

## Guidance

This document outlines recommended timescales, fees, procedure and how to complete the Highways Event Application Form. If you have any further questions or require clarification on any area please contact:

[highway.events@cambridgeshire.gov.uk](mailto:highway.events@cambridgeshire.gov.uk)

## Application Time Scales

| Event size                                   | Small                        | Medium                       | Large                        | Major                         |
|--|------------------------------|------------------------------|------------------------------|-------------------------------|
| Expected attendance                          | 0 - 99                       | 100 – 499                    | 500 – 4999                   | 5000+                         |
| Recommended application submitted time frame | At least 12 weeks in advance | At least 3 months in advance | At least 6 months in advance | At least 9+ months in advance |
| Submit event info to a SAG*                  | No                           | Yes                          | Yes                          | Yes                           |
| Attend a SAG                                 | No                           | As required                  | As required                  | Yes                           |

- In all cases applications must be received a minimum of **12 weeks** prior to the events start date. This is to ensure that we have enough time to process the application and arrange Temporary Traffic Regulation Orders (TTRO's) where applicable.

\*Safety Advisory Groups (SAGs) are chaired by local district councils and made up of representative of the emergency services, local council's officers and other relevant bodies. They are available to offer event organisers advice on all aspects of their events. For more information and information on how to contact your local SAG please visit the district council website that your event takes place in and search for Safety Advisory Group.

## Fees

- For commercial events a charge of £1000.00 will apply.
- For all events we reserve the right to charge a maximum of £250.00 for staffing costs. These will be calculated using the impact matrix below.
- In all cases total charges (minus any advertising costs) will be communicated to you upon receiving your completed application form.
- All advertising cost for TTRO's will be recovered from the applicant.
- Any amendments required to a processed application will be charged at a fixed fee of £50.00 per amendment.
- All charges are subject to periodic review by the Council.

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### Impact Matrix

*\*Scores are shown in brackets ( )*

|                                      |                      |                            |                            |                       |
|--------------------------------------|----------------------|----------------------------|----------------------------|-----------------------|
| <b>Event size Attendance</b>         | Small<br>0-99<br>(0) | Medium<br>100 – 499<br>(1) | Large<br>500 – 4999<br>(2) | Major<br>5000+<br>(3) |
| <b>Highway Closure(s)</b>            | None<br>(0)          | One – Three<br>(1)         | Three – Ten<br>(2)         | Ten +<br>(3)          |
| <b>Duration of highway closure**</b> | 0 – 5hrs<br>(0)      | 5hrs – 12hrs<br>(1)        | 12hrs – 48hrs<br>(2)       | 48hrs +<br>(3)        |

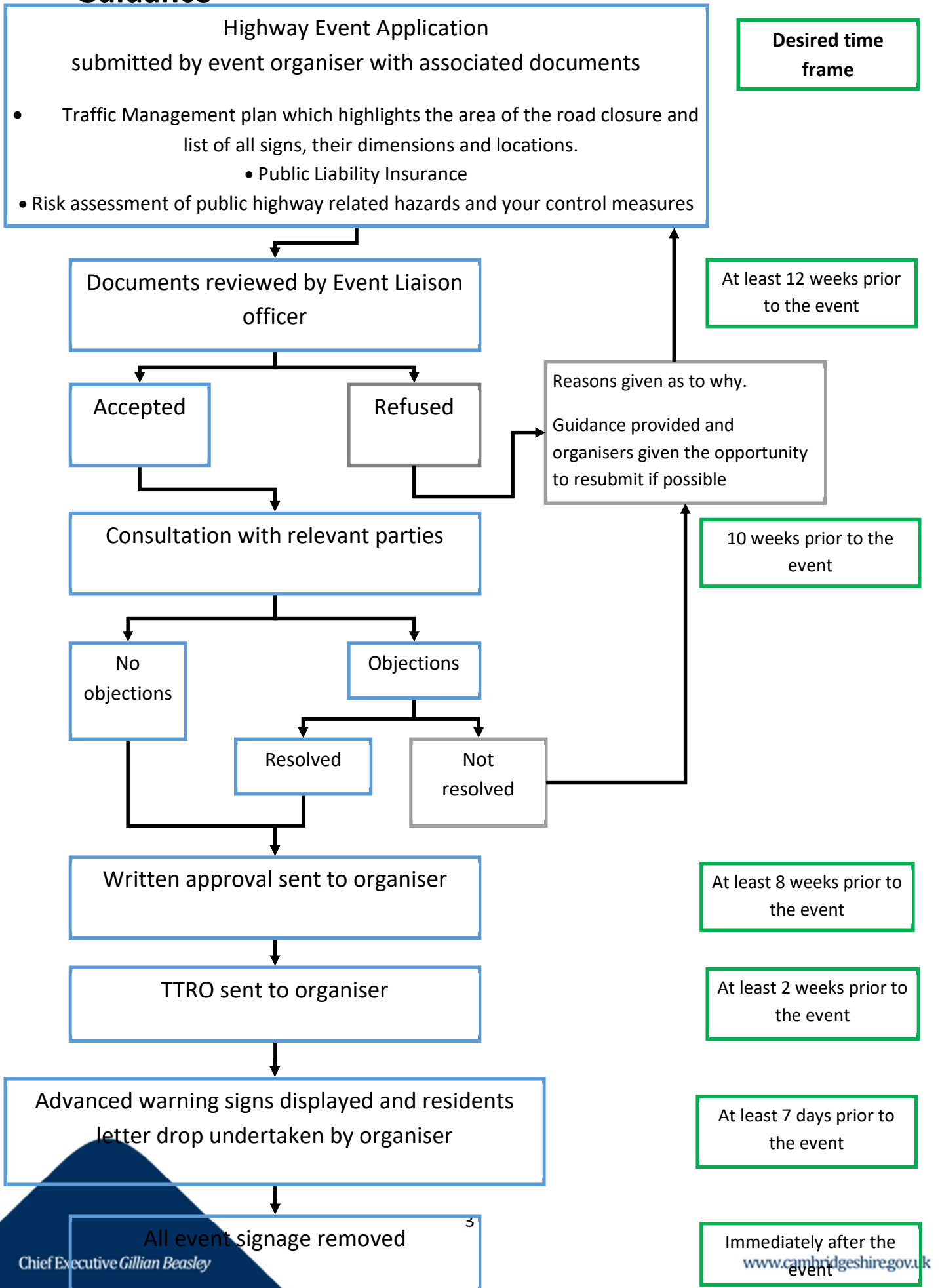
*\*\* Duration of road closure is calculated by taking the time the first road closes to the time the final road reopens i.e. If road A shuts at 09:00 and opens at 12:00 but road B shuts at 10:00 and reopens at 13:00 the duration would be 09:00 until 13:00 thus 4hrs of closure*

