

# Public Document Pack



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## PLYMPTON AREA COMMITTEE

### TO FOLLOW

**DATE: MONDAY 8 MARCH 2010**  
**TIME: 6.00 PM**  
**PLACE: ST MARY'S CHURCH HALL, PLYMPTON, PLYMOUTH**  
**PL7 1QW**

#### **Committee Members–**

Councillor Nicholson, Chair  
Councillor Lock, Vice Chair  
Councillors Mrs Beer, James, Jordan, Sam Leaves and Dr Salter.

#### **Co-opted Representatives**

Mr J Boulden	(Plympton & District Civic Society)
Mr A Briggs	(Plympton Traders Association)
Mr M Halliday	(Chaddlewood Farm Community Association)
Mr E Mills	(Plympton St Maurice Civic Association)
Mr S Mower	(Plympton Academic Council)
Mr A Street	(Plympton Community Council)

***TO FOLLOW – Please find enclosed additional information for your consideration under agenda item number 9.***

BARRY KEEL  
CHIEF EXECUTIVE

## **PLYMPTON AREA COMMITTEE**

### **9. COMMUNITY EVENTS AND ROAD CLOSURES (Pages 1 - 20)**

The Assistant Director for Transport will provide the Committee with a briefing note on Community Events and Road Closures.



# **TEMPORARY TRAFFIC REGULATION ORDER GUIDANCE NOTES AND APPLICATION FORM**

Plymouth Transport & Highways is a partnership between Plymouth City Council & Amey  
Amey LG Limited | company number 3612746 | registered in England & Wales | registered address at The Sherard Building, Edmund Halley Road, Oxford, OX4 4DQ

## **Guidance Notes and Introduction:**

The Council makes a Temporary Traffic Regulation Order when it is necessary to prohibit or control traffic and pedestrians along the highway. Temporary Traffic Regulation Orders can be applied to roads, footways or public rights of way. The Council can make a Temporary Traffic Regulation Order to cover planned situations, or issue an Urgent Notice if regulation is needed without delay and retrospectively for emergency situations.

Temporary Traffic Regulation Orders are normally used to allow essential or emergency works to be carried out on the highway, typically installation of, or maintenance works to, services such as gas, electricity, water, events etc.

The process of arranging a Temporary Traffic Regulation Order requires that an application be made to Plymouth Transport and Highways for approval. Once the Order has been approved and made enforceable it is the responsibility of the applicant to ensure all the correct traffic management systems are in place.

## **Application Made by:**

Please provide details of the organisation taking responsibility for the Temporary Traffic Regulation Order (Please see

CONDITIONS:

**Temporary Traffic Regulation Order requested:**

Please provide as many details on the nature of the restriction that you require. It is helpful to include some or all of the following:

- Detailed description of the site, including road names, dimensions, side of road, house numbers, etc
- Type of restriction that you require (e.g. road closure, footway closure/diversion, temporary parking restrictions, one way, no left turn etc)
- When you would like the temporary traffic regulation order to come into force and cease (Preferred dates)
- If the temporary traffic regulation order is not to have an effect around the clock or is only to be applied for a single day, at what time should it come into force and cease

Wherever possible, temporary traffic regulation orders will be granted on the dates and time requested. However, this is not always possible due to other factors and we will always endeavour to liaise with the applicant where preferred dates are not available.

**Reason for temporary traffic regulation order:**

The necessity of any temporary traffic regulation order will be judged on the rationale given. Therefore please provide as much information as possible on:

- All intended operations on, or adjacent to the highway affecting the normal operation of the highway
- Necessity for these operations

## **Traffic Management Plan:**

Please provide as much information as possible on how traffic will be managed.  
Examples of what this might include are:

- Type of traffic control
- Risk assessments/Site observations
- Anticipated Traffic Flows
- Scale Maps showing site extents
- Diversion routes for vehicles and/ or pedestrians (To be agreed in advance with the Street Care Coordinator, see contact details below)
- Draft consultation material (e.g. draft letters to affected local residents and businesses)

Please identify and provide details of any of the following items or activities that will be on or adjacent to the highway:

