

Applicant Guidance Notes

The County Council actively supports and encourages special events. As an integral part of Devon life, they are important to local communities and the economy. Events should take place in a safe manner and equally cause minimal disruption to both road users and the highway.

This information is designed to assist event planners and based on information within the:

- “The Good Practice Safety Guide: Small and sporting events taking place on the highway, roads and public places.” Home Office (2006)
- “The Event Safety Guide: A guide to the health, safety and welfare at music and other events” HSE (1993) (HSG195) otherwise known as “The Purple Guide”.

These publications, together with associated circulars, will be the primary source of information for event planners. These guidance notes do not replace or detract from their content.

The County Council requires a minimum of 3 months’ notice to fully process an application for a Temporary Traffic Regulation Order (TTRO). Checks are required to establish if there are other planned events, activities or roadworks which may impact on your event.

Considerations

There are many considerations for organisers when planning an event. A traffic management plan (TMP) should be developed and feature as part of the overall event management plan (EMP).

Responsibility

A person with overall responsibility for the event must be identified. Large events can require a management structure catering for specific areas. The ‘duty of care’ for public safety rests with the organiser and/or the owner of the property or land where the event is being held. Responsibility for public safety remains with the organiser when the event is on any part of the highway.

Attendance

An anticipated attendance figure should be identified which will include all event staff. Consider the needs of all attendees including children, the elderly and those with disabilities for example.

Timing

The event date and its timings must be thought through and decided at an early stage. Clashes with other events, community activities or planned roadworks can influence arrangements.

Location

Accessibility of the venue and its facilities must be identified including entrances/exits, the local road network, on/off site parking and public transport availability. Consider any suitable off-road locations before planning an event on the public highway. Assess if any road, verge, footway, pavement, footpath or bridleway needs closing or if one-way systems or parking suspensions are needed for public safety. The County Council will consider this once a formal application is made.

Activities

The hazards involved will be reflective of the activity. A risk assessment will identify the risks and any mitigation. The nature and type of event will determine what licences may be required. Local District, Borough or City Councils are responsible for licensing events which involve public entertainment, food, alcohol, markets, street trading and if any planning permission is required.

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Safety Advisory Groups (SAG)

SAG's are run by District, Borough or City Councils and comprise representatives from those authorities and the emergency services. SAGs meet regularly and one may be convened at any time if necessary. If no SAG exists, the organiser should coordinate a multi-agency meeting.

A coordinated approach between relevant agencies allows access to expert advice for event organisers in areas such as fire safety, medical care, licensing, traffic management, waste management and health and safety. The SAG is not an 'approving' body for events taking place nor does it write plans or produce risk assessments for event organisers.

Traffic Management Planning

Any TTRO application should be accompanied by a TMP and if well prepared, it will limit disruption from the event. A poor plan can lead to complaints, a reduced customer experience and potential issues of public safety. As a priority, the County Council should be consulted on your TMP.

The TMP will identify how traffic is managed on the site and arrangements for the public highway. It should show a parking plan illustrate the 'ingress' (inbound) and 'egress' (outbound) phases, identifying all routes into, around and from the venue, including all the entrance and exit points.

Emergency service (blue light) routes into and around the site need identifying and kept available with contingencies for incident and an evacuation plan. A TMP **should not** incorporate the pre-planned use of police resources to facilitate traffic management without their explicit agreement.

Alternatives to car use should be encouraged i.e. public transport, cycling or walking. Vehicles must be moved promptly off the highway into the site to prevent queuing. Any payments must be taken away from entrances. Disruption is to be minimised for all those not attending the event.

If all or part of the public highway is closed for the event, suitable diversion routes are required. Should parking suspensions be used, adequate measures to accommodate parking for residents need to be identified and details provided when completing the TTRO application:

<https://www.devon.gov.uk/roadsandtransport/make-a-request/special-events/>

Requested road closures, alternative routes and any other matters requested must be illustrated on a map and submitted with your application. You can check if your closure or diversion clashes with any other highway activity via our on-line information <https://one.network>

You are not permitted to close any part of the public highway, place signs and cones or undertake planned traffic management measures without lawful authority.

