



# Framework for co-ordinating and approving events on Surrey's Highway

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## Glossary

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<b>Term</b>	<b>Meaning</b>
D&B	District and Borough
E&I	SCC's Environment and Infrastructure Directorate which has responsibility for implementing road closures
Major Event	Any event that falls under Section 16A of the Road Traffic Regulation Act 1984.
NGB	National Governing Body of Sport, including British Cycling, UK Athletics, British Triathlon
Regulated events	Events which fall within the jurisdiction of the following legislation; Road Traffic Regulation Act 1984, Road Traffic Act (Cycle Racing on Highways Regulation 1960, amended 1980 & 1995) and Town Police Clauses 1847.
ROW	The Rights of Way network
SAG	Safety Advisory Group – an officer level group which advises on the safety of local events and agree any licences needed for events.
SCC	Surrey County Council
SECG	Surrey Event Co-ordination Group - An officer group chaired by the Assistant Chief Executive which oversees the process by which applications for events are reviewed and all relevant stakeholders are notified of events in an area.
Sportive	An unregulated organised, mass-participation event. A sportive is a ride rather than a race, although participant times will normally be recorded.
TTRO	Temporary Traffic Regulation Order
Unregulated events	Events which are not governed by legislation and as such Surrey County Council and partners have no power to prevent.

## 1. Introduction

This paper sets out the Framework and set of objectives for the co-ordination and approval of events on the highway, or that have a major impact on the highway network, as administered by Surrey County Council.

This Framework is aimed at key stakeholders<sup>1</sup> and event organisers and specifically refers to the approval of road closures for events on the highway under Section 16A (Special Events) of the Road Traffic Regulation Act 1984 which is used for large sporting event, social event or entertainment which is held on a road. This paper does not include the process for approvals of road closures under Town and Police Clauses Act<sup>2</sup> which is administered by the District and Borough Councils and used for small events such as street parties or carnivals.

There are many events which take place on open roads every week in the county. This paper addresses the need for better communication regarding these events between the event organiser and relevant stakeholders, to ensure that there is a better understanding of the amount of events taking place on the highway and the impact this has on local communities.

The two aims of this paper are to outline:

- How partners and event organisers intend to ensure communication and co-ordination between themselves regarding events, which will help to minimise any impact attributed to events.
- A new process for the approval of road closures under Section 16A of the Road Traffic Regulation Act 1984 for events on the highway, to ensure it is consultative and transparent, whilst balancing the impacts versus the benefits.

During the past few years Surrey has seen an increase in events taking place on the highway and generally across the County. In particular the County has seen an increase in cycling events, which has been due to an increase in popularity of the sport over the past five years and the success of the 2012 Olympic Games, including the cycling road races hosted by Surrey.

This increase has led to more event organisers requesting road closures for events, which was something that was relatively rare before the 2012 Olympic Games.

It is recognised that events can be positive for Surrey in terms of economic growth, health and wellbeing, employment and social interaction.

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<sup>1</sup> SCC, District and Borough Councils, Parish Councils, Private Landowners, Surrey Police and Local members

<sup>2</sup> A review of the TPCA is currently being planned for 2014.

In 2012, Surrey's Olympic programme brought £800 million into the local economy with the cycling events contributing £44million to this total. Visitor numbers and profile can be increased by major events, however more data needs to be collected following events to fully understand the scope of any net benefits.

Surrey has seen an increase in events on open roads, which are not regulated<sup>3</sup>. These types of events have been steadily increasing as the sport has grown and Surrey County Council is working with the National Governing Bodies of Sport<sup>4</sup> to encourage event organisers to inform local authorities of their events and to consider the impact of their events on local communities.

The increase of events taking place on closed and open roads, has led to concerns from local communities regarding their impact, especially in rural areas. These issues relating to events are detailed below:

- Better consultation needed with local communities regarding road closures and events.
- Managing the increase of events on open and closed roads so they do not adversely impact communities.
- Cumulative impact of events on certain rural areas of the County.
- Conduct and behaviour of some of the participants.

Surrey County Council and partners recognise that to realise the benefits from events, these issues must be addressed and this paper sets out objectives in order to do this.

This Framework has been produced by Surrey County Council, in consultation with the District and Borough councils and Surrey Police.

