



APPLICATION FOR EVENT ON HIGHWAY

SECTION 1 Applicant Details

MAIN CONTACT Please provide details of the person (Event Organiser) and organisation responsible for making this application.

Mr/Mr/Miss/Ms:	<input style="width: 95%;" type="text"/>	Tel	<input style="width: 95%;" type="text"/>
Full Name	<input style="width: 95%;" type="text"/>	Fax	<input style="width: 95%;" type="text"/>
Organisation	<input style="width: 95%;" type="text"/>	Mobile	<input style="width: 95%;" type="text"/>
Address	<input style="width: 95%;" type="text"/>	Registered Charity	Yes <input type="checkbox"/>
	<input style="width: 95%;" type="text"/>		No <input type="checkbox"/>
Town/City	<input style="width: 95%;" type="text"/>	If Charity, please give number:	<input style="width: 95%;" type="text"/>
Post Code	<input style="width: 95%;" type="text"/>		
Email address	<input style="width: 95%;" type="text"/>		

SECTION 2 Closure Details

REQUIREMENTS Please indicate the type of restriction required:

Road Closure Lane Closure Footpath Closure

RESTRICTION Please give the road name and route number (if any) and define accurately the start and finish points of the restriction. Two copies of an accurate plan showing the proposed restriction [red] and the alternative route (s) [green] must be supplied.

Road Name / Number	<input style="width: 95%;" type="text"/>	Town / Village	<input style="width: 95%;" type="text"/>
Start Point	<input style="width: 95%;" type="text"/>	Finish Point	<input style="width: 95%;" type="text"/>

PERIOD OF RESTRICTION Please specify the start date and period of restriction:

From To Times

ALTERNATIVE ROUTE Please list the names and route numbers (where applicable) of ALL the roads proposed for the alternative route:

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SECTION 3 Additional Contacts

EMERGENCY Please provide emergency contact details:

24 Hr Contact:	<input type="text"/>	Fax	<input type="text"/>
24 Hour Tel	<input type="text"/>	Mobile	<input type="text"/>
Email	<input type="text"/>		

CONTRACTORS Please provide general contact details for your signing/traffic management contractor:

Mr/Mr/Miss/Ms:	<input type="text"/>	24 Hr Tel	<input type="text"/>
Full Name	<input type="text"/>	Fax	<input type="text"/>
Company	<input type="text"/>	Mobile	<input type="text"/>
Address	<input type="text"/>		
	<input type="text"/>		
Town/City	<input type="text"/>	Post Code	<input type="text"/>
Email	<input type="text"/>		

SECTION 4 Miscellaneous

NOTES To help support your application further, please answer the following questions:

Is vehicular access to all premises to be maintained?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is pedestrian access to all premises to be maintained?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is major traffic congestion anticipated as a result of the restrictions?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Have all companies/organisations likely to be affected been consulted?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are local residents to be advised of the restrictions?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is signing to give prior warning of the restrictions to be displayed (one week in advance of the closure)?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are details to be provided to AA Road Watch, RAC Travel News and local radio stations?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is a press/news release to be issued to local newspapers and radio stations?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

SECTION 5 Consultation Process

CONSULTEES Please provide details of the organisations and/or companies you have consulted with regards the restrictions and any comments/measures requested:

Company/Organisation	<input type="text"/>	Contact	<input type="text"/>
Please provide comments or measures requested:		Telephone	<input type="text"/>

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Company/Organisation	<input type="text"/>	Contact	<input type="text"/>
Please provide comments or measures requested:		Telephone	<input type="text"/>

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SECTION 8 Declaration

Having discussed the event with the local Highway Authority, I understand that the section of road detailed above requires temporary traffic restrictions implemented in order to facilitate the event, which cannot be undertaken whilst maintaining traffic flows.

I understand that there may be costs associated with the temporary restrictions as detailed in the guidance notes issued to me and I agree to pay in full all costs in relation to any Temporary Traffic Regulation Order including advertising costs and any costs in relation to extra notifications and consultation.