Special Events (Temporary Traffic Regulation Orders)

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Costs

Events are placed in categories according to their attendance and type:

Major Over 5000	Significant 1000 – 5000	Minor 500 – 1000	Small Under 500
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These fall into either 'charitable', 'community' or 'commercial' events for TTRO charges.

Charitable or community events are defined as those organised by a:

- (i) registered charity where **all** proceeds from the event go to that charity or a
- (ii) local community/group (not a charity) where proceeds go to a charity/local community.

Information concerning charges can be found at:

<https://www.devon.gov.uk/roadsandtransport/make-a-request/special-events/temporary-traffic-orders-for-events/>. If more information is required please telephone 0345 155 1004.

Risk Assessments

A full risk assessment must be carried out to the satisfaction of your insurer. Once risks have been assessed, recorded and mitigation measures identified, accurate records should document all elements, identifying those responsible for the risk areas.

The risk assessment should consider the nature of the event, its location and environment, carefully examining risks to employees, the travelling public, participants and patrons attending. Interference with normal traffic movements must be minimised and mitigation measures identified.

Responsibilities exist under the Health & Safety at Work Act 1974 and the Management of Health & Safety at Work Regulations 1999 to carry out risk assessments. Further information is available from the Health & Safety Executive (HSE) website www.hse.gov.uk

Emergency Services

The role of the emergency services at pre-planned events is limited to their core responsibilities. However, as part of your consultation during the event planning process, representatives will often attend the SAG and be able to comment on your plans and give necessary guidance.

Organisers should notify the emergency services of their event at an early stage via the SAG or using published contact information. Without prior agreement, the emergency services do not routinely dedicate resources to events, so this should not be part of your planning considerations.

You must ensure plans are robust and can be implemented using appropriately accredited staff. Unless qualified under the Community Safety Accreditation Scheme (CSAS – Police Reform Act 2002), marshals/stewards must not control or direct traffic on the public highway.

Consultation

In advance of an event, wide consultation is necessary as this will influence planning. Consultees will vary depending on the nature and size of the event together with its local implications.

While not an exhaustive list, consultation should involve the Town/Parish and District/City Councils, the emergency services, public transport operators (bus, coach, train and taxi), local residents and businesses plus any other individuals/organisations who may potentially be affected. This information, including contact details, should be shown in the TTRO application/event notification.

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Insurance

It is best practice for event organisers to hold PUBLIC liability insurance (PLI) to a minimum of £5 million. The County Council requires this for TTRO applications and the policy must cover all event dates and every event related activity at each location. The TTRO application carries a signed declaration confirming PLI is held and the Council may request sight of a copy of the certificate.

Qualification & Accreditation

Any person placing cones or erecting signs on the public highway must be appropriately trained and accredited in accordance with The Traffic Signs Regulations and General Directions 2016 (TSRGD) and Chapter 8 (Pt 2 Section 6) of the Department for Transport Traffic Signs Manual.

Traffic management can be performed by authorised operatives (CSAS) if required. Organisations providing traffic management services can be found on the internet or through advertising media. Training courses to qualify individuals under 'Chapter 8' can similarly be found.

TTRO applications require details of the contractors and the operatives to work on the highway including their accreditation. All signs will be fit for purpose, constructed to British Standards, clean and legible with printed lettering. Damaged, defaced or hand written signs are not permitted.

A full signing schedule is required for those placed on the highway. It will identify what is being erected, the wording, position and type of placement (frame or to street furniture). Temporary signs must never obstruct other signs on the highway.

Key points:

- **Road users approaching an event must understand what they are expected to do.**
- **All signs on the highway must comply with the TSRGD.**
- **Only accredited persons may place/retrieve signs and operate on the highway.**

Road closures and signing

The Department for Transport Traffic Safety Advisory Leaflet 4/11 (Temporary Traffic Signs for Special Events) provides guidance on the nature and use of event signage.

