

## **GUIDANCE FOR EVENT ORGANISERS**

### **Road Closures for Special Events**

#### **Town Police Clauses Act 1847**

Transport Development Services  
Wiltshire Council  
Bythesea Road  
TROWBRIDGE  
Wiltshire BA14 8JN

E-mail: [trafficorders@wiltshire.gov.uk](mailto:trafficorders@wiltshire.gov.uk)

Fax: 01225 713207

Telephone: 0300 456 0100

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## **DO I NEED A ROAD CLOSURE?**

1. 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. If there is any doubt about whether or not a road closure is appropriate or required, event organisers should seek advice from the appropriate Divisional Highways Manager.
2. Where a road closure is required a diversion route needs to be developed. This needs to be approved by the Divisional Highways Manager in advance.
3. Listed below are some examples of the type of events that could be issued with a road closure order under the Town Police Clauses Act:
  - Parades and Processions
  - Christmas light illuminations
  - Street Markets
  - Celebrations of marked events i.e. Bonfire Night, May Day, Christmas
4. Wiltshire Council reserves the right to refuse a road closure. Some examples of the reasons are listed below:
  - Some Sporting Events may require an Order under the Road Traffic Regulation Act 1984 S.16A
  - You have not given us enough time to process the application (we require a minimum of 8 weeks)
  - If we think that there is a more suitable alternative location for your event
  - The road closure covers heavily trafficked roads
  - There are large numbers of people likely to attend the event
  - There is no risk to public safety and the necessity for a road closure is questionable
  - The risk assessment identifies any unacceptable risks
  - The requested closure closes the road for too long
  - There is too much disruption to the traffic flow
  - There is no satisfactory diversion around the road closure
  - There is no satisfactory emergency service access to the road closure
  - We receive objections from other parties or the public that cannot be resolved
  - The organiser does not have satisfactory public liability insurance
  - The organiser does not agree to insure all other parties against any potential liability in connection with the event
  - Any other grounds deemed relevant to the application
5. **Useful Contacts:** A compendium of useful contacts is included at the end of this guide.
6. This Guidance does not cover Temporary Traffic Regulation Orders under the Road Traffic Regulation Act 1984 S14 for roadworks or other works on the highway, and for these you will need to contact the Street Works Team at Wiltshire Council ([streetworks@wiltshire.gov.uk](mailto:streetworks@wiltshire.gov.uk)).

## **CONSULTATION**

7. **Frontagers / residents.** Event Organisers will be required to prove that they have consulted with frontagers / residents and other affected organisations such as bus and taxi companies, prior to submitting their Application. Wiltshire Council will require a copy of the consultation letter used and a list of all addressees that it has been sent to. Any such letter must include:
- a. The cut off date for Objections (at least 5 weeks prior to the proposed closure).
  - b. The address for Objections:  

By post:	By E-mail:
Traffic Orders Team	<a href="mailto:Traffic.Orders@wiltshire.gov.uk">Traffic.Orders@wiltshire.gov.uk</a>
Sustainable Transport Group	
Wiltshire Council	
Bythesea Road	
TROWBRIDGE	
Wiltshire BA14 8JN	
  - 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 the proposed Street Notice advertising the proposed closure (see para 6 below).
8. Once a closure has been confirmed, the Organiser will be responsible for placing Public Notices advertising the confirmed Closure (see para 5e above) for at least 4 working days prior to the event. These must be placed at the site of the closure and at key points as previously agreed with the appropriate Divisional Highway Manager.
9. Any Objections received by the Event Organiser must be forwarded immediately to Wiltshire Council (see above for details).
10. **Stakeholders.** Wiltshire Council will also consult with the following Key Stakeholders:
- a. Wiltshire Police.
  - b. Wiltshire Fire and Rescue Service.
  - c. Great Western Ambulance Service NHS Trust.
  - d. Passenger Transport Unit.
  - e. Street Works Coordinator.
  - f. Divisional Member.

- g. Chair of appropriate Area Board.
- h. Town / Parish Clerk (if not Applicant).
- i. Divisional Highways Manager.

11. **Objections.** In the event that an Objection is received, it will in the first instance be passed to the Event Organiser for resolution, who must keep Wiltshire Council informed of all steps taken.

12. Objections from Stakeholders which cannot be resolved by the Organiser will almost certainly result in the application being rejected and these stakeholder objections will not be referred to the Area Board.

13. In the event that there remains an un-resolved Objection from a member of the public the Application and the Objection(s) will be passed to the Cabinet Member for Highways and Transport in consultation with the Chair of the appropriate Area Board and the local Divisional Member, who will make the final decision as to whether or not the Closure should be permitted.

#### **OTHER PRE-APPLICATION CONSIDERATIONS**

14. **Risk Assessment / Public Liability.** You must provide us with a risk assessment of the event and proof of your public liability insurance (minimum of £5 million).

15. Advice on completion of risk assessments can be obtained from the HSE website ([www.hse.gov.uk](http://www.hse.gov.uk)) or through the Wiltshire Council Events Manager.

16. Public Liability Insurance (minimum of £5 million) will also be required for any company or organisation that will be carrying out any work in the highway (e.g. erecting signs) on your behalf.

