

Any organiser proposing an event such as a street party, parade, carnival, road race that is on, or adjacent to, a highway, or any event likely to attract large crowds that may overspill onto the public highway, must consider the traffic management and road safety implications at a very early stage. .

The Police and Council both have an input with respect to traffic management and road safety and need to know as much detail as possible well in advance to judge the effects of the event using the relevant legislation and published guidance. If the traffic management implications have not been properly addressed or the event poses potentially serious disruption or road safety concerns then PESAG may advise that the event does not proceed and withdraw their support, or the Council may seek an injunction from a High Court Judge to prevent the event going ahead.

To provide the Police and Council with enough information to judge the effects of the event you are required to provide all the information identified in this guide. Use the checklist below to make sure that nothing is missed.

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| Plan showing section of road(s) to be closed and proposed diversion route(if applicable) | <input type="checkbox"/> |
| Is the road (that is proposed to be closed) part of a bus route?
If the answer is yes you will need to include details of alternative arrangements that can be made | <input type="checkbox"/> |
| Evidence that property owners/residents within the proposed closure area whose access will be restricted / unavailable have been consulted ? | <input type="checkbox"/> |
| Details of Traffic Management company and copy of traffic management plan | <input type="checkbox"/> |
| Information about any advance signing that may be required? | <input type="checkbox"/> |
| Information about any highway directional signing that may be required? | <input type="checkbox"/> |
| Details of parking controls | <input type="checkbox"/> |
| Evidence of public liability insurance - minimum £5 million | <input type="checkbox"/> |

You can also obtain clarification and advice from the Council's Traffic Management Team, 17 Allington Way, Darlington, DL1 4DY

Traffic Management

From time to time events may be held that do not require a road to be closed, however, they do require some other forms of traffic control. This may be in the form of directing traffic by a certain route to an event, signs warning general traffic of an event, or even controlling parking adjacent to an event. Each one of these will require some form of traffic management, likely to result in signs being erected on the highway, this will also be the case for any road closure and diversion. In such cases any signs must only be supplied and erected by a Traffic Management Company.

Traffic Management Plan

It is vital that an event that has an impact on a public highway has a properly determined Traffic Management Plan. The Plan will need to contain information on some or all of the elements contained in this guide. The Traffic Management Plan allows an assessment of the potential impact to traffic and road safety in the vicinity of the event to be made. Until such a Traffic Management Plan is approved then the event should not go ahead.

Highway Directional Signing

Highway directional signing are signs identifying the route to the event and are usually black text on a yellow background. NOTE: We will not allow signs on the highway advertising the event.

If advanced directional signing is proposed for the event you will need to:

1. Attach a schedule showing the design, size and mounting arrangements of the signs and a plan showing their location.
2. The date when the signs are to be erected.
3. The date when the signs are to be removed.
4. Confirm details of the Traffic Management Company that are designing and implementing this signing in accordance with the Department for Transport's Traffic Signs Manual.

On street parking

For event 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 by parking bays and subject to a traffic regulation order, or it could be general adhoc parking that needs preventing.

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

Public car parks

Some events may require the closing of a public car park to facilitate the event. If such a closure is required then the organisers need to discuss such arrangements with the Parking Team (see Appendix 1 for contact details).

Once you have the approval of the Parking Team to close a public car park please include details those car parks to be closed and any alternative arrangements for parking that are being made.

Parking provision within the event site

There may be opportunity to park vehicles within the venue for the event. If this is possible provide a plan indicating

- the location and number of parking spaces dedicated for parking of event vehicles and those that are for the public to use.

- the access route to the car park from the highway and the Traffic Management personnel or marshal locations and numbers.

Are any visitors to the event arriving by Coach? Please identify on a plan where coaches will pick-up, drop-off and park.

If you have not identified any dedicated parking provision for the event please provide a statement or plan of where you anticipate people to park and any measure you may have taken to alleviate congestion. Parking around events has become an issue recently and it is important that it is duly considered in the organising of any event.