## 1.1 Key objectives

Below are the key objectives which underpin this Framework and enable SCC and partners<sup>5</sup> to manage both the positive and negative impacts of events:

- We will support events which bring benefits to the people of Surrey and result in a net benefit to the county (taking into account factors such as economic growth, health and transport benefits, due to decreased congestion through sustainable travel).
- We will base our assessment of event applications for road closures under S16A Road Traffic Act 1984<sup>6</sup> on a set of principles<sup>7</sup>, in which the benefits outweigh the impact.
- Event organisers requesting road closures under Section 16A of the Road Traffic Regulation Act 1984, will be required to undertake and provide results of consultation with local authorities, local communities and elected members before an application for road closures is submitted.
- We will proactively engage with event organisers and National Governing Bodies of Sport to ensure they reduce the impact of events to local communities.

<sup>3</sup> These events do not need approvals from the Highway Authority.

<sup>4</sup> British Cycling, UK Athletics, British Triathlon

<sup>5</sup> SCC, District and Borough's, Surrey Police and Private Landowners

<sup>6</sup> Does not include Town and Police Clause Act

<sup>7</sup> See page 7

- We will only close a road once a year for a major event unless there is clear evidence that there is strong residents support to do so.

## 2. Context

### 2.1 Types of Road Closures and Legal Powers

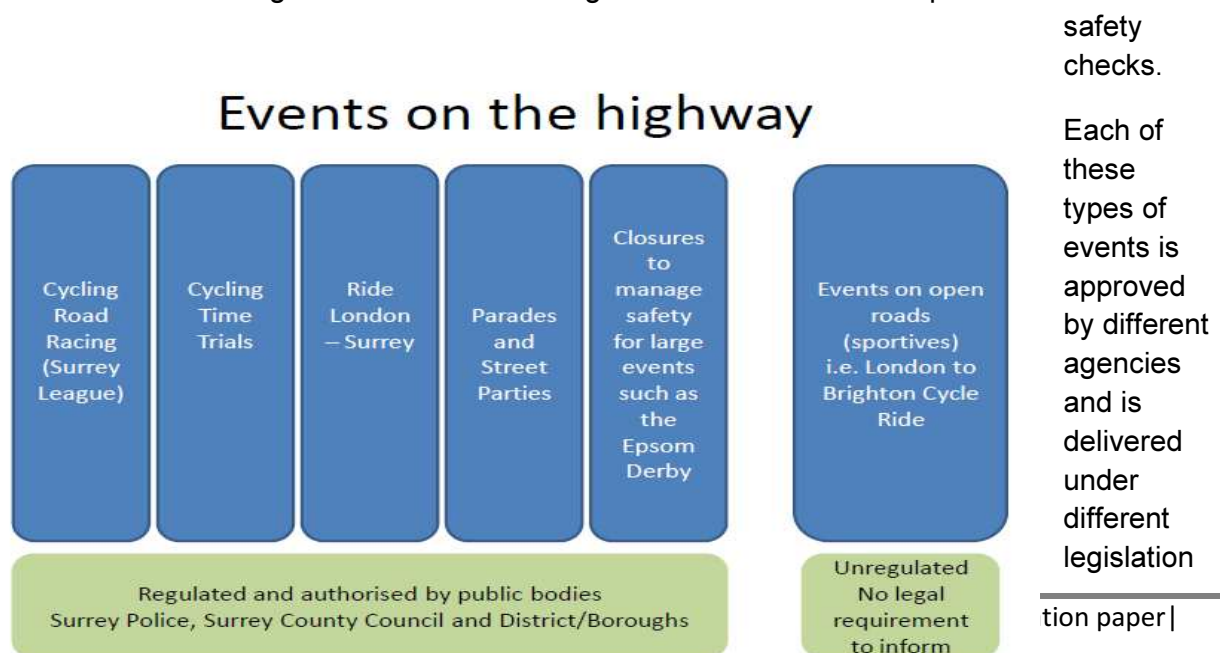
There are many organisations that provide approval of road closures for events on the highway, the table below shows the breakdown of this and what legal powers are used to do this.

Legal powers	Type of event	Approver	Closure
Section 16A Road Traffic Regulation Act 1984	Ride London - Surrey	Surrey County Council	Full closures
Road Traffic Act (Cycle Racing on Highways Regulations 1960. amended 1980 & 1995)	Road Racing and Time Trials	Surrey Police	On open roads in controlled conditions
Town Police Clauses Act 1847	Remembrance Sunday Parade/ Carnival/ Street Party	District & Borough	Full closures
Landowner (private road)	Event on Zig Zag Road (Box Hill)	National Trust	On open roads, but permit required.

