

## ORGANISING AN EVENT ON, OR AFFECTING THE PUBLIC HIGHWAY

This document provides guidance for event organisers.

The Traffic Management Act 2004 places a duty on Traffic Authorities to effectively manage their road network and ensure the free movement of traffic. Leicester City Council has formalised the process for management of events that affect the highway, to minimise the impact on the travelling public and local community.

### 1. Registering your event

#### Events on the highway

Events on the highway must be registered with and licensed by the Highway Authority. (please complete form at appendix 1)

#### Events off the highway

Events off the highway which may generate a significant increase in traffic must be registered with the Highway Authority (see appendix 1).

*Note:* Highway is a road or street, verge, footway or pavement, public footpath or bridleway that is the responsibility of Leicester City Council.

### 2. Why do I need to register my event?

There are a lot of activities on the road, including roadworks to maintain essential utilities (gas, water, electric etc), to maintaining the road itself and, carnivals, processions and street parties.

In order to help you have a successful event, we need to know about it. If we don't know, we cannot prevent roadworks or other activities taking place which may have an impact on your event. Although we offer no guarantees that delays will not be experienced, we will have a better chance of coordinating activities if you tell us about your event.

### 3. Things to consider when planning your event

**Who** is the event aimed at? Risk assessments will vary depending on who attends i.e. young children, teenagers the elderly or disabled. Specific facilities may be required to accommodate them or additional stewarding to ensure adequate safety standards are maintained.

**What** type of activity is to be held? The type of activity affects the hazards to be considered ie animals, a road race or a music concert.

**Where** is the event to take place? Is the venue adequate, with correct facilities? Is it easy to get to without affecting the local community and does it have sufficient car parking? Is suitable public transport available?

**When** will the event take place and will it clash with any other event? It is important to check with the highway authority at the earliest stage to avoid this problem.

**How** many people are expected to attend and will there be an entrance fee?

Some events may require a licence, planning permission or a road closure. It is important to check with the highway authority at the earliest stage to obtain the necessary approvals.

The duty of care for public safety rests with the organiser.

#### **4. Traffic management**

The organiser must consider the traffic management and road safety implications of an event at an early stage by preparing a traffic management plan. If traffic management implications have not been adequately addressed then it may be decided that the event cannot proceed

Wherever possible, organisers should encourage the use of public transport, cycling or walking to the event. If cycling to the event is an option a safe cycling park should be provided.

##### **a. Traffic management plan**

A traffic management plan will consider the safe and effective movement of those attending and demonstrate how any disruption to normal traffic movements are minimised.

Traffic management plans should clearly identify risks to the travelling public, participants and employees attending the event.

##### **b. Risk assessment**

The organiser must produce a risk assessment which identifies hazards and recording actions taken to reduce the risks. Advice on risk assessments is available on this Health and Safety Executive link <http://www.hse.gov.uk/risk/>

##### **c. Public transport**

The use of public transport to get to the event should be considered. The organiser should contact public transport operators at an early stage - it may be possible to increase the frequency of buses, or increase the capacity of trains.

Free buses may be an alternative, depending on the numbers of people you expect to attend. Consider Park and Ride or Park and Walk - car parks need not be limited to the immediate event site.

##### **d. Cars**

It is recognised that the majority of people will wish to use their cars and sufficient capacity should be provided at the entrance to the site and within the site to avoid any unnecessary delays on the public highway.

##### **e. Road closures and waiting restrictions.**

It may be necessary to close a road or introduce temporary parking restrictions to hold the event. Road closures are administered using Road Traffic Regulation Act - Section 14, under a Temporary Traffic Regulation Order or Notice. They are processed by the Highway Authority on a standard application form. A traffic management plan should be provided with the application, which should consider:-

- Signing and publicity – see appendix 2

- Access and exit routes – suitability and capacity
- Maintenance of routes – contingency for breakdowns or crashes, traffic control
- Police or suitably accredited staff to work on road or lane closures – see appendix 2
- On-site routes/car parking – capacity to accept sufficient volumes of vehicles/people to avoid delays on the public highway

## 5. Safety Advisory Group (SAG)

It is recommended that a SAG is formed for events attracting in excess of 1,000 people, especially if they are to occur on an annual basis. SAGs are usually chaired by the event organiser and should include representatives of:

- Traffic Manager (Leicester City Council)
- Other Council departments relevant to the event ie (Licensing, Festivals etc.)
- Public Transport Coordinator (Leicester City Council)
- Police
- Ambulance service
- First Aid representative
- Fire service
- Experts and others involved at the discretion of the group which may include emergency planning officers, property owners, security and stewards, voluntary groups, press officers and other service providers.