### Staff Costing

| Impact score | Staff cost |
|--------------|------------|
| 0-2          | £0.00      |
| 3-5          | £50.00     |
| 6-8          | £100.00    |
| 9            | £250.00    |

# Highway Event Application Form

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### Terms and Conditions

1. The applicant will be responsible for any costs incurred for the signing, running and control of the closure and for informing all the necessary people and agencies about this closure.
2. The applicant must produce written proof that they have liaised with and there are no objections to the proposed closure from Cambridgeshire Police, Fire and Rescue Service, Ambulance Service and local Parish Council(s). Each of the above services and council MUST be informed in writing of the pending closure and where the closure is a through road MUST be given a copy of a plan showing the alternative route that is intended to be signed and used.
3. The applicant must directly contact any businesses, including car parks that will be affected by the road closure and communicate any issues to [highway.events@cambridgeshire.gov.uk](mailto:highway.events@cambridgeshire.gov.uk) no later than 28 days prior to the event.
4. Where a closure or diversion route is on a bus route(s) organisers must inform passenger transport at least 12 weeks prior to the event by e-mailing [passenger.transport@cambridgeshire.gov.uk](mailto:passenger.transport@cambridgeshire.gov.uk)
5. The organisers MUST place and maintain a copy of any notice made by Cambridgeshire County Council at each end of the street or streets to be closed at least 14 days prior to the event making sure that they are clearly visible to passers-by. Local residents and those who live along the alternative route and who would be affected by this closure should be informed of this by a 'letter drop' at least 14 days prior to the event. Village circulars and notice boards should also be used to advertise the closure.
6. The closure and alternative route must be signed in accordance with Chapter 8 of the Traffic Sign Manual and any signage/barriers erected on the public highway must comply with the Road Traffic Sign Regulations and General Direction 2016 and must be controlled by a qualified steward at all times allowing access to property and for emergency vehicles.

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### Terms and Conditions continued

7. All event signage must be removed no later than 48 hours after the conclusion of the event. Failure to do so will result in Cambridgeshire County Council removing the signage and you, as the event organiser being invoiced for the service.
8. Organisers must indemnify Cambridgeshire County Council against any claim arising from the holding of this event. It is a requirement that organisers are insured against any Third Party claims for up to £5,000,000 that may be made against them. Proof must be provided.
9. Should your event diversion route/signage require use of the A14/A428/A1/A11/M11 then you will have to liaise Highways England.

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### 1 – Applicants Details

- Please ensure all sections are completed accurately with up to date contact details so that any issues that may arise can be dealt with quickly.

