

EVENTS ON THE PUBLIC HIGHWAY POLICY

Plymouth Transport and Highways



PLYMOUTH
CITY COUNCIL

DRAFT

PURPOSE

The Traffic Management Act 2004 places a duty on local highway authorities to ensure that their highway networks operate efficiently without unnecessary delay to those travelling on them. This document details Plymouth City Council's policy, as a local highway authority, for managing pre-planned events on the public highway in order to limit the negative impact of such activities on the network.

SCOPE

This policy relates to all pre-planned events, e.g. sporting events, demonstrations, illuminations, carnivals, parades, street parties and entertainments, held on the public highway. This policy does not include road and street works.

POLICY STATEMENT

Plymouth City Council recognises the role of public and community events in establishing Plymouth as one of Europe's finest waterfront cities, in supporting a vibrant economy, and in maintaining community cohesion. Consequently, the Council will endeavour to support the use of the public highway as a conduit or venue for events but only within the limits of its statutory duty to maintain a safe and effective road network for the wider community.

COORDINATION

Plymouth City Council acquires accurate information about all events that will affect network operation through good communication channels, contact points, awareness reports and meetings as deemed necessary. Such information is shared in good time with internal and external stakeholders to ensure effective coordination.

Events on the highway are included on Plymouth City Council's Street Works Register to ensure that they do not coincide with planned road or street works.

TEMPORARY TRAFFIC REGULATION ORDERS (TTRO's)

Use of Legislation

Plymouth City Council uses the Road Traffic Regulation Act 1984, as amended by the Road Traffic Regulation (Special Events) Act 1994, to make orders for regulating traffic on a temporary basis to facilitate the holding of pre-planned events on the highway.

Under certain circumstances Plymouth City Council may elect to use the Town Police Clauses Act 1847 (TCPA) in lieu of the Road Traffic Regulation Act. The decision to use the TCPA is made by the Traffic Manager in consultation with Police.

Categorisation of Events

Events requiring temporary road closures are categorised as 1, 2 or 3 events, the definitions for which are provided in Table 1, below. These categories are used to determine the charges levied for Temporary Traffic Regulation Orders (TTRO) associated with events, and reflect network importance.

Category	Definition
1	<ul style="list-style-type: none"> ▪ Closure of major roads, for example: <ul style="list-style-type: none"> - Traffic Sensitive Roads - Major bus routes - Principal and Non-Principal B roads ▪ Diverting significant traffic onto a major road ▪ Closing more than 300m of road ▪ Closing a road for more than 6 hours (including setting up and cleaning up)
2	<ul style="list-style-type: none"> ▪ Closure of Non-Principal C Roads
3	<ul style="list-style-type: none"> ▪ All closures not identified in Category 1 or Category 2

Table 1 – Categorisation of Events

The Traffic Manager may refuse or require changes to an application which may include, but not be limited to, 'one-way' systems where there are no obvious diversions, roads affected by seasonal traffic, or roads with significant commercial traffic. Such changes may vary the category of the event.

Consultation and Public Notification and Advertising of TTRO's

TTRO's for special events are not advertised in the local press; instead full stakeholder consultation about a proposed restriction is undertaken, and evidenced, by the organiser of an event before the Authority agrees to proceed with a TTRO. Such stakeholders must include, as appropriate, public transport operators, and affected residents and businesses.

Not less than 14 days before an event begins, notices containing the information pertinent to a TTRO are erected by the Authority in each road affected by the order. Advance information boards are placed on site a minimum of two weeks in advance of a TTRO coming into force.

TTRO's for all event categories are advertised on a web site supported by Plymouth City Council.

Plymouth City Council does not explicitly invite and consider objections to proposed TTRO's. However, it does have regard where possible to any representations made, and explores in a constructive fashion with the event organiser ways of mitigating the traffic impact without detracting unduly from the nature and viability of that event.

CHARGES

Charges for TTRO's

With the exception of events included on the Approved List, Plymouth City Council charges event organisers for the making of TTRO's. Payment is made in advance of a TTRO coming into force. The charges follow a sliding scale commensurate with the event categories 1, 2 and 3.

The scale of charges is as follows:

- Category 1 - £500
- Category 2 - £250
- Category 3 - £0

The scale of charges is reviewed annually by the Traffic Manager and is approved by the Cabinet Member for Transport, by delegated decision, by the 31st March each year. Changes to the charges take effect on 1st April each year.

