Before an event is approved we will need to be satisfied that the event will not cause any unnecessary risks to road users and pedestrians or create unnecessary traffic congestion. The department must also be satisfied that the event cannot reasonably take place at another location which would cause less disruption to the normal flow of traffic.

Please note, if you wish to close a road which has already been closed within the same calendar year for another event, PH are required to write to the Secretary of State to ask for permission to close the road again. It can take up to three weeks for the Secretary of State to respond to our request for approval, therefore in these cases we may take up to twenty working days to fully process your application. If approval is not given it will be the event organiser's responsibility to find an alternative location.

1.5 Applying for a Road Closure Order or Parking/Moving restriction suspension (Temporary Traffic Regulation Order)

Road closures or other temporary traffic orders for Category 1 and Category 2 Events take a minimum of 12 weeks for the full legal and consultative process to be undertaken.

If you submit your road closure request less than 12 weeks before the event then we may refuse to process the road closure and you may be asked to change the date and/or location of your event.

The necessity of a road closure or similar suspension of restrictions (e.g. suspension of parking restrictions) will be judged on the rationale provided by the applicant. Consequently, it is important that the applicant provides as much detail as possible on the reasons for the TTRO. If it is our view that the implications of the event on the highway network have not been thoroughly considered the applicant will be contacted to discuss further arrangements that need to be put in place.

1.6 Temporary Road Signs

Any temporary disruption to the highway network must be communicated to the travelling public in the same manner as they would expect for road works. This ensures that there is not only a consistency of communications but also reduces the liability your event could be exposed to in the event of an accident or claim.

Temporary road signs are required to:

- provide advanced directional signing to the event
- give advanced warning of road closures
- indicate that a road has been closed
- indicate any diversion around the road closure

The event organiser is responsible for sourcing the signs and for ensuring that they are placed safely and lawfully on the highway.

The applicant will need to provide a sign schedule indicating the design, size and mounting arrangements of the signs together with a plan showing their locations.

Design and implementation of any signage must be in accordance with Chapter 8 of the Department for Transport's Traffic Signs Manual (<http://www.dft.gov.uk/pgr/roads/tss/tsmanual/>).

To ensure that the signs are erected safely and lawfully, they must be erected by a person who has Chapter 8 accreditation and carries £5m Public Liability insurance. Consequently, it is recommended that a Traffic Management Company is appointed to undertake the signage requirements.

NOTE

Signs, banners or posters on or adjacent to the highway advertising the event are generally not permitted. Banners and posters are allowed on request in official banner/poster locations.

1.7 Advanced notification signs

In order to make road users aware of the upcoming closure the event organiser must provide warning signs on the road(s) to be closed a minimum of two weeks in advance of the closure start date. The company you appoint to do your traffic management should provide and erect these signs for you.

1.8 Traffic Sensitive Streets

A traffic sensitive street is a street on which any work or increase in traffic is likely to create unacceptable delays and disruption to highway users at specific times of the day.

As part of our duty to minimise congestion, we wish to discourage event organisers from using, closing or diverting traffic onto sensitive streets. Consequently, it is recommended that, if possible, event organisers avoid involving sensitive streets in their traffic management plans.

NOTE

A list of sensitive streets can be found on our website on: www.plymouth.gov.uk/trafficsensitivestreets

1.9 Consultation - Advanced Notification and Publicity

The Applicant is responsible for all advertising and publicity beyond the statutory notices associated with the TTRO. Residents and businesses likely to be affected by a TTRO should be notified in writing by the event organiser no less than 3 weeks before it comes into force. It is recommended that you give advance notice as early as possible.

We will advertise all TTROs on <https://www.roadworks.org>. We will also consult with Emergency Services, ward councillors and bus companies.

2 PARKING

2.1 Parking provision within the event site

There may be opportunity to park vehicles within the venue for the event. If applicable, please provide a map indicating the location and number of parking spaces dedicated for parking within the boundary of the event. The map should indicate which spaces will be reserved for event vehicles and those that are for public and disabled driver use. This will help to determine if adequate parking has been considered and provided for the event.

If you have not identified dedicated parking provision for the event please advise where you anticipate people to park and any measure you may have taken to alleviate congestion. Parking around events can become a significant issue and therefore it is important that it is duly considered in the organising of any event.

2.2 On-street parking

For safety reasons you may consider that parking needs to be restricted at certain locations in the vicinity of the event. This may be parking identified as parking bays and subject to traffic regulation orders, or it could be general ad hoc parking that needs preventing.

Any requirements to limit on street parking require identification. A plan will be required highlighting the location(s) where parking needs to be restricted along with an explanation of why the parking needs limiting.