I declare that I have consulted and discussed this closure with those likely to be affected and agree to provide and maintain all signing, including advance notice boards required for the temporary restrictions for the duration of the works and for the setting up and removal of any diversionary routes.

I understand that I must appoint a suitably qualified contractor for the signing, guarding and maintenance of the site and diversion route in accordance with Chapter 8 of the Traffic Signs Manual and the Code of Practice for Safety at Street Works and Road Works.

I have read and understand fully the guidance notes and terms and conditions provided to me and will adhere to all responsibilities/ duties required by North Yorkshire Council.

Signed

Please print name

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Event Organiser

Position

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Date of completion

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**PLEASE RETURN YOUR COMPLETED APPLICATION AND DOCUMENTATION, AT
LEAST 14 WEEKS PRIOR TO YOUR EVENT, TO:**

North Yorkshire Council
Customer Services Team
County Hall
East Block
Northallerton
North Yorkshire
DL7 8AH

APPLICATION FOR A TEMPORARY TRAFFIC REGULATION ORDER GUIDANCE NOTES / TERMS AND CONDITIONS [PART 1]

SCALE OF CHARGES **The applicant agrees to meet the following costs:**

Charges are relating to Temporary Traffic Regulation Orders and Notices made under the Road Traffic Regulations Act 1984 (as amended by the Road Traffic [Temporary Restrictions] Act 1991 and the Road Traffic [Temporary Restrictions] Procedures Regulations 1992).

Type of Restriction Required	Fees	Notice Period	Alternative Route Required
Temporary Road Closure Order. Section 16A (2)	£300 + Advertising costs (likely to be up to £800)	12 weeks	Yes
Turning-off any traffic signal heads (inc ped crossings)	£500 approx.	2 weeks	n/a
Footway Closure (with footway available on opposite side of road).	FREE	3 weeks	Sometimes
Lane Closure	FREE	6 weeks	No

Charges will be subject to periodic review by the Council.

PAYMENT: Written confirmation of the road closure request, to include your official order number and full billing details.

The total costs for advertisement and posting notices (where necessary), outlined above, will be invoiced separately by the Council’s BES Finance team once the advertising period is complete.

APPLICATION TIMESCALE

This application **MUST** be received by the Council a minimum of **12 weeks** before the proposed commencement date of the Temporary Restriction. Where the proposal involves complex works or works located on a major road and/or junction, it is recommended that the applicant contact the Council in advance of submitting their application.

APPLICANT REQUIREMENTS

1. In the case of Temporary Road Closures, full and proper consideration must be given to the suitability of proposed alternative routes.
2. The Event Organiser must maintain pedestrian and vehicular access to frontages except in exceptional circumstances or because of danger not associated with any planned activities.
3. Restrictions cannot be applied to pedestrians unless they are made in respect of footpaths or in exceptional circumstances or because of danger not associated with any planned activities.
4. The Event Organiser must undertake to inform all interests known to be directly affected by the proposed restriction including all frontages on the length of road concerned.
5. A method statement, safety assessment and traffic management scheme must accompany the application. Please note that the lack of detailed comment by the Council with respect to either the method statement of traffic management scheme does not imply full approval and some amendments or modification may be necessary once the restrictions are in place.