Charges for the Network Control Centre

If a special event requires an officer to oversee the transport network from the Network Control Centre outside of normal workings hours, 8am to 6pm Monday to Friday, then an additional hourly charge will apply.

Charges for the Suspension of On-Street Parking Spaces

Event organisers may be charged for the suspension of on-street parking spaces, e.g. Pay and Display and Controlled Parking Zones, to offset lost parking revenue and may include costs associated with coning-off on-street parking spaces prior to an event.

TRAFFIC MANAGEMENT

Plymouth City Council agrees the scope, design and operational arrangements of traffic management.

All road signs and traffic management associated with events comply with the requirements of the Traffic Signs Regulations and General Directions Statutory Instrument 2002.

For Category 1 and 2 events, works on the highway are undertaken in strict accordance with the Traffic Signs Manual Chapter 8, Traffic Safety Measures and Signs for Road Works and Temporary Situations – Part 1: Design and Part 2: Operations. Where roads are classified as Traffic Sensitive, occupation of the highway is carried out at times specified in Plymouth City Council's Traffic Sensitive Streets register, or may be varied where necessary by agreement with the Traffic Manager.

ORGANISERS' RESPONSIBILITIES

The event organiser:

- is responsible for the safety and welfare of all participants and spectators of an event held on the public highway;
- ensures that for Category 1 or 2 events an application is made a minimum of 16 weeks in advance of an event taking place;
- ensures that for Category 3 events an application is made a minimum of 6 weeks in advance of an event taking place;
- is responsible for all advertising and publicity, beyond the statutory notices, associated with the need for a TTRO;
- ensures that residents and businesses likely to be affected by a TTRO are notified in writing no less than one week before it comes into force;
- holds a minimum of £5 million public liability insurance for Category 1 and 2 events, and is advised to hold £1 million public liability insurance for Category 3 events. Policies indemnify Plymouth City Council 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 a road closure or activity;

- is responsible for the design, procurement, placing, maintenance, operation and removal of all traffic management relating to the event;
- ensures that advance information boards are placed on site a minimum of two weeks in advance of a TTRO coming into force;
- ensures that all personnel working on the highway are able to demonstrate that they are trained and competent to do so, i.e. qualified under the New Roads & Street Works Act 1991 or similar qualifications such as the National Highway Sector Scheme (modules 12D T1 and T2);
- ensures that essential vehicular and/or pedestrian access to individual properties adjacent to the site are maintained
- ensures rubbish arising from an event is cleared away and responsibly discarded.

Relaxation of any of the Organiser's responsibilities is at the discretion of the Traffic Manager.

PCC's RESPONSIBILITIES

Plymouth City Council:

- Seeks to minimise congestion on the highway network;
- Co-ordinates with the local Police Constabulary, Fire and Rescue, ambulance services and Public Transport providers in accordance with current Traffic Regulation Order requirements;
- Advertises proposed TTRO's on a web-site supported by Plymouth City Council;
- Erects TTRO notices on site.

REVIEWS AND AMENDMENTS

The Events on the Public Highway Policy is reviewed annually, or as required by a change in law. Changes are approved by the Cabinet Member for Transport by delegated decision.

GLOSSARY OF TERMS

Controlled Parking Zones	An area where parking is regulated by a permit scheme to benefit residents, businesses and visitors.
Distributor Road	A road that distributes traffic and bus services within the main residential, commercial and industrial built-up areas.
Event Organiser	The person responsible for initiating, planning and coordinating an event.
Major Bus Route	A bus route with four or more buses per hour, or where a route cannot be practically diverted.
Non-Principal Road	B-class or C-class roads, e.g. B3396
Pay and Display	System used for regulating parking in urban areas or in car parks. It relies on a customer purchasing a ticket from a machine and displaying the ticket on the dashboard, or windscreen or passenger window of the vehicle.
Principal Road	An A-class road, e.g. A386, A379
Temporary Traffic Regulation Order (TTRO)	A statutory legal document necessary to support any enforceable highway measure with a limited period of operation. The scope of an order can be anything from temporary road closures to temporary parking restrictions depending on the needs and circumstances of each case.
Traffic Manager	The person appointed in accordance with S17 of the Traffic Management Act 2004, to perform such tasks as the authority considers will assist it to perform its Network Management Duty under the act.
Traffic Sensitive Road	A road where works or events are likely to create unacceptable delays and disruption to highway users at specified times.