A SAGs main objectives are:

- To promote high levels of safety and welfare at events by giving advice;
- To promote good practice in safety and welfare planning for events; and
- To ensure events cause minimal adverse impact.

A SAGs terms of reference may include:

- To ensure that each member of the group is aware of their individual role within the group.
- To ensure that the organiser has taken such measures as may be necessary or expedient to ensure the reasonable safety of the public.
- To offer advice on risk assessments and safety measures.
- To keep a written record of all formal meetings and note actions arising from those meetings.
- A major event will require a major incident contingency plan.
- To ensure that a safety officer and first aid/medical providers are appointed.
- Where applicable to hold a de-brief and make recommendations for future safety improvements

All comments and observations made by the SAG are advisory. However, the SAG is considered best practice and **each of the constituent members ie Police, Fire Service have their own regulatory role and may exercise their powers independently**. If it is decided by the group that the correct event planning is not in place, the application will be refused by Leicester City Council.

If it is considered that an event may benefit from the formation of a Safety Advisory Group,

the Council will do all that it can to help to facilitate meetings with the parties required.

## 6. The Police

Events, especially those of a commercial nature, should not require police attendance. However the police may be involved in the scrutiny of the planning of the event as part of the SAG process and a decision may be made that police presence is required.

The Chief Constable may provide, at the request of any person, special police services at any premises or in any locality within the Leicestershire area. This is subject to the payment to the Police at pre-determined charges.

The assessment of the necessity for police attendance and action at an event will be based on the need to discharge the police service's core responsibilities which are as follows:

- Protection of life and property
- Prevention and detection of crime
- Preventing or stopping breaches of the peace;
- Traffic regulation (within the legal powers provided by statute.);
- Activation of a contingency plan where there is an immediate threat to life and co-ordination of resulting emergency service activities.

The level of police resources committed to any event, will determined by the Chief Constable or their representative. Early discussion with the police by event organisers is strongly advised.

Private marshalling and stewarding is a recognised way in which events are supported. This does not exclude any local arrangements between police and the event organisers.

**Please note that stewards and marshals have no power to direct traffic on the public highway.**

CONTACTS FOR EVENT ORGANISERS –		
SERVICE	ADDRESS	CONTACTS
Leicestershire Police Operations Planning	Leicestershire Police Operations Planning St. Johns, Enderby LE19 2BX	Tel 0116 222 2222 Fax 0116 248 2323 operations.planning@leicestershire.pnn.police.uk
Leicestershire Fire and Rescue Services	Leicestershire Fire and Rescue Service Headquarters Anstey Frith, Leicester Road, Glenfield, Leicester LE3 8HD	Tel 0116 287 2241 Fax 0116 223 1180 E event.registration@lfrs.org
Paramedic and First Aid cover at events throughout East Midlands	Ambulance Education Centre 9, Centre Court, Meridian Business Park, Leicester, LE19 1WR	E Lorraine.Harrison@emas.nhs.uk Tel 0796 987 0710
Civil Aviation Authority	Air Space Utilisation Section, Directorate of Air-Space Policy, K102 CAA House, 45-59 Kingsway, London, WC2B 6ZE	Tel: 0207 379 7311 Fax 0207 453 6593 E ausops@dap.caa.co.uk
Festivals and Events Unit Leicester City Council	Festivals and Events Unit, Room 242, Town Hall, Town Hall Square, Leicester LE1 9BG	Tel 0116 454 3600 E festivals@leicester.gov.uk W www.leicesterfestivals.co.uk
Licensing	Licensing Section Leicester City Council, Floor 8, A Block, New Walk Centre, Leicester LE1 6ZG	Tel 0116 454 4340 E licensing@leicester.gov.uk
Food Control	Food Safety Team, Leicester City Council, Floor 4, A Block, New Walk Centre, Leicester LE1 6ZG	Tel 0116 454 3208 E davidbarclay.rhodes@leicester.gov.uk dave.howard@leicester.gov.uk
Traffic Management	Traffic Operations, York House, 91 Granby Street, Leicester LE1 6SB	Tel 0116 454 3710 E traffic.management@leicester.gov.uk
Stalls selling goods	Market Section Leicester City Council	Tel 0116 454 0240 E markets@leicester.gov.uk

PLEASE NOTE THAT YOU MUST INVOLVE THE ABOVE SERVICES WHEN PLANNING YOUR EVENT. Other groups may be added as this is a basic list.



