**Guidance Note 10**

**Traffic Management**

Any organiser thinking of having an event on or next to a public highway needs to think about 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 ant road closures (If required), 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 the (Independent Safety Advisory Group) may advise that the event should not proceed and withdraw their support.

The worst case scenario is the Council could even seek an injunction from a High Court Judge to prevent the event going ahead.

To provide the Police, the Council and ISAG with enough information to judge the effects of your event you will need to provide all the information identified in this guidance note. 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 Highway Network Management Team.


Tel: 01642 526709

**Road Closures/Temporary Traffic Regulation Orders (TTRO)**

Should you require a Road Closure then there are a two ways in which they can be legally processed:

**Method 1 -Using the Town Police Clauses Act 1847**

This method is 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 the crowds or participants will be using the public highway, this type of 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 and all necessary diversion routes. 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 you with names of appropriate companies who would support you with this.
- 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

Method 2-Using the Road Traffic Regulation Act 1984

This is used where the event takes place on or adjacent to the public highway or where crowds from the 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, and all associated diversion routes. 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 Highway Network Management Team will need to be satisfied that your event will not cause any unnecessary risks to road users and pedestrians or create unnecessary traffic congestion.

Applying for a Road Closure

As the event organiser requesting a road closure should submit your 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), or by a representative of the OTG if between meetings, 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.

Your 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:

- Confirm details of the Traffic Management Company appointed in accordance with Chapter 8 of the Traffic Signs Manual.
- A plan showing which road(s) require closing and the diversion route proposed.
- If required, the provision of temporary bus stops should be discussed/provided which the event organiser must fund
- 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.
- A signing schedule, including the sign design sheets, size and mounting arrangements of the signs and a plan showing their location.
- The date when the signs are to be erected on site.
- 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, temporary traffic signals 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 on the Highway has a Traffic Management Plan. The Plan needs to contain information on some or all of the elements contained in this guidance note. The Traffic Management Plan allows us to assess the potential impact on traffic, road safety and pedestrians 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.