

LOCAL EVENTS ON THE HIGHWAY

Category 3 Events Application



**Plymouth
Highways**

GUIDANCE NOTES FOR APPLICANTS

Local events, such as street parties and fetes, are a traditional part of community life; they are a simple way for us to get to know our neighbours and meet members of our community. Plymouth Highways want to make it easier for you to hold these sorts of local events, therefore we have produced this simple step by step guide to how to hold a community event in your local area.

What are the first steps to applying?

Firstly you will need to obtain a Temporary Traffic Regulation Order (TTRO) to give you permission to close the road. The cost of this TTRO will vary depending on the location, size and duration of your event. If you have identified your event as a Category 3 Event then you can apply for a TTRO by completing this application pack and sending it back to Plymouth Highways. A Category 3 Event TTRO is free of charge. 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 effected by seasonal traffic, or roads with significant commercial traffic. Such changes may vary the category of your event which in turn may incur a cost.

YOUR RESPONSIBILITIES

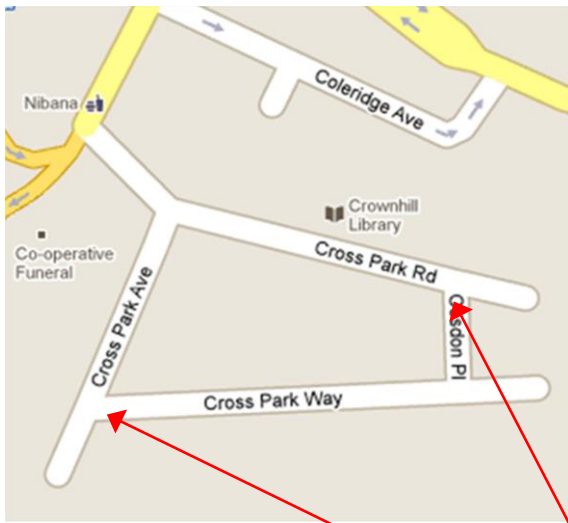
- The safety and welfare of all participants and spectators
- Submit an application form at least 12 weeks prior to the date the event is planned for, so you have a good chance of securing the road space. The very minimum notice required to submit an application is 8 weeks.
- Ensure that residents, transport companies and businesses likely to be affected by the temporary road closure are notified in writing no less than 3 weeks before the closure comes into force. If properties require an access code, Royal Mail must be used to deliver letters.
- Obtain public liability insurance indemnifying Plymouth City Council 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 any way attributed to the road closure
- Ensure that access to individual properties adjacent to the event location is maintained
- Advanced warning boards must be put out 2 weeks prior to the event
- Provide and display 'Road Closed' signs and a 'Road Ahead Closed' sign on all approaches/access points to your road (these will only be required for display on the day)
- Procure, place, maintain, operate and remove each 'Road Closed' and 'Road Ahead Closed' sign required (see signage guidance)
- Provide and display 'Diversion' signs if diversion route is applicable
- All road closures **must** be listed on both the applicants website and social media at least two weeks prior to the event
- TTRO notices must be laminated and displayed on site at various points where closures/suspensions in place at least 2 weeks prior and for the duration of the event. The placement and removal of signs are the event organiser's responsibility and must be removed within 2 days of the event finishing.

SIGNAGE GUIDANCE

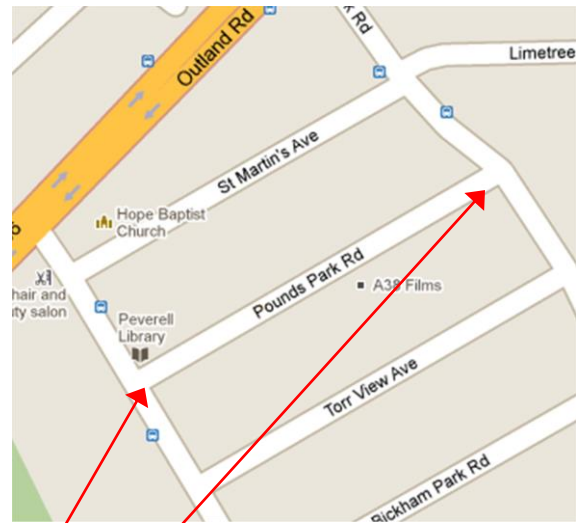
- We recommend that you follow the example diagram below showing where you will need to erect the sign(s) and the size specification that they will need to be in order to comply with guidance set out by the Department for Transport. A sign must be placed in each entrance to the closed road(s). Road ahead closed signs will be required on any adjoining roads approaching the road closure.