In addition to these events there are many others which have traffic management in place to support their safety such as Wings and Wheels, Magic Summer Live and Epsom Derby. These are dealt with by the local authority in those areas, in consultation with Surrey County Council.

### 2.2 Regulated and unregulated events on the highway

There are many events that use the highway on a regular basis; the diagram below demonstrates the regulated events and unregulated events in terms of permission and



(see table above).

### **3. Process for Surrey County Council approving events on closed roads using Section 16A of the Road Traffic Regulation Act 1984**

Under the Traffic Management Act 2004, Highway Authorities such as Surrey County Council are under a duty to effectively manage their road network. These duties include managing their road network with a view to securing, as far as may be reasonably practicable, the expeditious and safe movement of traffic on their own network and to facilitate it on others.

Under Surrey County Councils powers as a Highway Authority, it can close roads under Section 16A of the Road Traffic Regulation Act 1984. There is currently no legal requirement for consultation with residents or businesses before making an order.

Surrey County Council recognises that an event organiser when requesting closures must demonstrate that the benefits of the event outweighs the impact. It also recognises that there should be a transparent and consultative approach to approving the decision.

#### **3.1 Approval process for road closures made under Section 16A of the Road Traffic Regulation Act 1984**

The decision must be made in accordance with the prevailing terms of the County Council Constitution. Therefore event applications requiring road closures will be approved by those officers identified under the County Council Constitution, Part 3, Section 3, Part 3, T22 Specific delegations to officers. Decisions will be taken in consultation with Cabinet Members for Community Services and Transport, Highways and Environment and on the advice of the SAG and the SECG. Where an event is considered to be significant in terms of its effects on communities living or working in an area comprising two or more electoral divisions, a decision will be taken by the Surrey County Council Cabinet.

The consultation for events will be undertaken and evidenced by the event organiser, before an application for road closures is made.

This applies to roads and Rights of Way only and this process will be adopted upon receipt of approval by the County Council Cabinet.

#### **3.2 Principles for approving events on roads closed under Section 16A of the Road Traffic Regulation Act 1984**

Surrey County Council recognises that events which impact on communities must be outweighed by the economic, social and health benefits. The following principles must be evident in an event application from an event organiser for it to be considered for road closures:

- Credibility of the event organiser ( references will be sought)
- Support from the Governing Body (if a sport event)
- Community benefits ( charity, health, wellbeing and social)
- Economic benefits (local area or Surrey as a whole)

- Cumulative impact of events on an area (one closed road event per calendar year)
- Enhance the reputation of Surrey (tourism and place)
- Feedback from local councillors (County, D&B, Parish)
- Consultation with community undertaken by the event organiser and evidenced

There is no weighting to be placed on specific principles; however all will need to be addressed as part of the review before a decision is taken.

Large high profile events that are promoted or delivered in partnership by the Council will take precedence over other smaller events, due to the increased potential benefit that larger events bring. A timeline for these events will be agreed on a case by case basis.

Other events should follow the timeline set out below. Smaller events on the same footprint as a large event would require overwhelming local support from local residents/businesses and local elected representatives to take place on the same route.

### Timeline for events on closed roads

It is important that event organisers have enough time to plan and consult regarding their plans for events. Below is a preferred timeline for this work.

Months/Weeks from event	Activity	Action by
12+ months from event	Check availability of proposed event date <sup>8</sup>	Event organiser
	Consultation undertaken with key stakeholders <sup>9</sup>	Event organiser
12 months from event	Detailed event application received, including how they will deliver the TMP and evidence of consultation	Event organiser
11 months for event	In principal support given (or not), conditions stipulated.	Approver
	Statement of the relevant legislation to be used (road closure applications only)	Approver
10 months from event	Further engagement with critical services, local communities' councillors	Event organiser

<sup>8</sup> The Surrey event calendar is available at [www.surreycc.gov.uk/events](http://www.surreycc.gov.uk/events)

<sup>9</sup> Please refer to section 3.3 for a list of consultees



	and other stakeholders.	
9 months from event	Attendance at Safety Advisory Group (SAG)	Event Organiser (invitation will be sent from SAG Chair or representative)
6 months from event	Attendance at second Safety Advisory Group	Event Organiser (at the discretion of the SAG Chair)
3 months from event	No objections to be given by relevant Safety Advisory Group	SAG Chair
	Road closure paperwork complete	Approver (paid for by event organiser)
2 month from event	Intention to make road closure advertised	Approver (paid for by event organiser)
	Road signs displayed (if required)	Event Organiser
2 weeks from event	Finalised road closure orders published	Approver (paid for by event organiser)
<b>Post event</b>		
2-3 weeks	Feedback and debrief from event	Event Organiser

### 3.3 Consultation for events requiring road closures using Section 16A (special events) of the Road Traffic Act 1984.

Surrey County Council will require event organisers to consult with the following stakeholders before approaching the County Council for road closures<sup>10</sup> (under Section 16A of the Road Traffic Regulation Act 1984). All comments from stakeholders will be presented to SCC as part of the event organisers application and will be taken into consideration when a decision is taken.