6. In order to control or direct traffic for public and private events, the Event Organiser must provide, erect and maintain road closure and diversion signs, the type and siting of which must be in accordance with the requirements of the Traffic Signs Regulations and General Directions 2002, The New Roads and Street Works Act 1991, 'Safety at Street Works and Road Works – A Code of Practice' and read in conjunction with Chapter 8 of the Traffic Signs Manual and approved by the Council. All costs associated with the provision, erection and maintenance of the on-site signing are to be met by the applicant.
7. The Event Organiser is required to ensure that the nominated person[s] responsible for actually implementing and if necessary subsequently checking the restriction signing must have one of the following prescribed supervisor or operative qualifications in order to comply with the above-mentioned Code of Practice: -
- City and Guilds 6156 Unit 10 - Monitoring signing, lighting and guarding [New Roads and Street Works Act Supervisory accreditation]
 - City and Guilds 6156 Unit 2 - Signing, lighting and guarding [New Roads and Street Works Act Supervisory accreditation]
 - Lantra Awards SSD12A - General Operative
 - Lantra Awards SSD12B - General Operative
 - Lantra Awards SSD12C - General Operative
 - Lantra Awards SSD12A, B, C - Foreman
8. It is the Event Organisers' responsibility to ensure that appropriately accredited operators only are employed to place signage on the highway network.
9. The expectation of any Event Organiser must be that police officers will not be available to police any aspect of the road closure. Only the police or someone under their direction can legally undertake traffic regulation on the public highway.
10. 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.
11. Except in special circumstances, the Council will not authorise the temporary closure of any road in excess of 8 hours in any 24-hour period.
12. The maximum duration of a Temporary Road Closure Order under Section 16A of the Road Traffic Regulation Act 1984 is 3 days.
13. Please note that charitable and not-for-profit events may be exempt from the fee, although the Council reserves the right to charge for any advertising costs relating to the TTRO which may be applicable.

IF YOU HAVE ANY QUERIES, PLEASE CONTACT 0300 131 2 131

Customer Services
North Yorkshire Council
Racecourse Lane
Northallerton
DL7 8AH

APPLICATION FOR A TEMPORARY TRAFFIC REGULATION ORDER GUIDANCE NOTES / TERMS AND CONDITIONS [PART 2]

GENERAL NOTES

1. Event Organisers are advised to consider the time required to consult emergency services and bus companies, agree, organise and implement diversion schemes and implement the enabling Order/ Notice.

2. The Council has a network of traffic sensitive routes on which temporary road closures may be restricted or where significant traffic disruption should be avoided. The Council has a duty to limit the effect on traffic movement and may therefore impose conditions on diversions. The Council will inform you as soon as possible if restrictions are required for your event.

3. In certain roads where traffic flows are particularly heavy it may be necessary to restrict the hours or days of the event to off-peak periods. This will sometimes mean approval for road closures only at weekends or, for example, between 10.00am and 4.00pm during weekdays. The Council will inform you as soon as possible if restrictions are required for your event.

4. Proposed diversions on the main distributor road network will need to be approved by the Council

5. It is the Event Organisers responsibility to undertake initial liaison with public transport operators and other service organisations that may be affected by the restrictions, and provide the Council with evidence of any consultation in their application. Useful contact numbers are detailed below.

North Yorkshire Police	-	101
North Yorkshire Council	-	0300 131 2 131

6. Upon receipt of the request the Council will undertake all necessary liaison and consultation with the Police, other emergency services and statutory bodies, and any appropriate Council Members. However all necessary liaison and consultation with all other individuals, residents, companies or organisations affected by the restrictions is the responsibility of the Event Organiser.

8. If it is anticipated that the restrictions will result in major traffic congestion the applicant must provide full details to AA Road Watch or RAC Travel News and local radio stations. General consideration should be given to the issue of a press or news release.

9. Advance warning to the general public must be erected by approved contractors on all approaches at least 7 days before the required date of the commencement of the restriction. Details of Contractors must be supplied to the Council for verification.

10. It is recommended that the Event Organiser undertake a letter drop to all affected frontages, which should be undertaken 7 days before the required date of commencement of the restriction.

11. If parking suspensions are required as part of the intended works, the Event Organiser must contact the Council's Parking Services team to discuss the provision of a temporary suspension of parking, waiting and loading. The Council will normally make a charge for this service.

12. Additionally, the Council must approve the use of temporary traffic signals on the highway or if temporary signals are to be used at a site which contains a junction. Written approval from the Council MUST be sought prior to their use. Please refer to the booklet 'Safety at Street Works and Road Works - A Code of Practice' and 'An introduction to the Use of Vehicle Actuated Portable Traffic Signals'.

