



# Ceredigion County Council

## **GUIDANCE FOR EVENT ORGANISERS**

**Road Closures for Special Events**

**Town Police Clauses Act 1847 S.21**

**Road Traffic Regulations Act 1984 S.16A**

**COVID-19 Regulations**

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## GUIDANCE NOTES

In all cases where the proposal is to hold an event on the public highway, the first priority of the event organiser must be to obtain the necessary permission from the authorities. Event organisers should make sure that they allow themselves enough time to fully plan the proposed event for which a request for a temporary road closure order is to be made. A road closure can be very disruptive to local residents and the event organiser should give serious thought to decide if the event could be held somewhere other than the highway. Consideration must also be given to a suitable diversion route and proposals should be submitted for approval with the application. If there is any doubt about whether or not a road closure is appropriate or required, event organisers should seek advice from the Road Closures Section.

Listed below are some examples of the type of events that could take place with a road closure order under 'The Police Town Clauses Act 1847'.

- Parades and Processions
- Switching on Illuminations
- Summer Carnivals

Other larger scale events that could be held on the highway such as cycle races or fairs, which would result in greater disruption, would normally require the road to be closed under the Road Traffic Regulation Act 1984 S.16A.

In any event, if the following requirements have not been met by the organiser, it may not be possible for the Highway Authority to grant a Road Closure Order:

- You have not given the Authority enough time to process the application (**minimum of 3 months notice**).
- If the Authority thinks that there is a more suitable location to hold the event.
- The closure would obstruct a particularly heavily trafficked road.
- Excessive numbers of people likely to attend the event which constitutes a Health and Safety Risk.
- The requested duration of the closure is too long.
- There is no satisfactory diversion around the closure.
- The access for the Emergency Services is inadequate.
- The Authority receives valid objections from other parties regarding the event that cannot be resolved (see Consultation notes p. 5 & 6).
- The organiser does not have sufficient Public Liability Insurance/Indemnity (to be assessed by the Council but typically a minimum of £5 million).
- The organiser does not agree to insure all other parties against any potential liability in connection with the event.
- Any other grounds that are deemed relevant to the application.

## **The Council can authorise road closures for Special Events involving Cycle Racing under the Road Traffic Regulation Act 1984 S.16A**

Ceredigion County Council requires the organiser to provide the following information for any special event road closure that involves cycle racing:

- Details of the venue/s and exact position of the start and finish lines.
- Plan showing road/s that will be closed or affected by the racecourse and alternative route/s.
- Details of arrangements for Traffic Management (see **Marshalling** under Other Considerations p. 7). **Traffic Management Plans will need to include positioning of all signage and barriers, including photographs of said signage. Our recommendation would be to seek the advice of a Traffic Management Company or even procure their service, but we understand that costs will determine whether the latter is feasible. Organiser are reminded that they cannot be solely reliant on the Police to carry out this service.**
- Maximum numbers of competitors permitted to participate in each race.
- Whether the event is a race or a timed trial.
- Details of rules if a timed trial.
- Evidence of Insurance/Indemnity (to be assessed by the Council but typically a minimum of £5 million).
- Risk Assessment and Method Statement (see Useful Information p.8)
- Details of Barriers and other safety measures **(to be included in Traffic Management Plan)**.
- Signing schedule to include diagrams/numbers/locations/mounting heights and in accordance with Traffic Signs Regulations & General Direction 2002. This schedule will need to show the bilingual signing of the diversionary route for any road closure applied for and will need to be formally approved by the Authority. **(To be included in Traffic Management Plan)**. Cost/installation/removal of signs lies with organiser/applicant. **Signs must be bilingual with the Welsh version uppermost.**
- Copy of consultation letter and address list. (see Consultation notes p. 5).
- Proof of consultation with residents/frontagers/businesses & other affected organisations e.g. bus & taxi companies prior to submitting application.
- Confirmation of the event from the Wales Cycling Union – if appropriate
- Details of arrangements made for provision of parking for transport vehicles and bicycles.
- Details of arrangements made for the clearing of all rubbish from the highway after the event.

## **The Council can authorise road closures for Special Events (other) under the Road Traffic Regulation Act 1984 S.16A**

Ceredigion County Council requires the organiser to provide the following information:

- Details of Venue/s.
- Plan of road/s closed/affected and alternative route.
- Maximum number of attendees (including participants and spectators).
- Evidence of Insurance/Indemnity (to be assessed by the Council but typically a minimum of £5 million).
- Risk Assessment and Method Statement (see Useful Information p. 8/9).
- Details of arrangements for Traffic Management (see **Marshalling** under Other Considerations p.7). **Traffic Management Plans will need to include positioning of all signage and barriers, including photographs of said signage. Our recommendation would be to seek the advice of a Traffic Management Company or even procure their service, but we understand that costs will determine whether the latter is feasible. Organisers are reminded that they cannot be solely reliant on the Police to carry out this service.**
- Details of Barriers (**to be included in Traffic Management Plan**)
- A signing schedule to include diagrams/numbers/locations/mounting heights and in accordance with Traffic Signs Regulations & General Direction 2002. This schedule will need to show the bilingual signing of the diversionary route for any road closure applied for and will need to be formally approved by the Authority. **(To be included in the Traffic Management Plan)**. Cost/installation/removal of signs lies with organiser/applicant. **Signs must be bilingual with the Welsh version uppermost.**
- Copy of consultation letter and address list (see Consultation notes p.5).
- Proof of consultation with residents/frontagers/businesses & other affected organisations e.g. bus & taxi companies prior to submitting application.
- Details of arrangements made for provision of parking for transport vehicles.
- Details of arrangements made for the clearing of all rubbish from the highway after the event.