- Signs (e.g. Diversion Signs or Temporary No Entry Signs)
- Lines/Road Markings
- Barriers
- Hoardings
- Skips
- Scaffolding
- Cranes or lifting equipment
- Signal controls e.g. temporary traffic lights
- Lighting (e.g. temporary floodlighting or hazard warning lamps)
- Gatemen, Marshals or Banksmen

For events please provide additional information, where applicable, on:

- Anticipated visitor numbers
- Provision of dedicated public transport facilities (e.g. park and ride)
- Requirements for additional Parking Attendant
- Car parking proposals (Including provisions for disabled drivers)

**How to Contact Us:**

For queries or advice please contact the Traffic Regulation Team by:

Phone: 01752 668000  
 Fax: 01752 783876  
 E-mail: [plymouth.watchman@amey.co.uk](mailto:plymouth.watchman@amey.co.uk)  
 Web: [www.plymouth.gov.uk/highways](http://www.plymouth.gov.uk/highways)

Applications should be sent to:  
 Plymouth Transport and Highways  
 Traffic Regulation Team  
 Floor 10  
 Civic Centre  
 Plymouth  
 PL1 2AA

**Payment:**

Payment is required in advance Made payable to Amey LG Ltd. This is to cover the cost of staff hours and procurement of the statutory press notices.

The costs are:

	Maximum Duration	Cost
Emergency Road Closures	Up to 5 Days	£450.00
Temporary Traffic Regulation Orders (All planned works)	Up to 28 Days	£1,000.00
	Up to 18 Months	£2,500.00

**Parking Restrictions:**

It is possible to either suspend the existing parking restrictions or enable the use of “No Parking Cones” to control parking through the Temporary Traffic Regulation Order. In either case the applicant should make their proposals clear in the application and coordinate with the Parking Enforcement Team. Where areas of parking are made unavailable by the Temporary Traffic Regulation Order there may be additional charges incurred by this team.

Unless otherwise stated in the Temporary Traffic Regulation Order all on street parking restriction remain in force. The Parking Enforcement Team can be contacted on the following details:

**Address:**

The Parking Department,  
 Ground Floor,  
 Civic Centre,  
 Armada Way,  
 Plymouth,  
 PL1 2AA

**Telephone Number:**

01752 668000 (switchboard)  
 01752 305580 (operations room)

**Email:**

[parking@plymouth.gov.uk](mailto:parking@plymouth.gov.uk)

**CONDITIONS:**

**Applicant's Responsibilities:**

1. Disruption to the highway network is kept to an absolute minimum
  - a. Where roads are classified Traffic Sensitive, occupation of the highway must be carried out at times specified by Plymouth Transport and Highways' Traffic Sensitive Streets<sup>1</sup> register or may be varied where necessary by agreement with the Network Management Group.
2. All works to be carried out in strict accordance with Chapter 8 (See References) including:
  - a. Advanced information boards must be placed on site (A minimum of two weeks in advance of order coming into force) Example:



- b. Signing/ lining the temporary traffic regulation order (Including alternative routes, lane closures, parking restriction, etc)
- c. Information boards must be displayed at every site, Example:



- d. Removing all signs/ lines on completion of work
3. All signs must comply with Traffic Signs Regulation and General Direction Statutory Instrument (See References)
  4. Access to individual properties adjacent to site should be maintained

<sup>1</sup> Details available from [www.plymouth.gov.uk/trafficsensitivestreets](http://www.plymouth.gov.uk/trafficsensitivestreets)



5. Residents and businesses likely to be affected by a temporary traffic regulation order, should be notified no less than one week before it comes into force in writing (Wording to be agreed with the Network Management Coordinator)
6. Payment has to be made in advance of a temporary traffic regulation order coming into force
7. Applications should be made **12 weeks** in advance of any requested temporary traffic regulation order coming into operation where major roads are effected
8. The Applicant must be covered by Public Liability Insurance which should be available for inspection; minimum cover to be **£5 million**. Such insurance must indemnify the Highway Authority from and against all actions, claims, losses and expenses whatsoever in respect of loss of life or personal injury or damage to property, howsoever caused, arising out of or in any way attributable to the road closure or the activity. A copy of the insurance certificate must be submitted with the application
9. All staff working on the highway must be able to demonstrate that they are trained and competent to do so, e.g. Chapter 8 trained
10. The Applicant is responsible for all advertising and publicity, beyond the statutory notices, associated with their need for a Temporary Traffic Regulation Order