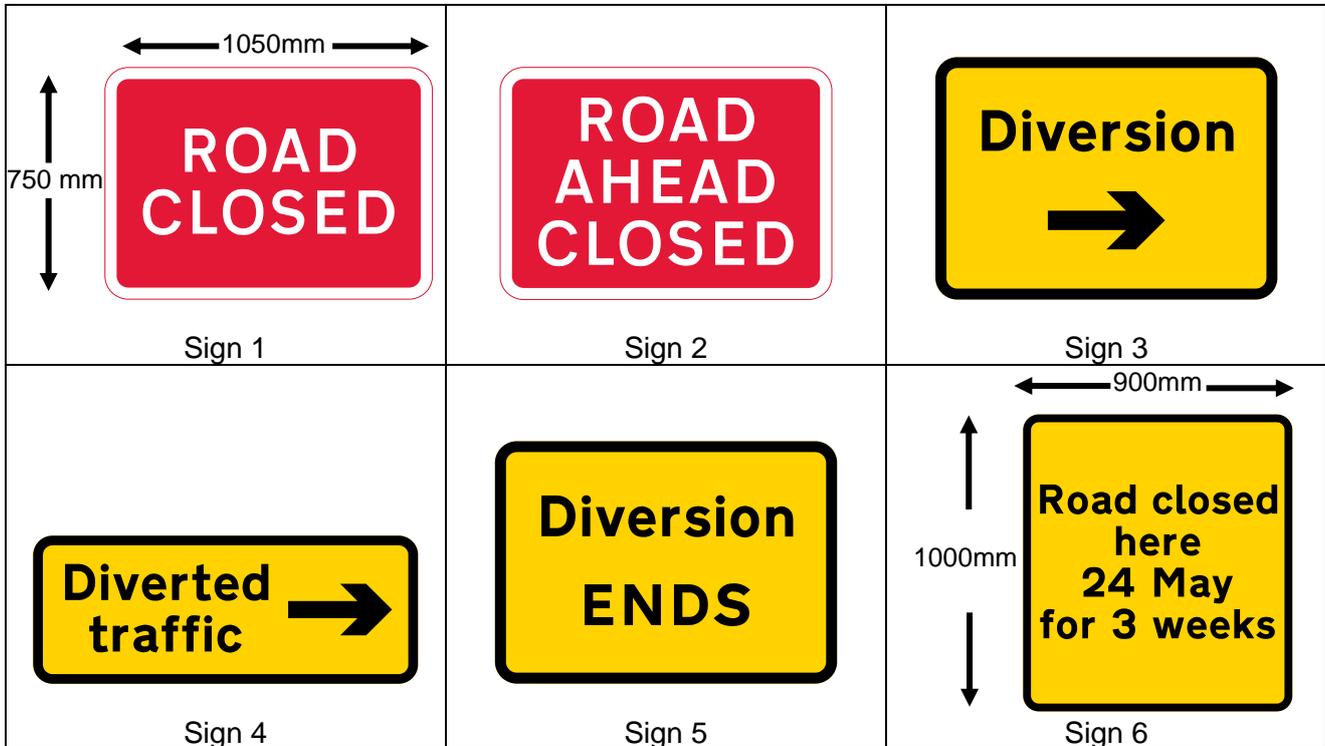
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/4393/4-11.pdf

Any signs considered necessary to direct traffic to the event will need to meet the following criteria:

1. Signs must only be used if those existing are inadequate to guide people to the venue.
2. Signs giving advanced notice of road closures may be erected 7 days before an event.
3. Earlier use of signs will be considered if it is shown road users will benefit.
4. Approval will not be given if signs are considered to be advertising for the event.
5. Signs will normally be erected in the vicinity 48hrs before the event.
6. Signs must be removed when no longer required and within 24hrs of the event concluding.
7. No other signing or fly posting is to take place in respect of the event.
8. Free standing signs must have sand bags placed on them without obscuring the sign face
9. Applicants are responsible for periodical checking and maintenance of signs placed

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The following signs are illustrated as examples with minimum sizes. Full information on signing can be found in [The Traffic Signs Regulations and General Directions 2016](#) Schedule 13 Part 9:



Sign 1	One sign placed each end of closed section of road and at junctions/intersections within the closure
Sign 2	Placed at all advanced junctions from where diversions will be needed to be signed
Sign 3	With left or right arrow as appropriate, to be placed only at start of the diversion alongside sign 1 or 2
Sign 4	At each direction change for traffic at junctions and where diversion continues passed junctions, 1 left hand and 1 right hand arrow sign at each junction
Sign 5	Provided at each diversion end point
Sign 6	Placed at each end of closure seven (7) days prior to its commencement and at any junctions/intersections within the closure.