

Dear Event Organiser,

I am writing to you to provide precise information for advising Nottinghamshire County Council of an event you are having that may affect the Highway, and how to apply for Temporary Traffic Restrictions and or Revocations to facilitate your event on the Highway.

What is Highway?

Generally, Highway refers to land managed by the local authority (in this instance, Nottinghamshire County Council) and encompasses all none privately owned land. Highway includes Carriageways, footways, verges and 'layby's'.

If you are unsure whether or not a particular area is Highway, please do not hesitate to contact us.

What does 'affect the Highway' mean?

Your event may impact the Highway due to several factors, these range from minimal effects, such as, increased pedestrian footfall up to the most disruptive factors, such as, a Temporary Traffic Restriction / Revocation Order (TTRO) to prohibit certain traffic movements.

How do I advise Nottinghamshire County Council of my Event?

Should your event affect the Highway, the first port of call is the Nottinghamshire County Council website; Link: <https://www.nottinghamshire.gov.uk/transport/licences-permits/events-public-roads> Here, you should register your event and advise us of the specific requirements of the event relating to the Highway.

When should I register my Event? – Is there a Minimum Notice Period?

Event Organisers should inform Nottinghamshire Council of their intended Event and any perceived impact to the Highway at least **13 weeks** prior to the Event commencement date.

The **minimum notice period** (of **13 weeks**) is required to enable sufficient time to mitigate any clashes with planned works and to ensure that the minimum notice period of 13 weeks, for the provision of a Temporary Traffic Restriction Order (TTRO) is observed. As set out in law.

Additionally, other interested stakeholder, such as the bus companies, require a minimum notice period should any bus be required to divert.

What happens after I have registered the Event?

Once the event has been registered on Nottinghamshire County Council's website, a member of our team at Via East Midlands will contact you to discuss the key elements of the event that impact the Highway and provide any necessary application forms.

Should a Temporary Traffic Restriction or Revocation Order (a TTRO) be required, please be reminded that the **minimum notice** period for applications is **13 weeks**. The minimum notice period is set out in law; therefore, the minimum notice period must be observed.

Completing the Temporary Traffic Restriction / Revocation (TTRO) Application Form

Before completing the TTRO application, please ensure that, you have read the 'notes for guidance' and the annexes, which are at the foot of the form. This will help you, the applicant, understand what information the application form is seeking to obtain.

Please do not leave any section blank. If the section is not relevant to your application, please state why it is not relevant; please avoid the use of: N/A.

Supplementary Documentation.

Your event may be of sufficient size to require the submission of an Event Safety Management Plan

- An Event Safety Management Plan (ESMP) may be a single document and includes management plans for, Security, Fire, Traffic Management and Medical, etc, plans.

Supplementary documents such as your Event Safety Management Plan (ESMP) or elements of it, should be submitted for review and record keeping. These documents may continue to be submitted directly to us at Via East Midlands (on behalf of Nottinghamshire County Council) or to the nominated person at the relevant (District or Borough) Safety Advisory Group (SAG). The Chair of the relevant SAG will advise whether a SAG meeting is necessary.

What is the Safety Advisory Group (SAG) and do I need to inform them?

The Safety Advisory Group (SAG) is comprised of experts for, District or Borough Council (Chair), Health and Safety, Nottinghamshire Police, East Midlands Ambulance Service, Nottinghamshire Fire & Rescue, Nottinghamshire Highways, and any other relevant bodies. **The SAG will review the Event Safety Management Plan, if one is appropriate, and help guide Event Organisers into making the documents robust and useful.**

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It may be that your event is of sufficient size to be referred to the Safety Advisory Group (SAG). In this scenario, Via East Midlands (on behalf of Nottinghamshire County Council) still require applications to be submitted **13 weeks** in advance of a Temporary Traffic Restriction or Revocation Order (TTRO) coming into effect. Any applications received after the minimum notice period has expired may not be processed and the request refused due to insufficient time to make the necessary Legal Order.

What do I need to submit to apply for a Temporary Traffic Restriction / Revocation (TTRO)?

- A Completed Temporary Traffic Restriction / Revocation (TTRO) application form.
- A Plan (preferably CAD, which is designed on a computer) showing the location of the event, the Temporary Restrictions or Revocations applied for and the extent of the requested restriction / revocation and the signage that will be deployed at each location. Where a 'prohibition of driving' (Sometimes referred to as a 'Road Closure') is requested, the plan must include a diversion route for all classes of vehicle; not just Light Vehicles ('cars'). The plan may be hand drawn but must include the information advised above.

- If your event is taking place in the Highway, we will also require a copy of your Public Liability Insurance (PLI). PLI must be a minimum of £10 Million.

What happens once I have submitted all of the necessary documentation?

Once we have received your completed TTRO application form and supplementary documentation, we will review the information provided and either, request further information or process your application.

Once the application has been processed and approved, Via East Midlands, (on behalf of Nottinghamshire County Council) will provide a Letter of Confirmation for the requested Temporary Traffic Restriction / Revocation to the Applicant and advise the charge / fee for the TTRO. We will also advise interested stakeholders of the intended Restriction / Revocation. The Event Organiser should continue to advertise the event in the normal way.

What are Advanced Warning Signs (AWS) and when should they be deployed?

Advanced warning signs are signs that are placed at the location of the forthcoming Temporary Restriction or Revocation.

AWS must be placed at least Two (2) weeks prior to the Temporary Restriction or Revocation coming into effect.

The AWS signs will need to be made to the relevant standard for use in the Highway, any competent Traffic Management Company would be able to assist you with this.

What if the Event does not benefit from employing a Traffic Management Contractor?

It may be that your Event is of insufficient size to command the services of an expert Traffic Management Contractor. In this scenario you may employ (employed or volunteers) 'Competent Persons' to deploy the Traffic Management on the day of the Event. However, the Advanced Warning Signs (AWS) as prescribed in Traffic Signs Regulations and General Directions 2016 (TSRGD) must still be deployed 2 weeks in advance of the intended Restriction or Revocation coming into effect.

Similarly, should the Event require a Temporary Diversion Route to be deployed, the signing of the route is the sole responsibility of the Event Organiser.

For the avoidance of doubt, Via East Midlands do not provide Traffic Management Plans, 'Road Closure' Signage, General Signage, or Competent Persons to deploy the Temporary Traffic Management, for your Event.

In instances where the Event Organiser cannot provide the information set out above, we will not be able to grant permission for the event to use the Highway until the Event Organiser can provide the necessary information.

Fireworks in the Highway

For events intending to have Fireworks, please be reminded that the 'fall out zone' for the spent Fireworks must not be on Highway. Any event seeking to use Highway as the 'fall out zone' will be refused permission.

Whilst the above seeks to cover as many issues and questions as possible it does not and cannot cover every eventuality so if you have any questions not answered above please contact me Steven Wallis- Steven.wallis@viaem.co.uk or by telephone on 0115 977 3035 to discuss the matter.