

Traffic Management

Traffic Management Plan:

- i. Parking
- ii. Road Closures (Temporary Traffic Regulation Order)
- iii. Public transport
- iv. Parking Bay Suspension
- v. Access and Egress
- vi. Pedestrians
- vi. Signage

Traffic management is an important consideration when planning your event, and it doesn't just apply to major events. Even a small event can have implications for traffic management, for example, if you are attracting people to an area that has no existing parking facilities, is located near any major roads, or poses any threat to people accessing your event on foot.

All events should consider the following:

- Vehicular access
- Pedestrian access
- Signage
- Stewards
- Road closures
- Emergency access
- Diversions
- Impact on public transport
- Parking

Traffic Management Plan

Depending on the size and nature of your event, a written or illustrated traffic management plan may be required, detailing how you will manage each of the considerations listed above. A detailed traffic management plan is considered essential for any medium or large events.

Your plans must be approved by the Police Traffic Management Division and the Network Operations Manager. Some things, like temporary road closures, need several weeks' planning time and so it is essential that your traffic management plan is completed and submitted with your Event Site License application. A site licensing officer will liaise directly with these teams on your behalf and feedback any advice or requests for information.

Your traffic management plan should cover each of the following:

i. Parking

If you plan to provide parking as part of your event, there must be an adequate management plan in place, which should include the following:

- An identifiable by a hard boundary – either fencing or rope and pins.
- Appropriate entrance and exit routes.
- All car-parking arrangements need to be staffed by designated car-parking stewards and have adequate signage.
- Clear walkways to ensure segregation between pedestrians and vehicles.
- Lighting if access or egress is likely to start or finish in hours of darkness.
- Ground protection or trackway in the likelihood of poor weather, or for usage of poor
- drainage areas.
- If your event has camping, parking and camping areas should be separated.

Vehicular access to your event site may be restricted in order to protect the land, so any allowance for parking provision is up to the discretion of the Park Manager / Ranger.

ii. Road Closures (Temporary Traffic Regulation Order)

The Highway Act gives the public a legal right to use highways including roads, pavements and public footpaths. Before a road closure can be introduced, the council must make a Legal Order to remove the rights of the public to use the highway.

A road closure can cover part or all of a road's length and width, and may allow exemptions. For example, a pedestrianisation scheme may allow access for buses, taxis or cycles.

A temporary road closure application must be made in the following circumstances:

- If there is any likelihood of crowds spilling onto the highway.
- If it is necessary to prevent traffic flow for however short duration to facilitate the event, i.e. a parade.
- If the volume of persons taking place in an event on the highway means that road safety will be compromised.
- If it is necessary to control traffic flow by managing the routes available for use, for example for a carnival.

If an event involves the closing of roads or sections of highway, an application must be submitted giving at least three months notice to the Bristol City

Council Highway Network Management Team. Please e-mail traffic@bristol.gov.uk or call 0117 903 1212 for further guidance.

- There can be disadvantages with road closures, which will need to be considered in your planning:
- Traffic related problems can be moved to other local roads
- Less convenient access available for residents, visitors and deliveries
- Delays for emergency vehicles.

Guidelines on temporary signage for traffic can be found on the Transport and Streets section of this website.

If your event is likely to require a Road Closure Order, three months notice will be required. Please see the Transport and Streets section of this website for further details.

iii. Public transport

The impact on local services, such as public transport and cycle routes, must be considered as part of your traffic management plan. Consultation with local service providers may be necessary.

iv. Parking Bay Suspension

Where the possibilities for onsite parking are limited, or your event is making use of a car park as part of the event site, you may need to consider suspending any functioning parking bays. This will come at a cost (the equivalent in parking fees for the usage of the bay) and should be arranged through Bristol City Councils Parking Control Room.

v. Access and Egress

- Event organisers must ensure that there are sufficient access and egress points for attendees as well as emergency service vehicles.
- Each route should be kept separate from the others.
- Emergency exits should be well signed and lit if necessary.
- All travel surfaces should be firm and free from loose material.
- Routes should have at least 1800mm clear width for pedestrians as a minimum standard
- Adequate provision must be made to avoid congestion on surrounding roads.
- In the event of poor weather conditions, Ground Protective Matting must be supplied by the event organiser for emergency access routes.

vi. Pedestrians

Traffic control also includes the management of pedestrians and cyclists. You will need to identify and address any road crossings, which would be affected by bulk pedestrian movement, and any potential conflict points between

pedestrians and vehicles. Where there may be a conflict, you will need to consider methods to improve road safety at these locations, which could include cones, barriers or temporary signals.

vii. Signage

Adequate signage should be provided around your event site for transport users, toilets, and lost children. For larger events, a signage plan may be requested. All temporary signing must comply with current legislation.

Signing for your event should take into account how visitors will be directed to the venue and how traffic not wishing to attend will be made aware of alternative routes to avoid being caught up in event traffic.

Consultation, noise and advertising

1. Consultation
2. Noise
3. Advertising

1. Consultation

For any medium to large scale event, you are strongly advised to notify the police, fire and ambulance services directly, in addition to providing the information required in the event Site Licence application form. The emergency services need to ensure that the event does not pose operational problems, either at the scene or in the surrounding areas.

It is essential that consultation is carried out with internal and external partners, and there may be requirements for you to liaise with local residents. The level of consultation is dependent on the location of the event and the impact on its surroundings. Please refer to the Site Use and Access Guide in the Appendix.

As part of the Site Licence Application process, comments will be sought from relevant internal departments and external departments such as SARI (Support Against Racist Incidents), as well as Police and the emergency services who may contact you directly for further information.

2. Noise

Where an event has proposals for amplified music or other sound that will be audible to local residents, businesses, workers and attendees the following criteria must be met:

Music levels and site licence conditions will need to be agreed with the Pollution Control Team (Noise) on 0117 922 3810.

The Noise Council's Code of Practice on Environmental Noise Control at Concerts will need to be complied with for any music-based events.

Production and site cleansing operations should be managed to limit noise and disruption to local residents and businesses.

Any activities audible at any residential properties such as the set up and dismantling of the stage, refuse disposal, provision and emptying of toilets etc shall not be carried out between 22.00 hrs & 7.00hrs. Any potentially intrusive build or break activity shall be scheduled outside of these hours.

In addition, the site licence holder/event organiser may be required to submit a noise management plan on how they intend to control noise from the event, with a suitably qualified and experienced noise consultant appointed to liaise between all parties (including the promoter, sound engineer and the licensing authority) on all matters relating to noise control prior to and during the event. The consultant must be experienced in noise propagation and control, particularly from music events.

3. Advertising

Event organisers are required to advertise and promote their own events. However, a condition of the Site Licence is that the Licensee shall not advertise an event, nor make any public announcement, until the Licence has been duly signed by the Council and the Licensee. In certain circumstances, the Council may allow events to be advertised prior to the licence being granted on the condition that it is clearly stated as 'Subject to Licence.'

For larger events, consultation with local businesses, residents and stakeholders is encouraged and on occasion is stipulated as a condition of the Site Licence.

As a service to event organisers and community groups, Bristol City Council offers to consider all events for inclusion in the external events database - published on Events Online and in Park Life, an annual BCC publication.

Event promoters should be aware that Bristol City Council will prosecute for all fly posting, including affixing notices to street furniture. Roadside advertising boards are available for hire and event organisers wishing to use them should contact Bristol City Council's Traffic Management Team for further information.