A charge will be made to turn off (and switch back on) permanent traffic signal installations. Please negotiate rates at time of application.

Guidance Notes / Terms and Conditions [PART 2 CONTINUED]

13. **Any turning-off or bagging-off of traffic signals (inc pedestrian crossings) MUST be undertaken by North Yorkshire Council approved Contractor** [Imtech Traffic & Infra: Unit 3 Allerton Bywater Network Centre, Letchmire Road, Allerton Bywater WF10 2DB 01977 62 81 32 (07818 01 58 56) carl.spencer@imtech.uk.com] Please contact the North Yorkshire Council Traffic Engineering Team to discuss in advance (traffic.signals@northyorks.gov.uk) there will be a charge for this service in the region of £500.
14. For advice or guidance, or to arrange a site or other meeting prior to submitting the request contact a member of the Area Office team on 0300 131 2 131(see map)
15. The completed Application form should be returned to;
Customer Services
North Yorkshire Council
County Hall
Northallerton
DL7 8AH
complete with the following information;-
 - A copy of the applicants Public Liability Insurance Policy with a minimum of £5,000,000 cover per occurrence;
 - Traffic Management Plan detailing the alternative route [where applicable];
 - Sign schedule and site plan detailing sign layout;
 - Plan showing traffic signal layout [where applicable];
 - Purchase Order or letter providing full billing details for payment of appropriate fees.

SAMPLE SIGN SCHEDULE



Diag 7010v [TSRGD 2002]



Diag 7010v



Diag 2702



Diag 2703



Diag 2704



Diag 7018v



Notice sign [to erect 7days in advance]



Direction to temporary footway route



Diag 7018v

A Sample of Traffic Management Companies
Other companies are available and may be used

AA Signs

Lister Point
Sherrington Way
Basingstoke
Hants
Tel: 0800 731 7003

Email: aasigns@theaa.com

Website: <https://www.theaa.com/business/event-signage-and-traffic-management>

Green Light Traffic Management Ltd

Unit 25 Dewsbury Mills
Thornhill Road
Dewsbury
WF12 9QE
Tel: 01924 463223
Fax: 01924 485202
Email: info@gltm.co.uk

Premier Traffic Management Ltd Head

Office:
Unit 13, Tudhoe Industrial Estate Tudhoe
Co Durham
DL16 6TL
Tel: 01388 815661
Fax: 01484 420993
Email: information@premier-traffic.co.uk
Website: www.premier-traffic.co.uk

Hatton Traffic Management Ltd

Unit 10b, Brunswick Industrial Estate
Newcastle Upon Tyne
Tyne and Wear
NE13 7BA
Tel: 0191 2368060
Fax: 01388 710880
E-mail: srmiles@hattontraffic.co.uk
Website: <http://www.hattontraffic.co.uk/>

Hatton Traffic Management

Manor Works
Leeds Road
Castleford
West Yorkshire WF10 4PF
Tel: 01977 558445
Fax: 01977 557278

Traffic Management Services/ RAC Signs

PO Box 10
Retford
Nottinghamshire
DN22 7EE
Tel: 01777 705053
Fax: 01777 709878
Email: info@traffic.org.uk
Website: <http://www.traffic.org.uk/>

Direct Traffic Management Ltd

Unit 26 Frontier Works, King Edward Road
Thorne
South Yorkshire
DN8 4HU
Tel: 01405 817733
Fax: 01405 813007
Email: info@direct-traffic.co.uk
Website: www.direct-traffic.co.uk

Bob Cowell

47 Beckwith Road
Harrogate
North Yorkshire
HG2 0BN
Tel: 01423 508277
Mobile: 07702 936513
Email: rfmcowell@sky.com

Road Safe UK

Railsafe House
Whiteley Road
Blaydon
Tyne & Wear
NE21 5NJ
Tel: 0191 4615057
Fax: 0191 4990118

Ringway Highway Services

Station Yard, Ripley
Harrogate
HG3 3BA
Tel: 01423 771006
Fax: 01423 771464
Website: <http://www.ringway.co.uk>

The following information is NOT needed by the Council for the purposes of arranging a Road Closure, however, if you are able to provide it at this time we will include it in our liaison with the Council who will require this information prior to them arranging licences and Temporary Event Notices.