### **Plymouth Transport and Highways Will:**

1. Ensure minimal congestion on the highways network by
  - a. Ensuring applications comply with the relevant legislation
  - b. Ensuring co-ordination between all applications for works/ events on the highway
2. Carry out initial consultation with:
  - a. The local Police Constabulary, Fire and Rescue and ambulance services
  - b. Public Transport Providers
3. Advertise Public Notices:
  - a. Notice of intent to make a temporary traffic regulation order in the local press and on site 2 weeks in advance of the closure
  - b. Notice of a traffic regulation order having been made in the local press and on site for the duration of the order 1 week in advance of the closure
4. Details will be published in the weekly Road Works Report



# TEMPORARY TRAFFIC REGULATION ORDER APPLICATION FORM

Form: TTRO(1.1)



Application Made by:

Organisation

Contact name

Address

Phone number (Required)  E-mail address

Public Enquiry/ Emergency numbers (If different from above)  [For inclusion in public notices] [Emergency numbers should be answered throughout the operational hours of any order]

## Temporary Traffic Regulation Order requested:

Description of location e.g. road names etc

Type of temporary traffic regulation order requested

Category	Road/Footpath Closure	Planned	<input type="checkbox"/>	[Addition or removal of restriction]
		Emergency	<input type="checkbox"/>	
	Parking restriction	e.g. double yellow lines	<input type="checkbox"/>	
	Moving restrictions	e.g. one way, no right turn	<input type="checkbox"/>	

Description e.g. length, side of road, etc

Duration	From (Date/Time)	To (Date/Time)
	<input type="text"/>	<input type="text"/>

Times of operation (When it will be enforced, e.g. 09:00-16:00)

**Reason for temporary traffic regulation order:**

(See Notes)

(i.e. why does the works/events have to be undertaken on highway)

i.e. justify why you need to close the road

Continue on separate sheet(s) where necessary

**Traffic Management Plan:**

(See Notes)

(Required)

Is the proposed site on a Bus Route? Yes/No

Is the proposed site on an HGV Route? Yes/No

Is the proposed site near schools/hospitals? Yes/No

Please note Diversion routes should be agreed in advance with the Street Care Coordinator  
Continue on separate sheet(s) where necessary

**Declaration:**

I have read and agree to the conditions above and am authorised to sign this application on behalf of

Name of firm/  
organization

Name:

Signature:

**Documents included with application:**

(Please tick)

- Scale drawing of site including any diversion
- Schedule of all signs to be used
- Risk Assessment/ Site observations
- Local Resident/ Business consultation material
- Copy of Public Liability Insurance
- Payment
- Other

## **References:**

- **New Roads and Street Works Act** [Legislation]  
[www.opsi.gov.uk/acts/acts1991/Ukpga\\_19910022\\_en\\_1.htm](http://www.opsi.gov.uk/acts/acts1991/Ukpga_19910022_en_1.htm)
- **Road Signs Regulations and General Directions** [Legislation]  
[www.opsi.gov.uk/SI/si2002/20023113.htm](http://www.opsi.gov.uk/SI/si2002/20023113.htm)
- **Road Traffic Regulation (Special Events) Act** [Legislation]  
[www.opsi.gov.uk/acts/acts1994/Ukpga\\_19940011\\_en\\_1.htm](http://www.opsi.gov.uk/acts/acts1994/Ukpga_19940011_en_1.htm)
- **Road Traffic Regulation Act** [Legislation]  
[www.opsi.gov.uk/](http://www.opsi.gov.uk/)
- **Safety at Street Works and Road Works, A Code of Practice**  
[Department for Transport]  
<http://www.dft.gov.uk/pgr/roads/network/local/streetworks/cop/safetyatsreetworksandroadworks>
- **Traffic Management Act** [Legislation]  
[www.opsi.gov.uk/acts/acts2004/20040018.htm](http://www.opsi.gov.uk/acts/acts2004/20040018.htm)
- **Traffic Sensitive Streets** [Plymouth Transport and Hgihways]  
[www.plymouth.gov.uk/trafficsensitivestreets](http://www.plymouth.gov.uk/trafficsensitivestreets)
- **Traffic Signs Manual Chapter 8, Traffic Safety Measures and Signs for Road Works and Temporary Situations – Part 1: Design and Part 2: Operations** [TSO ISBN 0-11-552738 9 & 0-11-552739 7]  
[www.tso.co.uk/](http://www.tso.co.uk/)
- **Working Together: A good Practice Guide to Managing Works in the Street** [Department for Transport]  
[www.dft.gov.uk/pgr/roads/network/local/streetworks/managingworksonthestreet](http://www.dft.gov.uk/pgr/roads/network/local/streetworks/managingworksonthestreet)
- **New Roads and Street Works Act 1991 – Code of Practice for the Co-ordination of Street Works and Works for Road Purposes and Related Maters. Third Edition July 2007**  
[Department for Transport]  
[www.dft.gov.uk](http://www.dft.gov.uk)