ROAD CLOSURES

A request for a road closure does not automatically guarantee that one will be granted. The Traffic Management Team will need to be satisfied that the event will not cause any unnecessary risks to road users and pedestrians or create unnecessary traffic congestion.

There are a two ways in which a road closure can legally be arranged:

(1) Section 21 of the Town Police Clauses Act 1847

May generally be used for events where there is a thronging of the highway whether or not the event is actually held on the highway and there is no cost to the applicant for processing an order.

The organiser is responsible for:

- posting and maintaining the closure notice provided by the Council on the affected street(s) to inform people locally of the reasons for closure within the proposed closure area.
- providing, maintaining and removing all signs and barriers associated with the closure. This must be done through a Traffic Management Company in accordance with the Department for Transport's Traffic Signs Manual. The list of the names of companies that operate in the area is included in the end of this guide.

(2) Section 16A of the Road Traffic Regulation (Special Events) Act, 1994

Will be used where any sporting event is held on a road and may be used in connection with any 'relevant event' which the Council deems appropriate.

The organiser is responsible for:

- directly informing residents and those affected by the event.
- providing, maintaining and removing all signs and barriers (by employing a Traffic Management Company to operate in accordance with the Department for Transport's Traffic Signs Manual). (A list of companies that operate in the Darlington area is on the last page)
- paying the Council's costs to advertise the statutory notice (and this will be in the region of £500 to £1000.)

Applying for a Street Closure Order - Process

The Highways Authorities prefer that applications for road closures are made more than 12 weeks before to the event. This is to allow sufficient time to carry out a

proper risk assessment, to identify the effects on the highway network and to arrange for advertising if required. Durham Constabulary and any other relevant bodies. (e.g. bus companies if a bus route is affected) will be consulted on your proposal.

By completing the “Highway and Traffic Implications” section of the Event Application Form F1 submitted to PESAG the organiser provides the basic information that is needed to commence dialogue regarding the traffic management and road safety arrangements. Officers make judgments with regard to the level of traffic management that will be required and may request further information for clarification.

Upon notification from PESAG that the event is supported the required road traffic orders will be processed.

The organiser will be required to implement the traffic management plan for the event as submitted within the application and supporting documents. Any deviation must be agreed prior to the event.

Advanced notification of the road closure

You will need to provide a schedule showing the design, size and mounting arrangements of the signs and a plan showing their location. The date when the signs are to be erected and when they are to be removed. Confirm that a Traffic Management Company will design and implement the signing in accordance with the Department for Transport’s Traffic Signs Manual.

Proposed diversion route

Indicate your proposed diversion route (if required) including:

1. A plan showing which road(s) require closing and the diversion route proposed.
2. An explanation of why the road(s) need to be closed to traffic. Also identify any vehicles that may require exemption to the road closure, such as specific event vehicles.
3. A schedule showing the design, size and mounting arrangements of the signs and a plan showing their location.
4. The date when the signs are to be erected.
5. The date when the signs are to be removed.

Confirm details of the Traffic Management Company to design and implement the signing in accordance with the Department for Transport’s Traffic Signs Manual.

Conditions attached to a Road Closure Notice

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.
- Road closure and diversion sign 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 stewards/marshals in the event.
- 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 hydrant 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 preparation 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 the Order, especially those fronting the Order, in writing 14 days prior to the event.
- Separate application being made for any necessary Licences or permits for entertainment, charitable collection etc.

List of traffic management companies known to operate locally

Hatton Traffic Management Ltd
All Saints Industrial Estate, Shildon
County Durham DL4 2RD

Tel. (01388) 775542
Fax (01388) 774372

Premier Traffic Management
Unit 13 Tudhoe Industrial Estate
Tudhoe
SPENNYMOOR
County Durham

Tel (01388) 815661
Fax (01388) 420993

RTM Group Services Plc
Front St, Belside, Northumberland Tel (01670) 530080 Fax (01670) 530083