



EVENTS ON OR IMPACTING THE HIGHWAY

December 2024

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1. INTRODUCTION

1.1 Flintshire County Council recognises that well managed and safe events can bring significant benefits to local communities. An event, from very small through to very large, whether it takes place on the highway or off the highway, or in an adjoining premises or field, can have an effect upon the highway.

1.2 Flintshire County Council regularly receives requests to prohibit or restrict traffic along its highway network in order to facilitate events. An event is classed as any sporting, social event or entertainment, if the Council is satisfied that traffic on a road should be prohibited for the purpose of:

- Facilitating the holding of an event.
- Enabling member of the public to watch a relevant event or
- Reducing the disruption to traffic likely to be caused by a relevant event.

2. TYPES OF EVENTS

2.1 Small Self-Organised Events (e.g. street parties and fêtes):

- usually for residents on the street or road/neighbours only (less than 50 people)
- only affect residents' traffic e.g. cul-de-sacs (no bus routes or through traffic affected)
- diversionary routes will not be necessary for any road closures
- publicity only to residents
- no licences necessary if music incidental and no selling is involved
- no liability insurance required for road closures, but advisable
- no formal risk assessment needed, but recommended
- self-organised

2.2 Large public events:

- anyone can attend (or a large, residents only, gathering e.g. more than 50 people)
- affects through traffic (for example bus routes and other through routes)
- road closures are likely to need diversionary routes
- it is publicised (for example in newspapers)
- licences are needed (for fireworks display, entertainment, alcohol sales, food provided late at night)
- liability insurance legally required for road closures
- risk assessment and event/traffic plan required
- usually arranged by professional/skilled organisers

2.3 What's the difference between a street party and any other public event?

Street parties	Other public events
For residents/ neighbours only	Anyone can attend
Publicity only to residents	External publicity (such as in newspapers)
In a quiet residential road or street	In buildings, parks etc
Self-organised	Professional/ skilled organisers
Insurance advisable	Insurance required

Risk assessment required	Risk assessment required
No licences normally necessary unless the sale of alcohol is involved	Licence usually required

3. LEGISLATION

- 3.1 Local Traffic Authorities, in accordance with the Traffic Management Act 2004, have a duty to manage traffic on the authority's public highway network. Managing the network assists with keeping traffic moving and reducing congestion.
- 3.2 In accordance with the Town Police Clauses Act 1847, the Council may by Order prohibit or restrict temporarily the use of the road or part of the road by vehicle, class of vehicle or pedestrians, to such extent and subject to such conditions or exceptions it considers necessary or expedient. These Orders allow for the implementation of temporary traffic management on the public highway.
- 3.3 The Council will ensure prior to making an Order that it is not reasonably practicable for the event to be held otherwise than on a road.
- 3.4 It should be determined if a road closure is really necessary. Flintshire County Council will only agree to close a road or part of a road if there is no other feasible safe alternative measure to facilitate the event.
- 3.5 Any event that has the potential for disruption must consult with the Traffic Authority. Early engagement will assist the Traffic Authority to prevent problems on the network, helping organisers minimise the impact of their event on the highway.
- 3.6 The public highway encompasses all roads, bridleways, footways, footpaths and public rights of ways (PROW).
- 3.7 As the Traffic Authority for Flintshire, Flintshire County Council aims to minimise disruption to traffic and residents and maximise traffic safety. Flintshire County Council is the Traffic Authority for most roads in Flintshire.
- 3.8 The exceptions are the A55 and A494, which are Trunk Roads and are managed by the North and Mid-Wales Trunk Road Agency (NMWTRA).

4. APPLICATION PROCESS

- 4.1 If a road closure is deemed necessary, then the following documentation should be provided to the Council along with your application.
 - Full risk assessment with regard to traffic matters
 - Programme of work and method statements, including evidence that a road closure is necessary;
 - Coordination checks via the Road Space Manager to ensure that a road closure will not affect or be affected by other works/events in the locality
 - Details of any proposed alternative route, which must be agreed beforehand by the Council to cater for, displaced traffic.
 - Details of any Road Traffic Regulation Orders that may need to be suspended e.g. speed restrictions, one-way etc.