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## Temporary Traffic Regulation Orders for Events

This document is intended to provide additional guidance for event organisers wanting to control or manage traffic on the highway during any proposed event.

Please also refer to the documents available on our website at:

[www.plymouth.gov.uk/temporaryroadclosures](http://www.plymouth.gov.uk/temporaryroadclosures)

If you have further queries officers in our Traffic Regulation Team are able to offer informal advice:

Phone: 01752 307748

Phone: 01752 307749

Fax: 01752 304922

Plymouth City Council

Traffic Regulation Team

Floor 10

Civic Centre

Plymouth

PL1 2AA

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**Background:**

Plymouth City Council is a highways authority and therefore has the ability to make Temporary Traffic Regulation Order (TTRO) that can be implemented during events on or adjacent to the highway. Common examples of such orders used at events are:

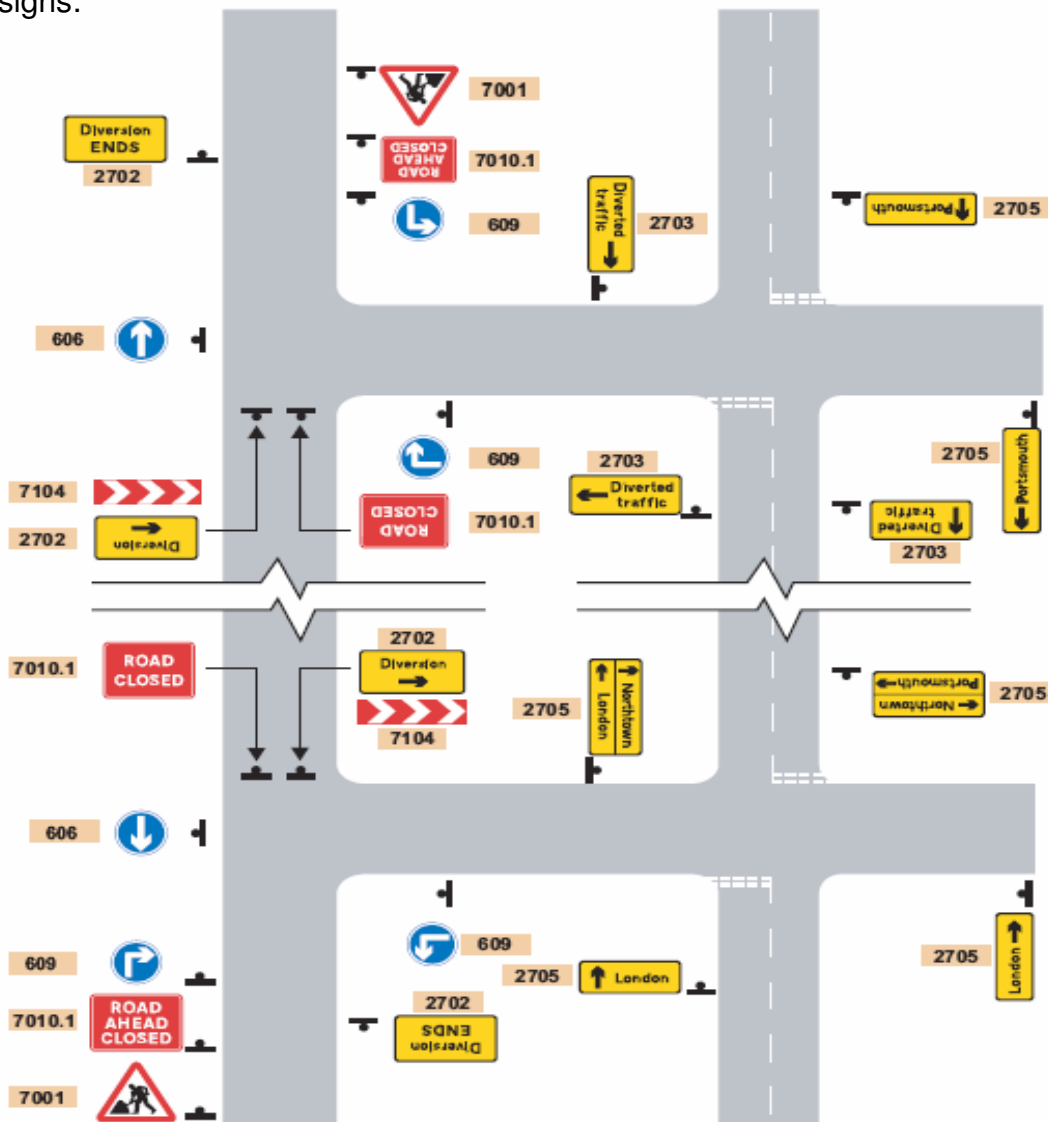
- Prohibition of driving (Road closures)
- Prohibition of parking (No parking cones)
- One way traffic
- Prescribed turns (Right/Left turn only)