To ensure that the public comply with the suspended parking orders it will be compulsory for Event Organisers to arrange for the placement of traffic cones along the route. PH's Parking Unit will place cones along the route, subject to the charges quoted in the Charges Schedule.

If the suspension of parking orders displaces or inconveniences resident permit holders the organiser must apply to the parking department for alternative parking permits. Where areas of Pay and Display parking are made unavailable by the TTRO the event organiser may incur additional charges due to the loss of revenue to Plymouth Highways. Unless otherwise stated in the TTRO all on street parking restrictions remain in force.

2.3 Public car parks

Some events may require the closure or exclusive use of a public car park to facilitate the event. If you wish to close or use a public car park then you need to discuss such arrangements with the Parking Unit, who will contact you on receipt of the application. Charges will apply. Please contact parking@plymouth.gov.uk

3 NETWORK CONTROL CENTRE (NCC)

3.1 NCC Services

Much of Plymouth's strategic road network is monitored and controlled from the Authority's NCC using CCTV and other technology systems, e.g. traffic signals, car park guidance, variable message signs (VMS). This gives the NCC team a real time picture of the traffic situation throughout the city and enables them to react to incidents and to plan for events that might affect the network. For larger events traffic signal timings might be adjusted to accommodate variable traffic flows (including flow of pedestrians) as a result of an event.

Normal operating hours for the NCC are 8am to 6pm Mon – Fri. A charge will apply should the event organiser require the services of the NCC team outside of these hours. Please contact: traffilightmanagement@plymouth.gov.uk.

4 ROAD SAFETY

4.1 Road safety considerations

It is vital you consider all aspects of safety when holding an event, which should be addressed in the event organiser's Risk Assessment. Ensuring attendees and participants are safe travelling to, during and following the event are important issues to be considered and planned for.

All event organisers should consider how they will ensure pedestrians and cyclists are segregated from moving vehicles on site. This may include events being separate from parking areas and/or holding the event off road. Encouraging attendees to travel to the event by public transport rather than bring their car will reduce the likelihood of an accident.

Event organisers should also consider how they will ensure emergency vehicles can access all areas of the event site/route to attend to sick or hurt attendees/participants. Remember, no event is risk free.

5 PUBLIC TRANSPORT

5.1 Notifying public transport operators

When organising an event affecting the public highway, event organisers must consider the implications for public transport operators.

If you are closing a road and/or redirecting large volumes of traffic along a diversion route you need to consider the impact this will have on local bus travel. Bus companies may be forced to change bus routes for the day of the event or will need to take potential delays into consideration.

We encourage event organisers to speak to the two principle bus operators within Plymouth to discuss possible changes to local bus services to cater for the needs of the event attendees:

- StageCoach - 01752 495200
- Plymouth Citybus – 01752 662271
- Target Travel - 01752 242 000

You may also wish to speak to the Public Transport Team for further advice and information.

6 CHARGES

6.1 Fees

Fee for Category 1 & 2 Events = £526. If payment is not received before the event we will withdraw our approval for your event to go ahead.

Category 1 & 2 Events guidance V5 12.08.2020

7 GUIDANCE DOCUMENTATION

- **New Roads and Street Works Act** [Legislation]
www.opsi.gov.uk/acts/acts1991/Ukpga_19910022_en_1.htm
- **Road Signs Regulations and General Directions** [Legislation]
www.opsi.gov.uk/SI/si2002/20023113.htm
- **Road Traffic Regulation (Special Events) Act** [Legislation]
www.opsi.gov.uk/acts/acts1994/Ukpga_19940011_en_1.htm
- **Road Traffic Regulation Act** [Legislation]
www.opsi.gov.uk/
- **Safety at Street Works and Road Works, A Code of Practice** [Department for Transport]
<http://www.dft.gov.uk/pgr/roads/network/local/streetworks/cop/safetyatstreetworksandroadworks>
- **Traffic Management Act** [Legislation]
www.opsi.gov.uk/acts/acts2004/20040018.htm
- **Traffic Sensitive Streets** [Plymouth Transport and Highways]
www.plymouth.gov.uk/trafficsensitivestreets
- **Traffic Signs Manual Chapter 8, Traffic safety Measures and Signs for Road Works and Temporary Situations – Part 1: Design and Part 2: Operations** [TSO ISBN 0-11-552738 9 & 0-11-552739 7]
www.tso.co.uk/
- **Working Together: A good Practice Guide to Managing Works in the Street** [Department for Transport]
www.dft.gov.uk/pgr/roads/network/local/streetworks/managingworksonthestreet
- **New Roads and Street Works Act 1991 – Code of Practice for the Co-ordination of Street Works and Works for Road Purposes and Related Matters. Third Edition July 2007** [Department of Transport]
www.dft.gov.uk

CONTACT DETAILS



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Visit our website at
www.plymouth.gov.uk