



Safety Advisory Group Traffic Management Information Form	Havant Borough Council Civic Offices Havant Hants PO9 2AX
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Event Name	
Organiser Contact Details	
Date of Event	

Notes:

Your event application form indicates that you consider your event or the event may have an effect on the highway. This form must be completed to enable the request to be assessed. It may be beneficial to have an informal discussion/meeting with the Traffic Management Team before submitting your form. Contact details can be found in appendix 1 of the guidance.

Event Planning and Coordination
Guidance Notes for Traffic Management Plans

These notes are intended as a guide to event organisers to assist in putting the contents of a Traffic Management Plan together. Organisers are requested to ensure that adequate time and resources are available to develop the TMP so that a successful outcome can be achieved. The final plan will need to be signed off by, or on behalf of, Hampshire County Council's Traffic Manager and should include reference to each of the following:-

1. Please note that you must employ a Traffic Management Company to design and implement any signing or closure on the highway. This must be done in accordance with the Department for Transport's Traffic Signs Manual. The Council does not provide this service.
2. Location plan showing the site of the proposed event in relation to the surrounding road network and the proposed routes for traffic approaching and leaving the site.
3. Estimated hourly traffic arrival and dispersal volumes by time of day for each day of the event, if possible based on previous or similar events.
4. Directional splits depending on origins and destinations of destinations of anticipated traffic and taking into account the routing advice given in advance publicity i.e. "How to get there".
5. Detailed site plan showing vehicle access arrangements, emergency gates, pedestrian accesses and paths to the site, drop off arrangements, internal circulation and parking layout, and internal control arrangements.
6. Direction signing, local traffic controls, temporary restrictions and guard railing plan to show how traffic and pedestrians are to be managed, both to and from the site.
7. If applicable, schedule of Traffic Regulation Orders required to give effect to any mandatory restrictions i.e. temporary road closures.
8. If applicable, proposed temporary traffic signal layout with control arrangements for the site entrance(s) together with estimated traffic flows, suitable for discussion/approval as appropriate with the County Council's Intelligent Transport Systems Group.

9. If applicable, estimate of the effect of additional traffic on the surrounding network signalled junctions, with particular reference to motorway slip roads, for consideration by the ITS Group.
10. Proposals for additional traffic policing as appropriate, in conjunction with Hampshire Constabulary.
11. Evidence of discussions/agreements with local representatives on the proposed traffic arrangements i.e. Parish, District and County Councillors.
12. Proposals for monitoring of traffic flows during the period of the event for use in planning future events.
13. List of primary contacts with telephone numbers in connection with TMP, including emergency response.

PROCEDURE:

Upon receipt of the completed application form officers will consult with Hampshire Constabulary and any other relevant bodies. (If the route is a bus route then the bus companies will need to be consulted).

A response will be sent to the SAG coordinator for inclusion in a combined response from all members of the SAG covering all of the issues the organiser must address in order to hold a safe event.

Upon notification from SAG that the event is supported the required orders will be processed.

The organiser will be required to implement the traffic management plan for the event as submitted within the application and supporting documents. Any deviation must be agreed prior to the event.

Officers will make judgments with regard to the level of traffic management that will be required. This form is intended to guide you provide the information and detail that will be required. If officers consider you have not considered the implication of the event in sufficient detail you will be asked to submit further clarification.

Please return this completed form to: Jackie Rogers, Havant Borough Council, Civic Offices, Havant, Hants PO9 2AX.

INFORMATION REQUIRED

Section 1 – ROADS, FOOTPATHS AND BRIDLEWAYS

Does the event involve roads, footpaths or bridleways that are normally open to members of the public? E.g. footpaths across areas of park.

Yes/No
Delete as appropriate

If Yes please provide details or a sketch indicating the location.

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Is the event adjacent to any roads that may be used as drop-off, or queuing areas?

Yes/No
Delete as appropriate

If Yes please provide details or a sketch indicating the location.

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Section 2 – HIGHWAY DIRECTIONAL SIGNING

Highway directional signing may be signs advertising the route to the event and are usually black text on a yellow background. NOTE: We will not allow signs on the highway advertising the event.

If you have indicated that advanced directional signing is proposed for the event you will need to:

1. Attach a schedule showing the design, size and mounting arrangements of the signs and a plan showing their location.
2. The date when the signs are to be erected.
3. The date when the signs are to be removed.
4. Confirm details of the Traffic Management Company that are designed and implementing this signing in accordance with the Department of Transport’s Traffic Sign Manual.