**The Council can authorise road closures for Special Events under Section Town Polices Clauses Act 1847 S.21**

Ceredigion County Council requires the organiser to provide the following information:

- Details of venue/route.
- Plan of road/s closed/affected and alternative route.
- Maximum number of attendees (including participants and spectators).
- Evidence of Insurance/Indemnity (to be assessed by the Council but typically a minimum of £5 million).
- Risk Assessment and Method Statement (see Useful Information p.8/9).

- Details of arrangements for Traffic Management (see **Marshalling** under Other Considerations p. 7).
- **Traffic Management Plans will need to include positioning of all signage and barriers, including photographs of said signage. Our recommendation would be to seek the advice of a Traffic Management Company or even procure their service, but we understand that costs will determine whether the latter is feasible. Organisers are reminded that they cannot be solely reliant on the Police to carry out this service.**
- Details of barriers **(to be included in Traffic Management Plan)**.
- A signing schedule to include diagrams/numbers/locations/mounting heights and in accordance with Traffic Signs Regulations & General Direction 2002. This schedule will need to show the bilingual signing of the diversionary route for any road closure applied for and will need to be formally approved by the Authority. **(This to be included in Traffic Management Plan)**. Cost/installation/removal of signs lies with organiser/applicant. **Signs must be bilingual with the Welsh version uppermost.**
- Proof of consultation with Emergency Services and local bus companies (see Useful Information p. 8/9).
- Details of arrangements made for provision of parking for transport vehicles.
- Details of arrangements made for the clearing of all rubbish from the highway after the event.

## CONSULTATION

**Frontagers / Residents.** For certain types of event, as directed by the Highway Authority, the organisers will be required to provide evidence that they have consulted with frontagers / residents and other affected organisations such as bus and taxi companies, prior to submitting their application. Ceredigion County Council will require a copy of the consultation letter and a list of addressees. This letter must include:

- a) The cut off date for objections (at least 5 weeks prior to the proposed closure).
- b) The address objections are to be registered:  
 By post: By e-mail: clic@ceredigion.gov.uk  
  
 Road Closures Section  
 Highways and Environmental  
 Services  
 Ceredigion County Council  
 Canolfan Rheidol  
 Aberystwyth  
 Ceredigion  
 SY23 3UE
- c) The statement that all objections must include the name and address of the Objector or they cannot be considered.

- d) Information to the effect that Objectors have the right to request under the Data Protection Act 1998 that their name and address be withheld from public inspection or inclusion in any published report.
- e) A copy of proposed Street Notice advertising the proposed closure.

N.B. Any objections received by the organiser must be forwarded to Ceredigion County Council.

**Stakeholders.** Ceredigion County Council may also consult with the following key Stakeholders;

- a) Dyfed Powys Police
- b) Mid and West Wales Fire Authority
- c) Welsh Ambulance Services NHS Trust
- d) Ceredigion County Council's Transport Unit
- e) Ceredigion County Council's Licensing Officer
- f) Ceredigion County Council's Streetworks Manager
- g) Local Member
- h) Community / Town Council
- i) Chamber of Trade
- j) Principal Engineer (Maintenance)

**Objections.** In the event that a valid objection is received, it will in the first instance be passed to the Event Organiser for resolution. Ceredigion County Council must be kept informed of all steps taken. In the event that there remains an unresolved valid objection from a member of the public the application will be referred to the Director of Highways, Property & Works who will make the final decision as to whether the closure can be permitted.

Any valid objections from Stakeholders which cannot be resolved by the Organiser will almost certainly result in the application being refused.

## **OTHER CONSIDERATIONS**

### **Access for Emergency Vehicles.**

When planning the event, priority must be given to the provision of access for emergency vehicles at all times. It is advisable to contact your local Police, Fire and Ambulance Service before submitting your application.

### **Signage**

The event organiser is responsible for ensuring that adequate signage for the road closure and diversion route is in place prior to and during the event. All signs to be placed on the highway must be in accordance with Chapter 8 of the Traffic Signs Manual [www.dft.gov.uk/pgr/roads/tss/tsmanual](http://www.dft.gov.uk/pgr/roads/tss/tsmanual) and be approved by the Road Closure Section in advance.

