

# REMEMBRANCE DAY SERVICES & PARADES

## Road Closure Guidance

This document has been created by South Gloucestershire Council in conjunction with Avon and Somerset Police to assist Town and Parish Councils with organizing a road closure to facilitate a parade or service.



## Introduction

If you would like to close a highway or road for an event, you need to apply for a formal closure. The Police are not responsible for traffic management at pre-planned events, but they may play a part in traffic management support linked to identified security needs. The Event organisers are responsible for their event traffic management plans and any associated stewarding and marshalling using competent and qualified people.

## Public Processions

We administer the Town Police Clauses Act 1847 (TPCA). A road closure under this Act is limited to short term closures due to parades, public processions, rejoicing or illuminations (it is not suitable for structures on the highway).

Closing a public road, footway, footpath, or verge without a lawful closure order is illegal.

South Gloucestershire Highways and Avon and Somerset Police review road closure requests to ensure that road closures are issued under the appropriate legislation and executed safely.

We recommend that you evaluate your traffic management plans and ask the question – Does my event have to take place on the Highway?

Safety is of paramount importance at events and there are considerable risks associated with working on the Highway. We can work with you to discuss potential alternatives.

## Our Collective Aim is to ▪

- Better understand an event and the reasons why a road closure is being requested.
- Establish if a road closure is completely necessary – is there a safer alternative?
- Ensure that the road closure is completed under the correct legislation.
- Ensure that the correct paperwork is submitted with the application (public liability, risk assessment, signage schedule, diversion plan if applicable)

## The Legislation

There are two sets of legislation that can be used to authorise a road closure:

- The Town Police Clauses Act 1847 (Section 21)
- The Road Traffic Regulations Act 1984

Once the need for and location of a closure is confirmed, the nature of the event will determine the legislation used. The relevant legislation is not always obvious but, broadly speaking, the legislation used will be as follows:

Community events involving processions, rejoicing, illuminations, or 'thronging' will generally use Section 21 of the Town Police Clauses Act 1847.

## The Application

Following the correct legal procedure for processing road closures takes time. There is usually a minimum notice period of 8 weeks required for any road closure request. Event organisers should contact South Gloucestershire Council, to find out what precise notice period is required as soon as the need for a closure is decided. Without the correct advance notice period it may not be possible to process a closure application. For example, a Road Closure Application for Armistice Day on Saturday 11th November 2023 or Remembrance Day (Sunday November 12th, 2023), an application will need to be logged no later than Friday 15th September 2023.

A risk assessment, event management plan, signage schedule and copy of public liability insurance must be submitted to South Gloucestershire Council before any road closure can be approved.

A road closure may also require a diversion route, which can be decided in consultation with South Gloucestershire Council. South Gloucestershire Council will make every effort to keep the diversion route clear of other incidents, works or events. However, it is possible that an unplanned incident or emergency work must be carried out on the diversion route. Meaning a backup diversion route may need to be considered. This is usually only necessary for large or events lasting more than one day.

## What do we need to do?

Town and Parish Councils can apply online at [Apply to close a road for an event | BETA - South Gloucestershire Council \(southglos.gov.uk\)](https://www.southglos.gov.uk/apply-to-close-a-road-for-an-event)

All organisers will need to provide a detailed explanation in their application as to why they are seeking a road closure. It is important that you explain in detail what takes place at your event and what activities involve the highway so that we can determine if it can be covered under the TPCA legislation.

## **The following documents should be submitted.**

- Event Management Plan (EMP)
- Traffic Management Plan (TMP) with diversion clearly shown along with a Sign Plan
- Risk Assessment (RA)
- Public Liability Insurance. (PLI)

## **Event Management Plan (EMP)**

The EMP covers all the safety and organisational aspects of the event. Some useful headers are:

1. Date of event
2. Time of event (from and to)
3. Numbers involved
4. What's planned – itinerary
5. Who is in charge/deputy
6. Contingency plans for medical/other emergencies
7. Stewards/marshal locations and numbers etc. (google plan)
8. Consultation with businesses and residents who may be affected by the road closure. (We would recommend a letter drop 10 days before the event)

## **Traffic Management Plan (TMP)**

The TMP considers the traffic management and road safety implications of the event at an early stage by preparing a Traffic Management Plan. Some useful TMP headings: (not exhaustive):

1. Location of event with an overview of surrounding road network (google plan would be helpful)
2. Plan to show the extent of the road closure and diversion route.
3. Pedestrian safety: How will this be ensured? Are there any measures you need to put in place to enhance their safety?
4. Marshal plan
5. Simple Road sign plan and sign schedule (please see below)
6. What time are signs to be put out and taken in?

