

ROAD CLOSURES & TRAFFIC MANAGEMENT

Any organiser proposing an event on or adjacent to a public highway must consider the traffic management, road safety and cost implications at a very early stage. Examples of such events would be parades / processions, carnivals, road races or any event likely to attract large crowds that may overspill onto the public highway. 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 and process the road closure 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 the ISAG 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 appendix. Use the checklist provided at the end to make sure that nothing is missed. You can also obtain clarification and advice from the Council's Network Safety Team (See Appendix 1 for contact details).

Road Closures

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

Using the Town Police Clauses Act 1847

Generally used for short periods of time or 'rolling road closures' when the event specifically takes place on the public highway such as a procession or parade. The road closure will only be in effect for the actual duration of the event during which crowds or participants will be liable to obstruct the public highway, the closure does not cover setting up or dismantling any infrastructure associated with the event. Orders made using this legislation only have to be advertised by means of a Notice on site and the associated costs are considerably lower than if advertising in local press is required.

The organiser is responsible for:

- Contacting the Council and providing detailed information sufficiently in advance.
- Providing, maintaining and removing all signs and barriers associated with the closure. This must be done through an approved Traffic Management Company in accordance with the Department for Transport Chapter 8 Traffic Signs Manual. The Council can provide names of appropriate companies.
- Directly informing residents and those affected by the event.
- Funding traffic management costs associated with the road closure.

The Council will:

- Process, post and maintain the closure Notice on the affected road (s).
- Inform relevant bodies; bus operators, emergency services
- Check traffic management proposals and drawings
- Check other road works in the area as part of the co-ordination process

Using the Road Traffic Regulation Act 1984

Used where the event (e.g. road race) takes place on or adjacent to the public highway or where crowds from an event are likely to spill onto the highway whilst watching the event. The road closure can be in effect to cover setting up or dismantling any infrastructure associated with the event in addition to covering the duration of the event itself. Orders made using this legislation must be widely publicised and are advertised by means of a Notice on site and also in the local press, the associated costs can be considerable as part of this statutory process.

The Organiser is responsible for:

- Directly informing residents and those affected by the event.
- Contacting the Council and providing detailed information sufficiently in advance.
- Providing, maintaining and removing all signs and barriers associated with the closure. This must be done through an approved Traffic Management Company in accordance with the Department for Transport Chapter 8 Traffic Signs Manual. The Council can provide names of appropriate companies.
- Funding costs to advertise the statutory Notice in local press and traffic management costs associated with the road closure.

The Council will:

- Process, post and maintain the closure Notice on the affected road (s).
- Inform relevant bodies; bus operators, emergency services
- Check traffic management proposals and drawings
- Check other road works in the area as part of the co-ordination process

SPECIAL NOTE: A request for a road closure does not automatically guarantee that one will be granted. The Network Safety 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.

Applying for a Road Closure

Any event organiser requesting a road closure should submit their application a minimum of 8 weeks prior to the closure date to allow sufficient time for the Order to be considered, prepared and processed.

Requests for road closures are discussed at the Council's Officer Traffic Group (OTG) where the implications of the closure are considered. The OTG is attended by the Police, Emergency Services, bus operators and Senior Engineers from Stockton Council, who will make judgements with regards the impact on the road network and road users.

Event organisers are required to implement the traffic management plan once approved by the OTG, any deviations must be agreed prior to the event taking place.

The OTG will report their recommendations to the Council's Independent Safety Advisory Group (ISAG) for inclusion in their consideration of your event application form.

Advanced Notification of a Road Closure

The purpose of advanced warning signs is to inform road users of a planned road closure. An event organiser should appoint a traffic management company to provide warning signs as required by Chapter 8 of the Traffic Signs Manual.

An appointed traffic management company should provide a scale plan showing the proposed advanced warning/closure signs and their locations.

Proposed Diversion Route

Proposed diversion route including:

1. Confirm details of the Traffic Management Company appointed in accordance with Chapter 8 of the Traffic Signs Manual.
2. A plan showing which road(s) require closing and the diversion route proposed.
3. If required, the provision of temporary bus stops should be discussed/provided which the event organiser must fund
4. An explanation of why the road(s) must be closed to traffic. Also identify any vehicles that may require exemption to the road closure, such as emergency services vehicles, specific event vehicles.
5. A signing schedule, including the sign design sheets, size and mounting arrangements of the signs and a plan showing their location.
6. The date when the signs are to be erected on site.
7. The date when the signs are to be removed from site.

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 temporary 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 erected by a Traffic Management Company.

Traffic Management Plan

It is vital that an event that has an impact has a properly determined Traffic Management Plan. The Plan will need to contain information on some or all of the elements contained in this appendix. The Traffic Management Plan allows us to assess the potential impact to traffic and road safety in the vicinity of the event. 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: The Council will not allow signs on the highway advertising the event unless approved planning permission has been granted.

On Street Parking

For event safety reasons parking may need to be restricted at certain locations in the vicinity of the event. This may be parking identified by parking bays and subject to Traffic Regulation Orders, or it could be general adhoc parking that needs to be prevented.

Any requirements to limit on street parking will need to be identified. A plan will be required highlighting all location(s) where parking needs to be restricted and an explanation for these restrictions will need to be provided.

Public Car Parks

Some events may require the closing (part closure) of a public car park to facilitate the event. If such a closure is required then the event organisers will need to discuss arrangements with Stockton Borough Council's Car Parking Team (see Appendix 1 for contact details). The event organiser may be required to fund the loss of revenue as a result of a car park closure and these costs would be in addition to any road closure costs.

Once the Car Parking Team has agreed to close a public car park, these details should be included in your event application form.

Parking Provision within the Event Site

There may be opportunity to park vehicles within the venue for the event. If this is possible can you please provide a plan indicating the location and number of parking spaces dedicated for parking within the boundary of the event. Also can you identify which spaces will be reserved for event vehicles and those that are for the public to use.

On the plan can you also identify 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 arrangements are very important and must be duly considered in the organising of any event.

Conditions attached to a Road Closure Notice

The event organiser 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 your/your organisation's cost and removed by them at the end of the temporary closure.
- The Event Organiser is responsible for stewards/marshals in the event.
- The Event Organiser is 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.

Appendix 8

- The Council (as Highway Authority) will not accept liability for any claims that may be submitted for any accident, damage or injury sustained as a result of the event; it is the Event Organiser responsibility to obtain necessary insurance cover.
- The Event Organiser is 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.

Checklist of key traffic management information to be included as part of the application

- Plan showing section of road(s) to be closed and proposed diversion route
- Is the road (that is proposed to be closed) part of a bus route?
- Evidence that property owners/residents who will be directly affected by the proposed closure have been consulted, in particular any property where access will be restricted/ unavailable?
- Details of the Traffic Management company and copy of traffic management plan
- Information about any advance signing that may be required?
- Information about any highway directional signing that may be required?
- Details of parking controls
- Evidence of public liability insurance - minimum £5 million