Or

- Suspend any existing restriction e.g. to allow traffic to temporarily travel in the wrong direction along a one way street

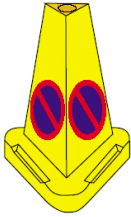
All Temporary Traffic Regulation Orders require signage in accordance with the Traffic Signs Regulations and General Directions 2002 ([www.opsi.gov.uk/SI/si2002/20023113.htm](http://www.opsi.gov.uk/SI/si2002/20023113.htm)).

Where roads are being closed and traffic is being diverted the signs should follow the same guidance as applicable to road works. Example of temporary signs:





Where parking or loading is to be temporarily prohibited yellow no parking cones can be used on site at the kerbside:



In all other cases signs should be identical to the equivalent permanent signs showing the required or banned manoeuvre:



### ***Legislation:***

#### **Road Traffic Regulation Act Section 16A**

Gives Plymouth City Council the power to prohibit, temporarily, traffic on roads for:

- Sporting events
- Social Events
- Entertainment

Provided they are held on the highway and can only prohibit traffic on the highway where the event is being held (i.e. cannot be used to manage traffic in adjacent roads to the event).

Plymouth City Council must be satisfied that the event cannot reasonably be held elsewhere other than on the road and must also have regard to the safety and convenience of alternative routes that are available to traffic.

#### **Road Traffic Regulation Act Section 14**

*(Traditionally used for road works)*

Gives Plymouth City Council the power to restrict or prohibit, temporarily, the use of a road by any vehicle to the extent considered necessary when the council considers that:

- there is a likelihood of danger to the public or of serious damage to the road which is not attributable to the event

Plymouth City Council must be satisfied that the event cannot reasonably be held elsewhere other than on the road and must also have regard to the safety and convenience of alternative routes that are available to traffic.

## **Local Authorities (Transport Charges) Regulations 1998**

Gives Plymouth City Council the power to make charges in respect to applications made to the council under section 14 and 16 of the Road Traffic Regulation Act.

### ***Enforcement:***

Before enforcement can be carried out the following must be in place:

- Appropriate Temporary Traffic Regulation Orders
- Copies of Temporary Traffic Regulation Order public notices on display in the vicinity of the restriction
- Correct agreed signage in place (Including appropriate size, lighting, fixing etc)

### **Temporary Parking Restrictions:**

Where cones are used, under section 14, Civil Enforcement Officers (CEO) can issue Fixed Penalty Notices (PCN) to vehicles that park in contravention of the cones.

Both the no parking cones and Civil Enforcement Officers can be provided, depending on existing commitments, by the Parking Enforcement Team from Plymouth City Council.

### **Temporary Moving Restrictions:**

Where the movement of vehicles is restricted enforcement can only be carried out by the Police Constabulary.

### ***Implementation:***

#### **Directing Traffic:**

The only individuals authorised to direct pedestrian or vehicular traffic on the highway are Police Officers. Whilst temporary traffic management should always be manned, operatives working in the highway have no authority to direct or prohibit the movement of traffic.