Please indicate that you have attached the required information

Yes/No
Delete as appropriate

Section 3 - ROAD CLOSURE & TRAFFIC DIVERSION

Precise Location of Proposed Closure

(For example Smith Street from the junction of Oak Road to the junction with Pine Road)

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Date & Time of Road Closure

(For example Sunday 1st April 2006 8am to 4pm)

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Advanced notification of the road closure

You should consider providing warning signs on the road to be closed in advance of the closure.

You will need to provide a schedule showing the design, size and mounting arrangements of the signs and a plan showing their location. The date when the signs are to be erected. The date when the signs are to be removed. Confirm that a Traffic Management Company will design and implement the signing in accordance with the Department for Transport's Traffic Signs Manual.

Please indicate that you have attached the required information

Yes/No

Delete as appropriate

Have you consulted property owners with the proposed closure whose access will be restricted/unavailable?

Yes/No

Delete as appropriate

If Yes please give details, if No please indicate how you propose to consult and manage people requiring access to and from their property.

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Is the road that is proposed to be closed a bus route?

Yes/No

Delete as appropriate

If Yes, please provide details of the bus service affected.

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Proposed diversion route

Please indicate your proposed diversion route including:-

1. A schedule showing the design, size and mounting arrangements of the signs and plan showing their location.
2. The date when the signs are to be erected.
3. The date when the signs are to be removed.
4. Confirm details of the Traffic Management Company to design and implement the signing in accordance with the Department Transport's Signs Manual.

Please indicate that you have attached the require information

Yes/No

Delete as appropriate

Section 4 – ON STREET PARKING RESTRICTION

For events safety reasons you may consider that parking needs to be restricted at certain locations. Provide a plan indicating where you consider parking should be restricted.

Please indicate the times when parking should be restricted.

How will you manage parking restrictions?

Please indicate that you have attached the require information

Yes/No
Delete as appropriate

Section 5 – CAR PARK CLOSURE

Please provide details of the car park to be closed and any alternative arrangements that are being made.

Please indicate that you have attached the require information

Yes/No
Delete as appropriate

Section 6 – PARKING PROVISION

Please provide a plan indicating the location and number of parking spaces dedicated for parking within the boundary of the event.

The access route to the car park from the highway must also be marked on the plan. The Traffic Management personnel or marshall locations and numbers should also be indicated on the plan.

Please indicate that you have attached the require information

Yes/No
Delete as appropriate

Are there any persons arriving by coach?

Please identify on a plan where coaches will pick-up, drop-off and park.

Please indicate that you have attached the require information

Yes/No
Delete as appropriate

Where are the event vehicles being parked?

Please identify on a plan where event vehicles will be parked.

Please indicate that you have attached the require information

Yes/No
Delete as appropriate

If you have not identified any dedicated parking provision for the event please provide a statement or plan of where you anticipate people to park and any measure you may have taken to alleviate congestion.

Please indicate that you have attached the require information

Yes/No
Delete as appropriate

Section 7 – GENERAL

The information that you provide will form the basis of your Traffic Management Plan that must be implemented for the event. You may wish to use this form as the basis for a Traffic Management Plan and submit a separate document covering all of the issues raised in this form.

Traffic Management and Road Safety Consideration

Please provide as much detail as possible of the consideration you have given for traffic management and road safety when organising your event to assist us with our assessment of the event.

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Do you have insurance cover for public liability of £5 million or more? **Yes/No**
delete as appropriate

This must be attached.
This must include any company employed to provide Traffic Management Services.

Section 8 – CONDITIONS

- Reasonable pedestrian access being available at all times.
- Vehicular access for emergencies being available at all times.
- Road closure and diversion sign being erected to the approval of the Highway Authority at the cost of your organisation and removed by them at the end of the temporary closure.
- Your organisation being responsible for stewards/marhsalls in the event.
- Your organisation being responsible for clearing the Highway immediately after the conclusion of the event and for any damage which may be apparent to the Highway, including street furniture, during the entire period of the preparation, event and clearing-up operations.
- Street fire hydrant must not be obstructed.
- No assistance can be given by the Police in the removal of vehicles from the closed length of road during the preparation of the event.
- No claims will be entertained by the Council (as Highway authority) or any statutory undertaker in respect of any accident, damage or injury sustained as a result of the event: the onus is on your organisation to obtain necessary insurance cover.
- Your organisation being responsible for notification to all those effected by the Order, especially those fronting the Order, in writing 14 days prior to the event.
- Separate application being made for any necessary Licences or permits for entertainment, charitable collection etc.

Signed **(on behalf of the Organiser)**

Date

Please return to:
Jackie Rogers, Havant Borough Council, Environmental Health Services, , Civic Offices,
Havant, Hants, PO9 2AX.