

EVENTS ON THE PUBLIC HIGHWAY

If an event is to be held on the public highway, permission to close the road must be obtained from the Council's Traffic Management and Traffic Network Team, in consultation with the Council's Parking Services Team and informing the Public Transport Team.

'Informal' Road Closures

- 1 In accordance with the guidance issued by the Secretary of State for Communities and Local Government in August 2010, it is not proposed to charge for road closures to enable small street parties and "not for profit" events in certain circumstances.
- 2 The circumstances when a formal closure is not required will be where:
 - a. The event affects a cul-de-sac rather than a through road
 - b. Vehicle movements are below 200 per day.
 - c. The closure is of a small residential road where the diversion route is considered to be obvious to local motorists and diversion signage is not required.
 - d. The event is organised by residents of the street and is not a commercial event organised for financial gain.
- 3 Events not requiring a formal closure and advertisement will still need to be agreed by the Highway Authority and the event organiser will be responsible for posting road closed signs, notifying the emergency services and all residents affected by the event.
- 4 The decision on whether advertisement and a formal closure is required for an event will be taken by the Highways Group Manager, in the capacity of the Council's designated Traffic Manager, Traffic Management Act 2004.

Closure of Roads

- 5 No more than one closure in a 12 month period:
 - 5.1 No road or section of road can be closed more than once in any one 12 month period for the purposes of a street event without prior authorisation by the Secretary of State for Transport. For this reason the Council cannot guarantee closure of any road which has already been closed for a street event in the previous 12 month period.
 - 5.2 In any event, the Council is unlikely to support any road or section of road being closed more than twice in a 12 month period for a street event. Where a third closure in a 12 month period is considered, the organiser will need to show that the residents of the affected road or roads have no objection to the proposal and are happy with any alternative arrangements.
 - 5.3 Where a road or section of road has already been closed or otherwise affected

for a significant length of time within a 12 month period due to works on the highway, the Council may decide not to support any further closures on that road or part of road, for purposes of a street event, within that 12 month period.

6 “Landlocked” roads

- 6.1 Wherever possible “land locking” of streets is to be avoided (where a road or roads not themselves closed are surrounded by closed roads, meaning that vehicles cannot enter or leave the “landlocked” roads). Consultation for landlocked roads must be as for closed roads, including individual letter drops and “plain English” notices on street.

Traffic Management

- 7 The organiser must provide a Traffic Management Plan indicating proposals for the following, with plans where appropriate. The Traffic Management Plan will effectively be a summary of all actions proposed to ensure the requirements outlined in paragraphs 7.1 to 7.13 below are fulfilled:
- 7.1 Road closures and/or other restrictions on vehicle movements including a timetable for start and finish of all restrictions
 - 7.2 Method of closing roads including details of signing/barrier and marshaling arrangements, including numbers/locations of marshals and details of company providing marshals
 - 7.3 Diversionary routes and diversion signing schedules
 - 7.4 Temporary arrangements for buses (including alternative bus routes/stops where applicable)
 - 7.5 Proposed Park & Ride operations (if applicable)
 - 7.6 Access arrangements for emergency vehicles
 - 7.7 Areas where parking is to be suspended
 - 7.8 Alternative parking proposals for the above
 - 7.9 Alternative access arrangements agreed with residents in “landlocked” streets
 - 7.10 Parking and/or other transport arrangements for event participants and relatives/spectators
 - 7.11 Details of arrangements agreed with businesses and/or other public destinations whose access is restricted by the event
 - 7.12 Details of all signing arrangements for both legal and consultation/information purposes, including timescales for erection, checking and removal of signs
 - 7.13 Crowd control measures, and maximum capacity, where applicable

- 8 The Traffic Management Plan must be supplied by the organiser as part of the application process and must be approved by both the Council's Traffic Management and Traffic Network Team and the Police.
- 9 For major events, the Traffic Management Plan will be considered by the SAGE along with the rest of the Event Management Plan. It may be advantageous for the organiser to meet with the Traffic Management and Traffic Network Team and the Police to discuss their plans prior to meeting with the full SAGE.
- 10 The organiser must provide a Traffic Management Plan indicating proposals, with plans where appropriate. The Traffic Management Plan will effectively be a summary of all actions proposed. The Traffic Management must be signed off three weeks in advance of the SAGE.
- 11 The organiser must maintain signage on events that runs across multiple days and arrange provision of a 24 hour a day service throughout the event.