- Full maps showing the extent of the closure and alternative routes.
- Evidence that public liability to the value of £10,000,000 for any one event is in place for the event.
- Details showing the Public Transport Services/School Transport Services, which may be disrupted. The party requesting the closure must finance any alternative provisions.
- A draft of the events residents' letter-drop (bilingual Welsh and English), along with details of all consultees and households that will receive a notification letter drop.

Early engagement is always encouraged, as it allows time for plans to be amended and issues overcome.

5. CONSIDERATIONS

- 5.1 Event organisers need to consider the potential impact on the local community and on the immediate and surrounding road network. For instance, think about how people are likely to get to the event and, once they arrive, how will visitors and their vehicles be managed, or other methods of transport, such as bus services.
- 5.2 Events should be timed to avoid clashing with peak traffic times wherever possible, such as school journeys or “rush hour,” and should be planned to minimise the impact on access for residents, businesses and services.
- 5.3 Ideally, event organisers should discuss their plans with local representatives and businesses to ensure that the local community is aware of the event and that any concerns they may have are addressed.
- 5.4 If you are planning to hold a party or a non-commercial event on a public highway for example a fun run, Christmas light switch-on or a small community event, you may need to apply for a road closure.
- 5.5 If the event location is on council-owned land or involves a street / highway, please contact the Council as soon as possible.
- 5.6 The council will support applications for a road closure to enable an event to be held as long as the location is suitable for such an event – for example, a cul-de-sac or a minor road with a low level of traffic.
- 5.7 If you are applying for events on these roads, you will need to engage with the street works team in plenty of time before the event date, a minimum 4 weeks.
- 5.8 It is the responsibility of the Event Organiser to consider the overall management of the event.

6. INSURANCE

- 6.1 The Applicant must have a Public Liability Insurance cover, which should be made available for inspection, and a copy must be provided with the Road Closure Application.
- 6.2 The minimum cover to be £10 million with clear clarification of indemnity.

- 6.3 The cover must indemnify the Highway/Traffic Authority from and against all actions, claims, losses and expenses whatsoever in respect of loss of life or personal injury or damage to property, howsoever caused arising out of or in any way attributable to the road closure or the activity.

7. POST EVENT

- 7.1 It is the responsibility of the applicants to ensure that prior to the road closure being removed, all activity for the event has finished including the removal of waste, litter etc from site.
- 7.2 Where cleaning, or repairs to the street or street furniture are considered necessary by the County Council to restore the street / road to its condition prior to the event, the works may be undertaken, and the costs may be recovered from the event organiser.
- 7.3 Any costs for disposing and clearing up waste or litter that remains on site post-event will be recharged to the event organisers.
- 7.4 All signs used for the road closure and diversion route will be removed as soon as the road is clear and safe for traffic.

8. COSTS

8.1 Small Street Parties

- A. In accordance with the guidance issued by the Secretary of State for Communities and Local Government in August 2010, it is not proposed to charge for road closures to enable small street parties and “not for profit” events in certain circumstances.
- B. The circumstances when a charge will not be applied are as follows:
- The event affects a cul-de-sac rather than a through road
 - Vehicle movements are below 50 per day.
 - The closure is of a small residential road where the diversion route is considered to be obvious to local motorists and diversion signage is not required.
 - The event is organised by residents of the street and is not a commercial event organised for financial gain or the event is organised by a non-profit making group (registered Charity)
 - Residents/traders affected by the event have been consulted and agree to the closure
 - The police have raised no objection
- C. Please note that the above events will still need to be agreed by the Traffic Authority.
- D. The decision on whether a formal closure is required for an event will be taken by the Road Space Manager, in the capacity of the Council’s designated Traffic Manager, Traffic Management Act 2004.

- E. No charge is proposed for small events as detailed within the policy or for national commemoration events, such as Remembrance Sunday.

8.2 Large Public Events

A Closure by Town Police Clauses Act 1847 granted and charges will apply in the following circumstances: -

- Suitable alternative routes for affected traffic available
- Residents/traders affected by the event have been consulted and agree to the closure
- The police have raised no objection

8.3 Staff Costs

For all events we reserve the right to charge for staffing costs. Communication of staffing costs occurs during the application process.