### 2 – Events Details

- **Time and date of event** - Enter the complete event time frame i.e. if set up begins at 11am on the 1<sup>st</sup> January 2017 and the event concludes when set down is completed at 2pm on 1st January 2017 the form would look like:

|                        |      |              |    |              |
|------------------------|------|--------------|----|--------------|
| Time and Date of Event | From | 11:00        | To | 14:00        |
|                        |      | 1 / 1 / 2017 |    | 1 / 1 / 2017 |

- **Type of event –**
  - **Charity** – Events that are 100% not for profit (a charity name and registration number is required).
  - **Community** – Events that are free to enter and have a benefit to the local community. They may have a commercial element.
  - **Commercial events** – Any event that charges an entrance fee and generates an income for its organisers regardless of any charity element.  
*\*Please note in all cases staffing charges may apply*
- **Description of the event** i.e. “10k closed road running race with additional parking”
- **Expected attendance** – please estimate number of attendees, staff and spectators.
- **Annual Event** – If your event occurs annually please let us know the dates of the next three years events. Knowing these dates will assist with planning street work projects around your event dates.  
*\*Please note this does not guarantee acceptance of your applications and you will still need to submit an application form for your event each year.\**
- Please provide evidence of your contact with residents, local businesses, parish and town councils and emergency services.
- **Remember** it is the event organiser’s responsibility to inform all interested parties known to be directly affected by the restrictions including all frontages on the length of road concerned.
- If you attended or are due to attend a Safety Advisory Group (SAG) please let us know a date.

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### 3 – Restriction Details of ALL Highways Affected

- Highway refers to all roads, footpaths and bridleways
- If you believe your event is not taking place across any of the above please still list the events location i.e. *School playing field, March*
- If you do not require any road closures for your event but your event is taking place on the highway please still complete this section as we require the information to check for any street work activity on your route.
- Please note ‘see attached map’ (or anything similar) is not an acceptable answer in this section and your form will be return to you as unsuccessful.

| <b>Road Name/Number</b><br><i>Example: High Street, (Parish)</i> | <b>Type of Restriction</b><br><i>Road Closure, Lane Closure, Footpath Closure, Parking Suspension, Speed Limit Change</i> | <b>From where to where?</b><br><i>Junction of Histon road to outside the Council Offices</i> | <b>Start Time</b> | <b>End Time</b> |
|--|---|--|-------------------|-----------------|
| Duck Lane, Haddenham   | Road closure  | Junction of Perry Close to junction of the High Street                                       | 12:00             | 14:00           |
| Duck Lane, Haddenham   | Parking suspension  | Outside number 52  | 09:00             | 15:00           |

#### **Diversion Route**

*Please list all the road names and their parish that make up the diversion route around your event restriction.*

*e.g. New road , Haddenham*

*e.g. Hop Row, Haddenham*

*e.g. High Street, Haddenham*

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### 4 – Additional Order Information

- Please select which of the 3 options will be supplying the traffic management for your event:
  1. ***If you are using a qualified individual*** - please supply copies of their qualifications. The following supervisor or operative qualifications comply with the current code of practice:
    - City & Guilds 6157 Unit O1 – Signing, lighting & guarding (NRSWA Supervisory accreditation)
    - City & Guilds 6157 Unit S1 – Monitoring signing lighting & guarding (NRSWA Supervisory accreditation)
    - Lantra Awards SSD12A – General Operative
    - Lantra Awards SSD12B – General Operative
    - Lantra Awards SSD12C – General Operative
    - Lantra Awards SSD12A,B,C – Foreman
    - Lantra Awards – Traffic Management at Community Events (TMCE)
  2. ***If you are using a traffic management company*** - please submit the contact details for the traffic management company for the event.
  3. ***If you have the police attending*** - written confirmation of their support with traffic management will be required before a TTRO can be issued.
- It is the event organiser's responsibility to ensure that appropriately accredited operators only are employed to place signage on the highway network.
- Road closures **MUST** be manned at all times and not moved or rearranged by any individual that is not qualified. It is not permitted to have stewards directing traffic or diverting from a closure point. ALL event stewards should be within the road closure boundary, unless qualified to do so.
- The police reserve the power to modify, and, if necessary, remove any road closure, on the grounds of public safety or in the event of a major incident, even if a road closure order is in force. The police also reserve the right to assist in traffic direction if it becomes necessary for any reason.
- The maximum duration of a temporary road closure order under section 16A of The Road Traffic Regulation Act 1984 is 3 days.



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### 5 – Additional Comments

- Details of why your event needs to be held on the Highway must be included in this section.
- Please provide any additional details about your event here. This may include:
  - A brief history of the event
  - How the event may benefit the community
  - Event parking arrangements and how they will be managed
  - Any other information you feel may be relevant.

### 6 – Payment Details

- If you wish to be invoiced for the event charges provide accurate information here.
- If you prefer to pay by cheque or credit/debit card please indicate this by ticking the relevant box.

### 7 – Confirmation

Please print, sign and date to confirm you accept the terms and conditions out lined in this document.

### 8 – Check List

- Read each line carefully and indicate that you have agreed and/or included the required evidence for each item.