The event organiser will have to consult with the following as a minimum;

- County Council departments
  - Highways and Transport
  - Emergency Management
  - Adult Social Care
  - Surrey Fire and Rescue
- District and Borough Councils ( affected)
- Parish Councils ( affected)
- County and Local Councillors ( including local committee chairmen and D&B)
- Surrey Police
- South East Coast Ambulance
- Landowners (affected)

### 3.4 Fees charged to event organisers with road closures under Section 16A of the Road Traffic Act 1984

In challenging financial times, Surrey County Council and partners must recover event related expenditure. Event organisers will be charged a flat rate fee and hourly rate for services from the County Council and relevant professional services.

The fees charged will relate to the following services and event organisers will be notified when they submit their application:

- Officer time: Reviewing event plans, consultation sessions on event plans pre SAG and decision making process,
- Traffic Regulation Orders; Drafting and advertising,
- Street Cleansing (as required from D&B); Planning and delivery,
- Crowd Management/ Public Safety surrounding event (as required): Advice, planning, deployment and management,
- Any additional hours/ services above the agreed amount with the event organiser will be charged at an hourly rate. Events may be given a waiver against these charges in special circumstances, which will be agreed in consultation with the relevant cabinet member.

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<sup>10</sup> This will be detailed in an event management guide for organisers.

### 3.5 Withdrawing support for road closures

In certain circumstance Surrey County Council may have to withdraw support for an event after an application has been approved. Events could be jeopardised if any of the following elements become an issue, and may be refused permission to continue;

- Applications are not received in time;
- The scope of an event changes significantly and/ or it differs considerably from the original application;
- There are major changes to the plan which mean that the event is no longer compatible with our policies and guidelines;
- The date changes to one that coincides with other events, road or building works that would increase the impact on the surrounding area;
- The venue changes to an inappropriate location;
- A licence application <sup>11</sup>is refused (where critical to the event);
- Any of the timelines agreed are not met;
- A major contractor withdraws critical support;
- Failure to comply with any conditions or actions agreed
- A partner such as the Police will not support the application
- Failure to sufficiently consult and engage with local communities in relation to the event plans.
- Any actions that damage the reputation of Surrey County Council or its partners

Where such action is anticipated the event organiser will be advised verbally as well as in writing by Surrey County Council, other local authority or Safety Advisory Group of the need to correct any matter as soon as it appears likely to become an issue.

If at any time during this process Surrey County Council or associated partners decide to refuse permission for planning to proceed, or for the event to go ahead, the event organiser will be informed as soon as that decision is made and then provided with the reason in writing.

## 4. Co-ordination and communication of events which have an impact on the highway.

It is recognised that there are hundreds of events taking place on the County roads every year and there are various organisations who are approving them. The Surrey Events Co-ordination Group (SECG) has been established to ensure that there is a coordinated approach to events on the highway. The SECG is an officer group chaired by the Assistant Chief Executive of the County Council and includes representatives from Surrey Police, Emergency Planning and the Districts and Boroughs. This will include a single point of contact in SCC which both event organisers and stakeholder organisations can send event information.

The role of the SECG will be to:

<sup>11</sup> Administered by the District or Borough

- Ensure that information regarding events on the highway is disseminated to local stakeholders affected (including events on open roads). This will come from [events@surreycc.gov.uk](mailto:events@surreycc.gov.uk)
- Be a point of contact for event organisers and communities
- Produce and maintain a Surrey wide events calendar, which will be published on the SCC website
- Production of a guidance document for event organisers, including a code of conduct

In addition to this, District and Borough Councils, Surrey Police, private landowners, and other relevant bodies are being encouraged to share information on events taking place in their area, so that a county events calendar can be produced. This will ensure that there is a comprehensive picture of events taking place in the County. This should support the management of impacts to communities and ensure, where possible, that multiple events do not take place at the same time and place.