Timings and Conflicts with other events

- 12 Large events with significant impact on the major road network must only be held on Sundays or Bank Holidays. Smaller events with no impact on the major road network may be permitted on other days.
- 13 The Organiser must satisfy the Council that the event does not conflict with:
 - 13.1 Any other events within the vicinity of the event
 - 13.2 Any works on the highway within the vicinity of the event
 - 13.3 Any diversionary routes in operation within the vicinity of the event
- 14 Information regarding other events may be gained from the "What's On" calendar at www.visitbath.co.uk, though this may not include smaller community events such as street parties.
- 15 Information regarding works on the highway may be obtained from the Council's Highways Maintenance Team. The road space may be booked for an event in advance for which a fee will be chargeable. This will ensure that no other statutory undertaker books the road for repair and maintenance works on that date.
- 14 Road closures must be kept to the minimum length of time required to hold the event. Where an organiser is promoting closures whose length is considered unreasonable or unwarranted, these will not be supported by the Council.

Traffic Regulation Orders

15. S14 Road Traffic Regulation Act 1984 - provides the authority for orders prohibiting or restricting traffic to be made because of the likelihood of danger to the public, or of serious damage to the road. This will need to be advertised in the local press for a

period of 14 days and requires a minimum 8 day lead-in period.

16. S16A RTRA 1984 (Special Events) - provides the authority for prohibitions or restrictions on roads in connection with relevant events. A relevant event means any sporting event, social event or entertainment which is held on a road, not on adjoining land. This does not require to be advertised but consultation with the local residents is advised.
17. Town Police Clauses Act 1847 S21 - this states “the commissioners may from time to time make orders for the route to be observed by all carts, carriages, horses, and persons, and for preventing obstruction of the streets, within the limits of the special Act, in all times of public processions, rejoicing or illuminations, and in any case when the streets are thronged or liable to be obstructed...” Events must be similar to “public processions, rejoicing or illuminations”. There is no authority under this Act for restrictions on roads that aren’t thronged or obstructed (or for lifting permanent orders on these roads). These powers only permit limited road closures, and they will not allow for associated traffic management such as, for example, the closure of parking bays, the removal of left or right turns, the introduction of one way systems, or the removal of speed limits. This does not require to be advertised but consultation with local residents is advised.

These requirements mean that applications should be received at least eight weeks in advance to check that there are no scheme conflicts and provide adequate notice to ensure the TTRO advertising is placed in the local newspaper for a minimum period of 21 days.

Parking Services – Suspension of Parking for events

Introduction

1. The overall aims of Civil Parking Enforcement are to;
 - a. Maintain and, where possible, improve the flow of traffic thereby making the County a more pleasant and environmentally safe place to live and visit.
 - b. Take into account the needs of local residents, shops and businesses, thereby sustaining economic growth.
 - c. Actively support the needs of disabled people bearing in mind that, in some cases, they are unable to use public transport and are entirely dependent upon the use of a car. This will ensure that people with disabilities are able to have equal access to all facilities within the area .
 - d. Actively discourage indiscriminate parking that causes obstruction to other motorists, public transport, pedestrians, cyclists and people with disabilities. This will ensure that Bath & North East Somerset remains accessible to all equally and safely.
2. The Council manages a large number of locations both on the highway and in public car parks where the public are permitted to park. Individuals, groups and organisations can apply to the Council to have these parking places suspended for a defined period of time in line with the powers under the Traffic Regulation Order in place.

Suspension of a parking place

3. The suspension of a parking place does not guarantee that the parking place will be vacant. However, Parking Services will make every effort to ensure this is the case.
4. The Council does not have any powers to remove vehicles which are parked or subsequently park in a suspended parking place unless the required processes have been followed for towing and lifting events (see removal of vehicles below).
5. The parking of a motor vehicle within a suspended area will result in the issue of a Penalty Charge Notice and/or the removal of the vehicle (if safety of the public is at risk).
6. The suspension of parking places is an activity that must be undertaken by Parking Services staff and is therefore a chargeable service. The event organiser should contact Parking Services to obtain a quote based on the services required.
7. Council staff will be required to produce and erect Department of Transport approved signage to ensure that members of the public are clearly notified of the temporary restriction. Without this signage in place to ensure compliance with the regulations a Penalty Charge Notice cannot be issued in line with the requirements of the Traffic Management Act 2004 and/or the vehicle removed.
8. Payment in full must be received by Parking Services prior to any work being carried out.
9. Refunds will only be issued in cases where the signs and cones were not placed as requested. Removal of the signs and cones by a third party after placement does not qualify for a refund.

Council owned car parks

10. Council owned car parks must remain open at all times, unless otherwise agreed with the Council. The event organiser will be required to provide additional temporary signage to direct motorists to car park/s where normally signed routes are obstructed by temporary events associated with the event.