	Working Week	Out of Hours (Including Weekends)
Cost Per Operative (Hourly Rate)	£18.44	£36.88
Cost Per Supervisor (Hourly Rate)	£27.23	£27.23
Cost per Vehicle	£21.94	£21.94
Traffic Management Equipment Cost	£20.00	£20.00

All charges are subject to annual review by the Council through the review of fees and charges, and subject to annual staff pay review.

Additional costs will apply if specialist traffic management equipment is required.

In circumstances when road closures are required on non-traffic sensitive streets, consideration will be given as to whether there is a requirement to marshal the closure for the duration of the event. When such instance occurs, and closures can remain in place without marshals, the charges will only apply for the installation and removal of the traffic management.

When a road closure is required on a traffic sensitive street, it may be necessary to marshal the closure for the duration of the event. The Council will determine whether this is necessary. Typically, the closure of one road would require the presence of two Operatives.

For example, an event on a road such as the B5121 Greenfield Street between Holywell and Greenfield for a 3-hour event on a weekend would require the presence of two Operatives and one Supervisor for the duration of the event. The cost to facilitate this would be £344.91.

8.4 Parking Services – Suspension of Parking for events

a) The overall aims of Civil Parking Enforcement are to: -

- Maintain and, where possible, improve the flow of traffic thereby making the county a more pleasant and environmentally safe place to live and visit.

- Take into account the needs of local residents, shops and businesses, thereby sustaining economic growth.
 - Actively support the needs of disabled people bearing in mind that, in some cases, they are unable to use public transport and are entirely dependent upon the use of a car. This will ensure that people with disabilities are able to have equal access to all facilities within the area.
 - Actively discourage indiscriminate parking that causes obstruction to other motorists, public transport, pedestrians, cyclists and people with disabilities.
- b) The Council manages a large number of locations both on the highway (on-street) and in public car parks (off-street) where the public are permitted to park. Individuals, groups and organisations can apply to the Council to have these parking places suspended for a defined period of time in line with the powers under the Traffic Regulation Order in place.
- c) For requests to use of a car park for any other purpose than to park vehicles, the Council reserves the right to place a charge and reclaim its costs from the event organiser or business.
- d) Flintshire County Council will provide two free uses of one long-stay car park to Town and Community Councils per annum to support community events taking place. For business and commercial enquiries please contact:- streetsceneadmin@flintshire.gov.uk
- e) The charging structure for utilising an area of the carpark will be calculated as follows:
- Up to 50% of the car park – number of spaces used x long stay tariff x number of days
 - Over 50% of the car park – total number of spaces in the car park x long stay tariff x number of days.
- For both of the above there would also be a £100+VAT administration fee which includes pre and post inspections of the car park.
- f) Placement of a compound within a car park area will be charged from a minimum of £220+VAT per week, dependant on the size of area required.
- g) To support an event Flintshire County Council requires sight of public liability insurance, risk assessments and any required licences drafted before supporting events to take place on its land.
- h) It is required that the car park is left in a clean and tidy condition as any damage or cleansing of the car park after use will be recharged on to the organiser.
- i) It is the responsibility of anyone utilising the car park to stand the costs of any signs, barriers, insurances, waste disposal etc. that are associated with the proposed event or works.

9. NOTES

If you wish to hold an ad-hoc event in Wales, you must also give a temporary event notice (TEN) to your local licensing authority no later than ten working days before the event. If the premises where the event is to be held is in areas governed by two or more local authorities applications must be made to each.

Further information can be found at:

<https://www.flintshire.gov.uk/en/Business/Licences-and-permits/Temporary-event-notice.aspx>

10. LIST OF ACCESSIBLE DOCUMENTS

Flintshire useful documents: <https://www.flintshire.gov.uk/en/PDFFiles/Lifelong-Learning/Arts-Culture--Events/Events---Organisers-Guide.pdf>

UK Government documents:

<https://www.gov.uk/government/publications/your-guide-to-organising-a-street-party>

<https://www.gov.uk/government/publications/temporary-traffic-signs-for-special-events>