**All signs should be bilingual with the Welsh version uppermost.** We will require details of where the signs are to be placed, how they are to be fixed and who is carrying out this work. Any signs not approved by the Road Closures Section will be removed and could result in any further applications being rejected. It should be noted that the provision of signs remains the responsibility of the Event Organiser (see Qualified Traffic Management Companies p.8). **We ask for photographic evidence of the signage.**

## **Marshalling**

Traffic management is the responsibility of the Event Organiser. 'Only the police or someone under their direction can legally undertake traffic regulation on the public highway. Consultation is therefore essential to secure the appropriate provision of resources. Stewards/Marshals directing traffic on site should have suitable personal protective equipment such as high-visibility clothing and weather protection' (see Health and Safety Executive Event Safety Guide, article 327 [www.hse.gov.uk](http://www.hse.gov.uk)). The Organiser should give consideration to the adequate provision of trained Marshalls. **The Organiser will be responsible for ensuring that marshals/stewards are competent in directing traffic and pedestrians and that sufficient number are deployed to managed the event. Proof of competence must be provided for each steward/marshal as part of the application, either by certificate/accreditation and/or a CV for each steward/marshal. Each CV should contain a list of the events where their services have been employed as a marshal/steward. The Council will decide whether this experience is enough to consider them competent to direct and control pedestrians and traffic.** A traffic management plan should be discussed with the Road Closures Section early in the organisational process.

## **Buses**

Advice regarding bus routes and local operators can be obtained by contacting the Transport Unit at Ceredigion County Council (see Links to useful information p.8).

## **Car Parking**

Consideration must be given to the provision of car parks for people attending the event in order to avoid any further obstruction on the highway.

## **FEES**

On receipt of the Application Form and sufficient information detailing the event the Road Closure Section will be able to advise the Event Organiser of the cost to process the Order and also the minimum Public Liability/Indemnity cover required. (Please see **Annex A** for guidance). Fees may be subject to annual review.

## APPLICATIONS

Applications will only be accepted on the Ceredigion County Council form 'Application for Temporary Road Closure – Special or Community Events' and must be submitted together with all the required information to: **Ceredigion County Council require a minimum of 12 weeks to process an application.**

Road Closures, Highways and Environmental Services, Ceredigion County Council

E-mail: clic@ceredigion.gov.uk

Ceredigion County Council will contact you to confirm receipt of the application form. We will then begin the Stakeholder consultation process and inform the organiser of any objections received.

## APPROVAL

Once the road closure is approved, the Authority will provide the organiser with Public Notices which are to be placed on site at least 5 working days prior to the event. The Notices **must not** be taped or glued to any street furniture (including lamp columns and signs) and secured with string or plastic ties only.

In the event that a Closure has not been approved, the Organiser will be informed immediately in writing by Ceredigion County Council, stating the reasons why the application has been denied.

## POST EVENT

The Organiser must ensure that all signs and barriers are removed from site immediately after the event and that no obstructions are left on the highway.

Any damage to the highway must be reported immediately to the **Contact Centre on telephone number 01545 572572**. It is the Organiser's responsibility to ensure that all rubbish is cleared away and that any mud or muck is cleaned off the highway. In the event that street cleaning and rubbish removal has not been carried out satisfactorily, the Council will carry out this function by default and a charge will be raised.

## LINKS TO USEFUL INFORMATION

[www.hse.gov.uk](http://www.hse.gov.uk) - [www.method-statement-template.com](http://www.method-statement-template.com)

For information and help on issues relating to Health and Safety and Risk Assessments/Method Statements

[www.police.homeoffice.gov.uk/publications/operational-policing-safety-guide.pdf](http://www.police.homeoffice.gov.uk/publications/operational-policing-safety-guide.pdf) - the Home Office Good Practice Safety Guide for small and sporting events taking place on the highway, roads and public places



[www.ceredigion.gov.uk](http://www.ceredigion.gov.uk) - 'Traffic and Roadworks Update' for information on road works and road closures in Ceredigion

[www.ceredigion.gov.uk](http://www.ceredigion.gov.uk) – 'Buses and Public Transport' or call 01970 633555 for information on Bus Services and Operators

[www.dft.gov.uk/pgr/roads/tss/tsmanual](http://www.dft.gov.uk/pgr/roads/tss/tsmanual) Chapter 8 of the Traffic Sign Manual

**Please see fees and charges in Annex A of this Guidance**

## Annex A

### Event Planning Guidance (For events on the Public Highway)

Event Type*	Major	Significant	Minor	Small Community
Road Traffic Regulation Act 1984 (s16A special events 1994)	A	A	A	A
Town Police Clauses Act 1847 s21		A	B	C

- A      £830 TPCA s.21
- B      £240 TPCA s.21
- C      £64 TPCA s.21
  
- A      £830 S.16A (Extension/Amendment to application £240)

\* Event type reflects the perceived impact on the highway network and will include consideration of the expected number of attendees including spectators. The decision on which category an event falls into will be at the absolute discretion of the CLO Highways and Environmental Services.

**Note: Ceredigion County Council as the Highway Authority reserves the right to refuse a road closure.**