On-street parking

11. Event organisers should seek to limit the suspension of on-street parking within residential streets wherever possible due to the inconvenience caused to frontages. Where this is proposed, the organiser must engage with affected frontages.
12. The suspension of on street parking places requires the use of cones which are placed at 5m intervals. Where an event requires greater than 50 cones the event organiser should contact Parking Services to obtain a quote as this will require the use of the Council's highways contractor who will charge for operator hours, vehicle use and cone hire. These costs will be passed to the event organiser.

Pay and Display parking places

13. Where Pay & Display parking places are to be suspended on the highway or within Council owned car parks there may be a charge to the event organiser to offset the loss of revenue. The organiser should contact Parking Services to discuss this and obtain a quote.

Removal of vehicles

14. Where the event requires vehicles parked within a suspended parking place to be removed on the day of the event to ensure the safety of participants or those attending the event then special arrangements apply. The organisers should contact Parking Services no later than 8 weeks prior to the event start date to discuss these.

15. These arrangements include;

- a. The removal of vehicles requires signage and a location schedule to be approved no later than 5 weeks prior to the removals being required
- b. All signage must be in place no later than 4 weeks prior to the removals being required
- c. All signage must be checked every 7 days and missing signs replaced immediately. These checks must be recorded against the schedule and retained
- d. Photographic or video footage which clearly evidence the signs being in place according to the schedule must be taken every 7 days.

16. Failure for this to happen will result in Parking Service being unable to authorise the removal of vehicles.

17. Failure of the event organiser to give the required notice to Parking Services or to adhere to the agreed arrangements following discussions will result in Parking Services being potentially unable to remove vehicles on the day.

18. Failure to remove vehicles may result in a Health and Safety issue which may cause the cancellation of the parking suspension and therefore the cancellation of any associated event. The responsibility of any cancellation for the above reasons remains wholly with the event organiser; Parking Services accepts no responsibility for cancellations as a result of a failure to adhere to this guidance.

Costs

19. Due to the uniqueness of each event the organisers should contact Parking Services to obtain a quote based on the services required.

20. Where the event requires the removal of vehicles then the event organiser should contact Parking Services directly and provide detailed information about their event and the parking places to be suspended. The team will be able to provide you with the cost of suspending a parking place.

Costs – Charitable events

21. Where the event is being organised for the benefit of a charity the Council may consider waiving the recovery of any loss of revenue following the suspension of the parking place.
22. All applications for suspension of parking charges must be made in writing to the Head of Parking Services at least 4 weeks prior to the commencement of the event or proposed start date. Ideally the request will be made as soon as the event or start date is formalised to allow all parties time to discuss the request. Evidence of charitable status may be requested and will need to be supplied to allow request to be processed.
23. To ensure all applications are considered fairly and equally the following people must be consulted before agreement can be given:
 - a. Head of Parking Services
 - b. Portfolio Holder for Transport
 - c. Ward Councillors if appropriate
 - d. Press and Media Officer to ensure no conflicting messages are given to the public if appropriate
24. Any agreement will be given to the organising body in writing clearly outlining the times and dates of the suspension of charges and the car parks agreed if time frames allow. Any short notice events will be confirmed verbally and in writing after the event.
25. Any rejection will be given in writing clearly outlining the reasons for the rejection of the application.
26. Rejection of an application for free parking does not signify a lack of support for a charity or an event.
27. The offer of free parking may be removed at any time and agreement for an individual event or period does not automatically grant future rights.
28. Any Penalty Charge Notices issued must be appealed through the normal channels and full information on the agreement supplied.
29. Details of specific vehicles must be supplied to the Parking Services Team on request to ensure exemption can apply. It is the responsibility of the organiser to provide the information in advance and failure to do so may result in the issue of a Penalty Charge Notice which may not be cancelled.

Public transport

30. Consideration of the impact of events on the public transport network is essential. If your event requires a road closure or it will impact on the highway or public transport infrastructure then the event organiser should consult with Public Transport so they can liaise with local operators whose services will be affected and explore suitable diversion routes for bus services to minimise disruption to bus passengers.

31. The event organiser will need to provide the Public Transport team with specific dates and times and details of roads which will be closed or affected at least 14 days in advance with a date and time the road will re-open. This will enable Public Transport to liaise with bus operators to divert bus services and ensure passengers are informed in advance.
32. The event organiser must inform Public Transport in good time of changes or alterations to the event to ensure bus operators and bus stop notices can be updated. There is a charge incurred for this service .
33. The Council recommends that event organisers encourage the public to arrive at their event by sustainable means and making use of public transport, park and ride facilities, by train, cycling and walking.