Appendix 1: EVENT NOTIFICATION FORM

Event details

- 1. Name of event:
2. Location of event: Please enclose a location plan... Location plan attached Site plan attached
3. Brief description of the proposed event
4. Specifically - Is this event (please tick one box only) Commercial Non-commercial Community group: name Charity: name registration number
5. Will a gate fee be charged? (please tick) Yes No
6. Event date(s): Start time Finish time
7. Date to enter site for preparation: Start time each day Finish time each day Date/time the site will be vacated after the event
8. Estimated maximum number of persons attending the event:

Alternative arrangements

- 9. Is there a possible alternative site? No Yes Where?
10. Is there a possible alternative date? No Yes When?

Contact details of organiser

- 11. Name of organisation?



12. Name of person in overall control of event? .....

13. Contact Address (including postcode).....

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14. E-mail address .....

15. Telephone number .....

16. Mobile telephone number: .....

17. 24 hour contact number (in case of emergency) .....

**Highway and traffic implications**

18. Are any footpaths, bridleways or roads that are normally open to the public affected or used as part of the event? Yes  No

19. Are you proposing any directional signing on the highway to direct the public to the event? Yes  No

20. Do you anticipate a need for any road closures and traffic diversions Yes  No

21. Have you considered the need to restrict or control parking on the highway in the vicinity of your event? Yes  No

22. Will any car parks be closed in order to hold the event? Yes  No

23. Will there be any abnormal loads? Yes  No

If yes, please provide details .....

24. Are public transport arrangements being considered? Yes  No

25. How many parking spaces will be available for persons working at the event? .....

26. How many dedicated parking spaces will be available for the public attending the event? .....

**NOTES:**

If you have answered 'No' to questions 18 to 24, please proceed directly to question 27

If you have answered 'Yes' to any of questions 18 to 24, this indicates that you consider your event may have an effect on the highway. Sections 1 to 8 of the Traffic Management Assessment form must be completed to enable the request to be assessed.



It may be beneficial to have an informal discussion or meeting with the Traffic Operations team before submitting your form. Contact details can be found at the end of the form.

Please note that you must employ a traffic management organisation to design and implement any signing or closure on the highway. This must be done in accordance with the Department for Transport’s Traffic Signs Manual. Leicester City Council does not provide this service.

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.

Leicester City Council officers will make judgments with regard to the level of traffic management that will be required.

The following sections are intended to guide you and provide the information and detail that will be required. If Officers consider you have not considered the implication of the event in sufficient detail you will be asked to submit further clarification.

**TRAFFIC MANAGEMENT ASSESSMENT**

**Section 1: Roads, footpaths and bridleways**

27. Does the event involve roads, footpaths or bridleways that are normally open to members of the public, e.g. footpaths across areas of park?

YES / NO *Delete as appropriate.*

- If Yes please provide details or a site plan indicating the location.  
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28. Is the event adjacent to any roads that may be used as drop-off, or queuing areas?

YES / NO *Delete as appropriate.*

- If yes please provide details or a site plan indicating the location.  
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**Section 2: Highway directional signing**

Highway directional signing is provided to direct traffic along the most appropriate route to the event and is usually black text on a yellow background sign. Note, we will not allow signs advertising the event on the highway. If you have indicated that advance directional signing is proposed for the event 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.
- The date when the signs are to be removed.
- Details of the traffic management organisation that are designing and implementing this signing in accordance with the Department for Transport’s Traffic Signs Manual.

**Section 3: Road closure and traffic diversion use standard road closure form.**

Use separate Road Closure application pack for this section if necessary.  
<http://www.leicester.gov.uk/transport-and-streets/roads-and-pavements/activities-on-the-highway> form number 3.

**Section 4: On-street parking restriction**

For event safety reasons you may consider that on-street parking needs to be restricted on some roads. Provide a plan indicating where you consider parking should be restricted.

29 Please indicate the times when parking should be restricted. How will you manage parking restrictions?

YES / NO *Delete as appropriate.*

- If yes please provide details or a site plan indicating the location.  
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**Section 5: Car park closure**

30. Will any car parks to be closed and any alternative arrangements that are being made?

YES / NO *Delete as appropriate.*

- If yes please provide details or a site plan indicating the location.