Example guide to setting out the correct traffic management

Example 1: Closing Cross Park Way and Cosdon Place



Example 2: Closing Pounds Park Road



Signs need to be secured with sandbags and be in accordance with the traffic signs regulations size, specified above (750mm by 1050mm)

FAQs AND CHECKLIST

Q. Do we need insurance cover?

A. Yes. All events must have Public Liability insurance to the value of £5million, to protect you in the event of any damage caused. Public Liability Insurance covers any damages attributed to an event organiser, because of an accident caused by their event that resulted in injury or damage. It also covers legal fees, any related costs and additional expenses as well as the costs of any hospital treatment. Quotes for insurance can be obtained on the internet, searching for 'Public Liability Insurance', and start from as little as £50. The costs can always be split between residents, or you could hold a raffle or ask for donations to cover the costs.

We recommend that before the event you make a record and take photographs of any existing defects you may have within the area you wish to close. These photographs could include damaged street lamps, missing manhole covers, potholes etc. (you do not need to send these to us with your application, they are for your own records).

Q. Do I need a risk assessment?

A. Yes – any event carried out on the Public Highway will require a risk assessment

Q. We are serving alcoholic drinks – do we need an alcohol licence?

A. Licences are only required if alcohol is sold. At a private party, sharing drinks with your neighbours does not require a licence. If you did want to sell alcohol, you will need to apply for a Temporary Events Notice by contacting Plymouth City Council's Licensing department on 01752 304141 or email licensing@plymouth.gov.uk. The licence will cost in the region of £20.

Q. We are playing music – do we need an entertainment licence?

A. If your local event is a private party for residents and the music is not advertised in advance to attract people and you're not making money then there is no need for a licence for your music, whether it is live or recorded.

Q. Do we need a permit to serve food?

A. If you are holding a private party, you do not need a licence under the Licensing Act 2003 to sell food (unless you wanted to only sell hot food after 11pm).

Q. We are having a tombola/raffle – do we need permission?

A. If the tombola/raffle tickets are sold on the day and the prizes are not worth more than £500 in total, then it will be exempt from gambling regulations. Any proceeds from the tombola/raffle must go to a good cause, such as charity or even covering the cost of your party. Alternatively, if you did want to raise some money for your local church or charity, you can always ask people for donations.

Q. Do we need to clean up afterwards?

A. You need to clean up after your event. It is your street, your event, so keep your local area clean and tidy. Let people know in advance what time the party will finish and have a section set aside for bin bags and recycling.

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ROAD CLOSURE APPLICATION FORM

1 Your Details

Name:

Organisation (if applicable):

Contact Address (incl. postcode):

Telephone Number (for emergencies and out of hours):

Email address:

Contact Name and email address for all public queries/complaints:

NOTE

The above contact details will be published in conjunction with your road closure details e.g. online and in the on-street notices.

2 Details of Road Closure

Name of road(s) to be closed:

Date and time of road closure:

If you plan to close only a section of the road(s), where will the closure begin and end?

From:

To:

NOTE

Please attach a scale drawing showing your closure.

3 Consultation with those affected

Give a brief list of properties affected:

This means any property, residential or commercial, which is located on or accessed only by the road(s) you wish to close – e.g. Cedar Close numbers 1 to 20 and numbers 21 to 98

Is everyone in your street aware of the event?

YES NO

Have most residents agreed to it i.e. over 50% of affected households?

YES NO

Are you planning on closing a road that is part of a bus route?

YES NO

If YES, you will need to consult the bus companies and attach a copy of their response.

The contact numbers for Plymouth's three main bus companies are:

- Stagecoach: 01752 495200
- Citybus: 01752 662271
- Target Travel: 01752 242000

Will access for emergency vehicles (if required) be readily available at all times?

YES NO

If NO, you will need to discuss this with the emergency services. In the interest of safety we highly recommend that roads are accessible to for all emergency vehicles.

Are any of the roads to be closed used by non residential traffic?

YES NO

If YES, please attach a scale map or draw a simple diagram below showing the exact extent of the closure and an alternative route for traffic.

You will also need to consult businesses in the wider area that may be affected. If so, have you already consulted with them?

YES NO

If YES, please attach a copy of your consultation invitation/notice and confirm the date it was sent.

NOTE

Plymouth Highways will want to ensure that most people are happy with this event, so if there are any objections you should let us know. We may be able to help you resolve any objections. It is worth remembering that not everyone will be able to participate so let everyone know what time the party will start and end (you may want to finish by 9pm to minimise noise).

4 Next Steps

Send this form back to us using the contact details below.

Checklist:

- Application Form
- N notice
- PL Insurance
- Consultation Material
- Risk Assessment
- Traffic Management Plan
- Site Map

Within ten working days of receiving your application we will look at what you are proposing, process your application for a temporary road closure and let you know whether you are successful.

NOTE

A Public Highway road/street should not be closed without the permission of the Highway Authority or without the necessary TTRO in place.

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