## 5. Sports events on open roads (sportives)

Sportives are sporting events which take place on open roads and all participants should adhere to the Highway Code.

Event organisers do not need any approvals for their events from the Highway Authority or Police. Event organisers do often register their events with their National Governing Body (NGB) of sport, for promotion and insurance purposes.

The Home Office produced the **good practice guide for small and sporting events taking place on the highway, roads and public places** which most major sporting governing bodies endorse and promote.

It is recognised that sportives contribute to the health and wellbeing of Surrey residents, by offering people the opportunity to take part in local events. Some of these events also raise money for charities and good causes. High profile sportives which take place in Surrey include the London to Brighton bike ride.

The current issues with Sportives are as follows:

1. Event organisers not informing the highway authority
2. Event organisers not adhering to the Home Office guide
3. Participants not adhering to the highway code
4. The cumulative impact on certain communities

SCC will work with event organisers and the National Governing Body to encourage greater responsibility, to reduce the impact and improve the behaviour of participants. Through the following measures:

1. Develop a code of conduct for event organisers, which includes asking them to inform the highway authority and to consider their routes in areas which are already saturated with these events
2. Develop a code of conduct for participants which is adopted by event organisers, to ensure that they abide by the Highway Code and reduce the impact to local communities.

3. Send information to key stakeholders<sup>12</sup> through the Surrey Events Co-ordination group, informing them of events coming through their area.
4. Produce and maintain an events calendar which can be used by events organisers to ensure their events aren't clashing with others.
5. Work nationally with other local authorities who are experiencing similar issues to influence central government policy on sportives and open road events.

### 5.1 Better communication and working relationship between authorities and sportive organisers

There is a need to improve communication between event organisers of sportives and the relevant authorities. This is to ensure there is better awareness of events impacting communities and to ensure that the event organiser is being responsible and respectful towards the participants and also local communities.

We propose to do this via the following methods:

Method	Action	Operational detail
Notification	Event organiser will be encouraged to notify relevant authorities and consult with communities at least 12 months before their event.	This will be promoted through National Governing Bodies and the authorities to event organisers via the event guidance document.
Communication	SECG will communicate information regarding events to the relevant stakeholders.	This will come from the <a href="mailto:events@surreycc.gov.uk">events@surreycc.gov.uk</a> email box
Advisory	Event organisers will be referred to the Surrey event guidance document produced by the SECG which will determine Surrey's requirements of event organisers.	Website
Review	SECG will conduct a review of on an annual basis to determine the effectiveness of this process.	

As part of this consultation draft we are asking for feedback on whether stakeholders would like SCC to lobby for a primary legislation change which prescribes that sportives must get approvals/ permit from the relevant highway authority.

## 6. Surrey Event Guidance Document

<sup>12</sup> Surrey Police, District and Borough's, Parish Councils and private landowners

SECG has produced an events guidance document (Appendix 3) providing event organisers information on how plan events in Surrey. This document also includes codes of conduct we expect them and their participants to be adhere to.

## 7. Surrey Events Calendar

The SECG encourages event organisers and stakeholders to send information regarding events to [events@surreycc.gov.uk](mailto:events@surreycc.gov.uk) Event organisers are also recommended to upload information about events onto the surrecc.gov.uk website.

### Resources

In order to resource these activities Surrey County Council will recover costs from event organisers.

## Appendix 1: Cycling Code of conduct – Event organisers and Participants

Surrey County Council, in partnership with the SECG and NGB's, has developed a code of conduct for event organisers. It sets out minimum expectations of event organisers and participants in Surrey.