17. **Access for Emergency Vehicles.** When planning the Event, priority must be given to the provision of access for emergency vehicles at all times. Dependent on the scale of your proposed closure, it may be advisable to contact your local Police Station, Wiltshire Fire and Rescue Service and the Great Western NHS Ambulance Trust before submitting your application.

18. **Signage.** The Event Organiser is responsible for ensuring adequate signage of the closure and any diversion route both prior to and during the Event. All signs to be placed on the highway must be in accordance with the requirements of the Traffic Signs Manual Chapter 8 and be approved by the Divisional Highways Manager in advance. The Divisional Highways Manager will require details of where the signs are to go, how they are fixed and who is carrying out this work. Non-approved signs placed on the highway will be removed and could result in any further applications being rejected, although it should be noted that the provision of signs remains the responsibility of the Event Organiser.

19. **Marshalling.** Traffic management is the responsibility of the Event Organiser and the Organiser should give consideration to the adequate provision of Marshalls. A traffic management plan should be discussed with both the Divisional Highways Manager and Wiltshire Police early in the organisational process.

20. **Buses.** If you need advice regarding bus routes or local operators, contact the Public Transport Unit at Wiltshire Council.

21. **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**

22. **Town Police Clauses Act.** Wiltshire Council will not normally charge for events organised by a Charitable or local community organisation. The Council reserves the right to make a charge of up to £150 where a commercial organisation is advantaged by a proposed street closure.

23. Charges will be subject to periodic review.

## **APPLICATIONS**

24. Applications will only be accepted on the Wiltshire Council form 'Application for Road Closure – Special Events'.

25. Applications must be made to:

Traffic Orders Team  
Sustainable Transport Group  
Wiltshire Council  
Bythesea Road  
TROWBRIDGE  
Wiltshire BA14 8JN

E-mail: [Traffic.Orders@wiltshire.gov.uk](mailto:Traffic.Orders@wiltshire.gov.uk)

Telephone: 0300 456 0100

26. Applications must include:

- a. Copy of consultation letter and addressee list (names / addresses) including the proposed Street Notice.
- b. Copy of Public Liability Insurance.
- c. Copy of risk assessment.
- d. A map showing the full extent of the road to be closed, indicating
  - (1) Route of any proposed diversions.
  - (2) Approximate positioning of diversionary / road signage.
  - (3) Details of road signs (including wording).

27. On receipt of the Application, Wiltshire Council will:
- a. Acknowledge receipt of the Application, including details of fee to be charged (if any).
  - b. Begin the stakeholder consultation process.
  - c. Inform the Organiser of any objections that are received.

### **APPROVAL**

28. Once the Closure has been approved, the Council will provide the Organiser and all Stakeholders with a Certified True Copy of the signed Order, no later than 5 working days prior to the Closure.
29. The Organiser is responsible for placing the Public Notices advertising the confirmed Closure (see para 6 above).
30. In the event that a Closure has not been approved, the Organiser will be informed immediately in writing by Wiltshire Council, stating the reasons why the application has been rejected.

### **POST EVENT**

31. The event organiser must ensure that all barriers / signs are removed from the highway immediately the event has concluded.
32. The Organiser must also ensure that all rubbish / litter is cleared up and that no obstructions are left on the highway. Any highway damage that occurs must be reported immediately to the Divisional Highways Manager.
33. The Organiser is responsible for any mud deposited on the highway as a result of any activity relating to the event. Particular attention should be given to vehicles exiting fields. Any mud brought onto the highway will need to be removed immediately before it creates a safety hazard.

## **COMPENDIUM OF USEFUL CONTACTS**

### **Divisional Highways Managers:**

Guidance on requirements for road closure, diversion routes and signage.

36 Lancaster Road  
Bowerhill  
Melksham  
SN12 6QT

Bath Road  
Chippenham  
SN14 0AB

Salisbury Road  
Marlborough  
SN8 4AE

The Avenue  
Wilton  
Salisbury  
SP2 0BT

Telephone: 0300 456 0100

### **Public Transport Unit**

All matters relating to bus routes or local operators

E-mail: [Buses@wiltshire.gov.uk](mailto:Buses@wiltshire.gov.uk) Telephone: 0300 456 0100

### **Events Manager**

Guidance on any aspect of event safety and in particular advice on completion of risk assessments.

E-mail: [Kevin.Oliver@wiltshire.gov.uk](mailto:Kevin.Oliver@wiltshire.gov.uk) Telephone: 01380 734698

### **Traffic Order Team**

Processing and coordination of Road Closure Applications.

E-Mail: [Traffic.Orders@wiltshire.gov.uk](mailto:Traffic.Orders@wiltshire.gov.uk) Telephone: 0300 456 0100

### **Street Works Team**

Information on road works and road closures throughout Wiltshire

E-Mail: [streetworks@wiltshire.gov.uk](mailto:streetworks@wiltshire.gov.uk) Telephone: 01225 713497

### **Other useful Internet Sites:**

[www.hse.gov.uk](http://www.hse.gov.uk) Information and help on issues relating to Health & Safety and Risk Assessments

[www.police.homeoffice.gov.uk/publications/operational-policing/event-safety-guide.pdf](http://www.police.homeoffice.gov.uk/publications/operational-policing/event-safety-guide.pdf)

The Home Office Good Practice Safety Guide for small and sporting events taking place on the highway, roads and public places