In most situations where traffic is prevented from manoeuvring in its normal manner signs and physical barriers should be used to *physically enforce* the Temporary Traffic Regulation Order.

### **Health and Safety for operatives working on the highway:**

Any individual working on the highway in traffic management must be Chapter 8 trained, certificated and compliant at all times:

[www.dft.gov.uk/pgr/roads/tss/tsmanual/trafficsignsmanualchap8ro4180](http://www.dft.gov.uk/pgr/roads/tss/tsmanual/trafficsignsmanualchap8ro4180)

### **Exemptions to the Temporary Traffic Regulation Orders:**

No Temporary Traffic Regulation Order applies to any vehicle when it is being used for the purpose of the emergency services.

Any classification of vehicle can, when appropriate, be exempt from the Temporary Traffic Regulation Order from its design. For example, in some cases it may be appropriate to allow buses to load and unload where cars are prohibited.

It may be necessary for vehicles being used in support of the event to move around inside a road closure, for example floats or parade vehicles. If this is the case then drivers and vehicles should be prepared in advance and:

- Display flashing hazard beacons at all times
- Keep speeds to a minimum (e.g. should not travel faster than a pedestrian)
- Only travel in a forward direction
- Consider using a banksman
- Consider using an audible warning

During large or lengthy road closures there is often a desire to allow vehicles through the closure to *access* properties adjacent to the highway. It may be appropriate at times to prohibit through traffic but maintain this *access* in certain areas or on certain roads. The carriageway can then be partially blocked off with barriers and the following style of signs used:



#### **Note:**

- Access is only appropriate when pedestrians or other vulnerable road users are unlikely to be using the carriageway.
- Only the police can direct or stop traffic, closures should always be enforced through the use of approved signs and barriers in their absence

The event organisers should agree the appropriate level of access in advance through risk assessment of any proposed event. This should then be included in their Traffic Management Plan and submitted with any road closure.

## **Cost**

As most events are of a relatively short duration the fees incurred in advertising and preparing the necessary Traffic Regulation Orders are £1,000 (In effect for up to 28 days). This fee is to cover the costs of advertising and staff time in preparing the necessary Temporary Traffic Regulation Orders.

## **Liability**

Event organisers are required to provide Public Liability Insurance to the value of £5,000,000 for any event on the highway. The application for any Temporary Traffic Regulation Order should be made by the same organisation named on the insurance certificate provided with the application.

## **Other Costs**

In order to preserve continuity and safety there are legal restrictions on the specification and placement of signs, cones and barriers on the highway. It is therefore unlikely that anyone without a background in highways would be able to source and place signs on the highway lawfully. For these reasons applicants may wish to consider using the services of a *Traffic Control and Management* firm, approved to work on the highway, to assist in the design and implementation of their Traffic Management Plan.

## **Reduction of Fees**

Plymouth City Council reserves the right to charge all events the cost of implementing any Temporary Traffic Regulation Order. However, where a case is made we will consider sponsoring the event by providing the necessary Temporary Traffic Regulation Order at our cost:

- The event is open to all members of the public
- The event is either charitable or non profit making
- No party is charged for their attendance or participation in the event
- There is no trading on the public highway

**Questions raised at Plympton Area Committee****Response from Plymouth Transport and Highways for Area Committee on****8<sup>th</sup> March 2010**

<b>Question</b>	<b>Answer</b>
Information on community events	<p>Community events that require a road closure will need a Temporary Traffic Regulation Order (TTRO).</p> <p>Such orders require statutory consultation which normally takes the form of newspaper advertisement and subsequent feedback. We also place adverts on–street.</p> <p>Consultation also includes the emergency services and stakeholders such as the Public transport operators.</p> <p>We then draft an order which is sealed by Legal Services.</p> <p>We register such events on our streetworks system.</p> <p>The costs for these events and the associated officers time is normally charged back to the organiser. In some cases and subject to new policy, currently being agreed, these costs may be waived or sponsored by the City Council.</p>
Road closures specifically with regards to Plympton and the Ridgeway.	<p>We are actively working on an application for Colebrook Community Carnival, this is ongoing.</p> <p>There are no closures or works planned on the Ridgeway.</p>

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