

Temporary Road Closures for Events, Street Parties and Fetes Guidance

This guide will help you organise your event so it meets basic legal requirements – and leave you free to enjoy the day!

Introduction

These guidelines have been written to assist those who wish to organise an event. There are different requirements for small scale events and larger public events.

If you are unsure whether the event you are planning falls within the scope of a small local event, this table will help:

Small scale event – e.g. street parties and fetes:	Larger public events:
Usually for residents/neighbours only (less than 100 people)	Anyone can attend. (But could also be a larger, residents only, gathering).
Only residents' traffic will be affected	Through traffic affected (for example bus routes)
Diversions routes will not be necessary for any road closures	Road closures are likely to require diversionary routes
Publicity only to residents	External publicity (such as in newspapers)
No licences normally necessary if music incidental and no selling is involved	Licence usually needed – especially if you are planning a fireworks display, entertainment is provided or alcohol is sold, or where food is provided late at night – (check with Council)
No liability insurance required for road closures by County Council as Highways Authority	Liability insurance needed for road closures.
Formal risk assessment not usually needed	Risk assessment required
Self-organised	Usually arranged by professional/skilled organisers

First things first!

Check that the date of your event doesn't clash with any other events in your area. Let Test Valley Borough Council know early on about your plans and we will be able to advise you. Safety is our prime concern and we will do our very best to advise you so that your party can go ahead.

Remember, if two or more events are held at the same time in a local area they can cause traffic problems so it's a good idea to plan ahead and check in advance.

Temporary road closures

If you are planning an event on the public highway you are likely to need a road closure order to cover its duration. This is absolutely essential, even if the road will be closed for just a few minutes. A temporary closure means that all vehicles are kept out – but the road is open to pedestrians.

Before applying for a closure you should;

- Check that the residents in the street are happy with the proposed event.
- Plan the event to avoid times when your bins are due to be emptied.
- Plan the event to avoid damage to the road or footway.
- Consider what you would need to do to allow easy access for emergency vehicles in the case of an accident or fire.
- Plan how you will clean the street after the event.
- Contact the police to advise them of your application.
- Arrange for signage, barriers and cones (if applicable). TVBC do not provide these.

Applying for a road closure for your event

Please contact Test Valley Borough Council for a closure form and details of any special requirements. A nominal charge of £25 will be applied to cover administration and legal costs. Payment can be made by Cheque, BACS or an invoice can be sent out.

- To pay by cheque please make payable to: 'Test Valley Borough Council' and sent to Engineering and Transport, Test Valley Borough Council, Beech Hurst, Weyhill Road, Andover, Hampshire, SP10 3AJ.
- To pay by BACS please email engineering@testvalley.gov.uk for details
- To receive an invoice, please provide name and address of where the invoice should be sent to.

Road closure applications take time to be approved and you should check with Test Valley Borough Council how long is needed to process your application. It may take several weeks or months to process applications and you should allow for this in your planning of the event.

Once Test Valley Borough Council have received your application, we will usually:

- Check that you have consulted with all the residents and provided proof that the majority support the proposal.
- Provide advice regarding traffic impact or additional precautions that might be needed.
- For larger events, advise the police, emergency services and the Highway Authority of the application. This will help ensure that your

event will not be disturbed by planned road works and that emergency services are aware in case of an incident.

- They may also wish to see what plans you have made for emergency access.

Insurance

The County Council as Highways Authority for the area does not require organisers to hold public liability insurance for small scale events that do not affect through traffic.

For larger scale events or events that will affect through traffic **an indemnity and evidence of public liability insurance of £10 million will be required.** This may be reduced to £5 million if the applicant can prove that they have taken all reasonable steps to minimise risks to traffic.

Safety

This is a matter of common sense. As organisers you will want those involved to take common sense precautions so that they don't injure themselves or others, for example when hanging bunting, during the set up and clearing away, serving hot food around young children etc.

The Council does not usually require a formal risk assessment for small scale events, but you may want to consider listing the things that could well go wrong and what you could do about them, as part of your planning process. For larger events risk assessments are required.

Large scale public events or events that will affect through traffic

Such events need to be carefully planned and may require a formal traffic management plan as there is a greater risk of traffic congestion. There is also a greater risk to the safety of those attending the event and those passing by, whether a road closure is required or not.

The Council can provide further advice on licences and will usually administrate any road closure applications that are necessary.

Where road closures are required for such events

Road closures and diversions will also need to be signed correctly for the safety of the event participants and the general public. Diversion routes can only be put into effect using road signs in accordance with Chapter 8 of The Traffic Signs Manual.

For further advice on managing traffic and minimising traffic risks at such events please see HCC's web site at:

<http://www3.hants.gov.uk/trafficmanagement/events-guidance.htm>

Helpful websites:

"Your guide to organising a street party or fete" – a free guide from the Department for Communities and Local Government:

<http://www.communities.gov.uk/publications/communities/streetpartyguide>

Advice and guidance on organising street events from the national group,

Streets Alive:
<http://www.streetsalive.org.uk/>