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**Section 6: Parking provision**

For the following questions please provide details or a site plan indicating the location.

- 31. Where will people park?
- 32. What measures will take to alleviate congestion.
- 33. What are the access routes to the car park from the highway?
- 34. Where will event vehicles park?
- 35. Where will dedicated parking spaces within the boundary of the event be located? How many spaces will there be at each location?
- 36. Where will traffic management personnel or marshal be located? How many will there be at each location?
- 37. Will anyone be arriving by coach? If so, where are the coach pick-up, drop-off and parking locations?

Please indicate that you have attached the required information  
YES / NO Delete as appropriate

**Section 7 - GENERAL**

The information provided by the applicant will form the basis of your traffic management plan that must be implemented for the event. You may need advice form a traffic management organisation. You may wish to use this form as the basis for a traffic management plan and submit a separate document covering all of the issues raised in this form.

**Traffic management and road safety consideration.**

Please provide as much detail as possible of the consideration you have given for traffic management and road safety when organising your event to assist us with our assessment of the event.

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**Section 8 - CONDITIONS**

- Reasonable pedestrian access must be available at all times.
- Vehicular access for emergencies must be available at all times.
- Road closure and diversion signs must be erected to the approval of the Highway Authority and removed at the end of the temporary closure.
- All costs are to be borne by the organizers.
- Your organisation is responsible for stewards/marshals at the event.
- Your organisation is responsible for clearing the Highway immediately after the conclusion of the event.
- Your organisation will be held responsible for any damage to the highway, including street furniture, during the entire period, including preparation and clearing-up.
- Street fire hydrants 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 (unless otherwise agreed).
- The organiser must arrange public liability insurance of at least £5,000,000 to indemnify Leicester City Council against any claims made in relation to the event.
- Your organisation is responsible for notification of all those effected by the event, in writing 14 days prior to the event.
- Separate applications must be made for any necessary licenses or permits for entertainment, charitable collection etc.

**Events on the public highway**

29. Please tick the appropriate boxes to show the activities you intend to utilise or permit at the event (some of these may not be permitted at all sites).



- Alcohol
- Animals
- Barbecue
- Barrier/fencing
- Bonfire
- Carnival/procession
- Fireworks
- Live entertainment/music
- Fairground equipment
- Food/drink concessions
- Inflatables (e.g. bouncy castle)
- Market stalls
- Marquees
- Motor vehicles
- P.A. system
- Portable generator
- Portable staging
- Power supply
- Stewarding/security
- Toilets
- Other (please specify)  .....

**Insurance**

30. Has public liability insurance been arranged? Yes  No   
If yes, please provide a copy of your public liability Insurance

If permission is granted for the event, I hereby agree to comply with the conditions set out in this form and any departmental terms and conditions and all reasonable instructions given by all authorised officers of Leicester City Council.

Signed ..... (on behalf of the organiser)

Date.....

Please send this completed form, together with any supporting documentation to:

Leicester City Council  
Traffic Operations Team  
3rd Floor, York House,  
91 Granby Street  
Leicester  
LE1 6FB

T: 0116 454 3710  
E: traffic.management@leicester.gov.uk

## Appendix 2

Conditions of placing temporary signs on the highway:

- There may be a substantial number of drivers unfamiliar to the area attending the event.
- Existing signing to the event location may be inadequate to guide people to the event. The signing should only be used to guide traffic intent on finding the destination and therefore would normally only be erected in the vicinity of the location in question.
- Signs will not be approved if they are intended purely as advertisements in order to attract motorists and encourage extra trade.
- Signing will only be considered for short-term events. For seasonal events or events lasting in excess of six months consideration should be given to local direction or tourism signing.
- Where possible signing of the type "For xxxx follow yyyy" should be adopted to keep the number of signs to a minimum.
- Commercial names of event sponsors will not be permitted.
- Dates and times should not normally appear on the signs.
- Temporary signs should not normally be erected more than 48 hours before the event and removed not more than 24 hours after the event. Earlier erection of the signs may be agreed if it can be shown that it would be beneficial to other road users.
- Temporary signs must comply with the Traffic Signs Regulations and General Directions 2002, relevant Traffic Signs Manuals - Chapter 7 and British Standards.
- No other signing or fly posting should be provided for the event (failure to comply with this may result in the removal of all the signs for the event and / or prosecution).

Please forward completed form to;  
[traffic.management@leicester.gov.uk](mailto:traffic.management@leicester.gov.uk)

End