SECTION 1 Event Details

ACTIVITIES Please tick any of the following activities, which your event might include:

Parade/March	<input type="checkbox"/>	Dance	<input type="checkbox"/>	Promotion	<input type="checkbox"/>	Goods/Services	<input type="checkbox"/>
Gala/Procession	<input type="checkbox"/>	Filming	<input type="checkbox"/>	Leafleting	<input type="checkbox"/>	Fundraising	<input type="checkbox"/>
Carnival/Fair	<input type="checkbox"/>	Road Race	<input type="checkbox"/>	Market Stalls	<input type="checkbox"/>	Raffle/Tombola	<input type="checkbox"/>
Demonstration	<input type="checkbox"/>	Fun Run	<input type="checkbox"/>	Hot Food	<input type="checkbox"/>	Christmas Festivities	<input type="checkbox"/>
Live Performance	<input type="checkbox"/>	Road Show	<input type="checkbox"/>	Sale/Distribution of Alcohol	<input type="checkbox"/>	Animal or Fairground rides	<input type="checkbox"/>
Street Theatre	<input type="checkbox"/>	Display/Exhibition	<input type="checkbox"/>		<input type="checkbox"/>	Generators/ Floodlights	<input type="checkbox"/>

Other:

AUDIENCE Please indicate if your event is Public or Private and the number of people likely to be involved.

Public Private No. of participants No. of attendees

FIRST AID Please specify what arrangements have been made for First Aid cover at the event.

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EQUIPMENT Will any equipment be used on site: for example stage, chairs, tent etc? Yes No

If you've answered "Yes" above, please provide further information:

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SECTION 2 Additional Activities

PA SYSTEM Will a PA System be used at the event? Yes No

If you've answered "Yes", the Council will require full details of the provider/contractor.

Have you considered noise levels and made contact with the Council's Environmental Protection office? Yes No

FIREWORKS Will fireworks/pyrotechnics be included in the event? Yes No

If you've answered "Yes", the Council will require full details of the provider/contractor and proof of Public Liability Insurance for this activity:

HOT AIR BALLOONS	Will hot air balloons (passenger carrying) be included?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If you've answered "Yes", the Council will require full details of the provider/contractor.					
BALLOONS	Will helium balloons (party type) be released at the event?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If you've answered "Yes", the Council will require full details of the provider/contractor and proof that you have obtained Civil Aviation Authority/Military Clearance, local Airport Clearance and Public Liability Insurance for this specific purpose.					
RIDES	Will fairground rides (mechanical type) be included?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If you've answered "Yes", the Council will require full details of the providers and/or contractors. The Council will require separate risk assessments, ADIPS (safety certificates) and proof of Public Liability Insurance cover up to £5m for each ride.					
SECTION 3 Miscellaneous					
ALCOHOL / ENTERTAINMENT	Will the sale/distribution of alcohol or regulated entertainment be taking place?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If you've answered "Yes", the Council will require you to apply for a Temporary Event Notice.					
SALE OF GOODS	Will there be stallholders or people selling goods?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	If so, have you obtained Street Trading Consent?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If you will have people selling goods, the Council will require a complete list of companies and organisations involved. Please note that, as organiser of the event, it is your responsibility to make certain all stallholders are properly insured and have carried out the necessary risk assessments.					
COLLECTION	Do you intend to make a charitable collection?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	If "Yes", have you applied for and been granted an official Street Collection permit?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
RAFFLE	Will you be running a raffle or small lottery at the event?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Please note that where you are planning to sell tickets prior to the event you need to register with the Council's licensing section.					

Thank you for completing this information. This will be passed to the Council who is the Authority responsible for licensing the individual activities.