The sign plan needs to show the extent of the road to be closed at a suitable scale to include surrounding roads. This plan can show where the 'road closed' signs will be positioned.

## Signage

We have a duty to advise that any person placing cones or erecting signs on the public highway, should be accredited in accordance with [The Traffic Signs Regulations and General Directions 2016 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukreg/2016/1200/contents/part2) and [Traffic signs manual chapter 8 part 2 road works and temporary situations: operations \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/444444) Some Carnival clubs or someone in the community with CH8 accreditation may be able to assist with putting out signs. You may also wish to consider employing an external company? We can provide further contact details on request.

Signs can only be placed on the highway by either a Traffic Management Company or an appropriately qualified person.

- A Street works accredited operative (**NRSWA**) **S1/O1** [Street works qualifications in England: guidance for operatives and supervisors - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/444444)
- Someone who holds a **Traffic Management for Community Events (TMCE)** card from **LANTRA**.
- Someone who holds a **NHSS12D T1/T2** card from **LANTRA**

Please note: Chapter 8 Advanced Warning Signs **MUST** be placed onsite 2 weeks prior to the event and contain the road closure, event name, date(s) and timings.

## Marshals

Please be aware that your marshals must not attempt to control motor vehicle movements e.g., temporarily stop a car or control traffic movements.

Only a Police officer in uniform or Police accredited staff can control traffic movements, additionally a Community Accredited Safety Scheme operative (CSAS), sometimes referred as Police Authorised Traffic Officer (PATO) can direct and control traffic at a pre-planned event where a TTRO is in operation. Such a CSAS/PATO operative must be properly accredited, have permission from the Chief Constable of Avon & Somerset Constabulary and registered with the constabulary under the CSAS scheme. Police powers to control traffic cannot be used at pre planned events.

External traffic management operatives cannot be brought in by an event organiser if they are from outside the Avon and Somerset Force area as they would not have permission to use any powers for traffic control/direction. Such external traffic management companies, if being considered for use by local event organisers may

apply to Avon & Somerset Constabulary to register under the CSAS Scheme. We would be grateful if this instruction could be included in your marshals briefing.

## **Risk Assessment**

Please submit a simple Risk Assessment with your Road Closure Application Form. You will need to list any potential risks and decide what you can do to reduce that risk.:

- Pedestrian safety
- Access for emergency services
- Wet weather
- Setting up road closure

More information on managing risk: <http://www.hse.gov.uk/simple-health-safety/risk/>

## **Public Liability Insurance (PLI)**

You will take out PLI to cover any unforeseen incidents or accidents that may occur. The event organiser will be responsible for all health and safety elements of this event. Please send us a copy of this document for our records.

## **How much does it cost?**

A Road Closure application under Section 21 of the Town Police Clauses Act 1847 is free for Remembrance Day services/parades.

### Factors to consider.

- Have you consulted with residents/businesses/organisations about the closure?
- What are the options for diversion routes? South Gloucestershire Council will ultimately decide what the diversion route is, but it helps to consider it at an early stage.
- Are there any motorways or major roads that might be affected? If so, a closure may well be refused, or direction signing could be prohibitively expensive.
- Have you consulted with local bus companies/taxi ranks and/or emergency services regarding the closure?
- Have you considered the suspension of any on street parking bays or metered parking?
- Have you made any contingency plans for emergency access to your closure, for example to attend an accident?
- What plans have been made to avoid/remove vehicles already in place before the closure starts?
- What plans are there to enable businesses or residents (and carers) to access their property within the closure?
- What training/briefings will be provided to event staff managing the closure?
- Have you considered Hostile Vehicle Mitigation to bolster your road closure and keep road closure operatives and the public safe from a vehicle being used to breach the closure (a terror attack for example?) [The Purple Guide](#), National Counter Terrorism Security Office (NaCTSO) replaced by Protect UK <https://www.protectuk.police.uk> or [www.npsa.gov.uk/](https://www.npsa.gov.uk/) (CPNI) [Hostile Vehicle Mitigation \(HVM\) | NPSA](#) each provide excellent guidance that can support you as an organiser. Additionally, if you are closing the roads to facilitate an event, you will need to fully consider the forthcoming Protect Duty (MARTYN'S Law). ["Martyn's Law" - What you need to know | ProtectUK](#)

## Useful Contact Information



### Traffic Management Team

South Gloucestershire Council

Email: [legalsupport@southglos.gov.uk](mailto:legalsupport@southglos.gov.uk)



### Operational Planning

Avon and Somerset Police

[operationalplanning@avonandsomerset.police.uk](mailto:operationalplanning@avonandsomerset.police.uk)