Aimed at	Conduct
Event Organiser	<ul style="list-style-type: none"> <li>• Ensure that you follow the Home Office guide and the Surrey events guidance document.</li> <li>• Inform the local authority - <a href="mailto:events@surreycc.gov.uk">events@surreycc.gov.uk</a> at least 12 months before your event.</li> <li>• Check the Surrey events calendar to ensure that events don't clash</li> <li>• If you are using Zig Zag road in Box Hill, you must contact the National Trust to obtain a permit.</li> <li>• Ensure that you obtain permission for signs and that you remove these immediately after the event.</li> <li>• Consult with the communities your event goes through to ensure disruption is minimal. A full list of parish councils can be found in the events guide.</li> <li>• Ensure that you inform the local communities that your event is running. - email parish councils.</li> <li>• Ensure that you inform your participants of the Surrey cycling code of conduct.</li> <li>• Ensure you are making adequate provision for toilets and other welfare.</li> <li>• Please be aware that Surrey's roads are heavily affected by events and event organisers should inform the County Council of routes, so that we can discuss the routes for your event at least 12 months before.</li> <li>• Please ensure that you have informed your Governing Body and have adequate insurance in place.</li> <li>• If required, you will need to attend a Safety Advisory Group</li> <li>• Please pass on the code of conduct for participants onto your entrants.</li> </ul>
Participant	<ul style="list-style-type: none"> <li>• <b>Be courteous</b> <ul style="list-style-type: none"> <li>○ Respect the areas your event pass through by not: <ul style="list-style-type: none"> <li>▪ Dropping litter (gels, water bottles, snacks etc)</li> <li>▪ Respecting the people that live locally</li> </ul> </li> <li>○ Take care when passing horse riders and other highway users . Groups of cyclists should pass a horse all on the same side.</li> <li>○ When cycling, please do not block the highway, pull to one side when safe to do so to let other road users pass.</li> <li>○ Take care when passing other people, especially children, older or disabled people. Call out a polite warning and allow them plenty of room. Always be prepared to slow down and stop if necessary.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Personal safety</b> <ul style="list-style-type: none"> <li>○ Ensure that you look after your own personal safety i.e adequate food and drink, sun cream, mobile phone or money to make a call if needed.</li> <li>○ Wear the relevant safety equipment for your sport – high visibility, helmets, lights etc.</li> <li>○ Have a bell put on your bike to let people know you're approaching them.</li> </ul> </li> <li>• <b>Behaviour</b> <ul style="list-style-type: none"> <li>○ Be considerate to other road users.</li> <li>○ Do not ride in a dangerous ,careless or inconsiderate manner.</li> <li>○ Do not ride when under the influence of drink or drugs including medicine.</li> <li>○ Do not use a mobile or earphones while cycling or running.</li> <li>○ Give way to pedestrians and wheelchair users.</li> <li>○ Cycle at sensible speed and do not use paths for recording times.</li> <li>○ Please use bins or take your litter with you.</li> <li>○ Look out for and obey safety signs.</li> <li>○ Plan toilet stops, rather than using the countryside.</li> <li>○ Be considerate of the communities that you cycle through.</li> </ul> </li> </ul>
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The Surrey Hills Mountain Bike working Group also have a code of conduct for off road cyclists in the Surrey Hills <http://www.surreyhills.org/surrey-hills-board/mountain-biking/>



## Appendix 2: Safety Advisory Groups

Safety Advisory Groups originate at District or Borough level<sup>13</sup> and their role is to advise on the safety of local events and agree any licences needed for those events i.e. alcohol.

For the 2012 Olympic Games in Surrey, Surrey County Council with partners set up county-wide SAG due to the events crossing many areas. This group presided over the safety elements, whilst any relevant licences still remained the duty of the District or Borough. This county group still remains in place for events such as Ride London – Surrey and any other cross boundary events.

The membership of a Safety Advisory Group is as follows:

- SCC Highways
- Emergency Planning/ Management officer
- Surrey Police
- Surrey Fire and Rescue
- SECAMB
- Local Authority
- Health (NHS)
- And any other relevant party such as a private landowner (National Trust)

There will be a decision taken between Safety Advisory Chairpersons, to determine whether an event is dealt with at a local level or county level. The general rule is that if an event has a major impact on the network, crossing many Borough/ District Boundaries; this will be dealt with by county SAG. Smaller events, with a lesser impact will be dealt with by the relevant Borough or District.

As a requirement of a road closures being granted, event organisers must attend a SAG meeting and receive “no objections”<sup>14</sup> at least 9 weeks from their event. For events running on open roads, there is no requirement, only guidance<sup>15</sup> that they should attend a SAG. Surrey County Council in partnership with NGB’s and partners will encourage open road events to do this, as this allows us to ensure that events are being run safely.

<sup>13</sup> Please note, not all District and Borough Councils have a Safety Advisory Group.

<sup>14</sup> Event organisers can run an event without a “no objections being given, however they will not be sanctioned any road closures if they don’t.

<sup>15</sup> Home Office Guide – Good Practice guide for small and sporting events taking place on the highway, roads or public places. This will also feature in the Surrey events guidance document.

# Event Organiser's Guidance for Events on the Highway

## Version Control

<b>Title:</b>	Event Guidance Document
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<b>Online File Path:</b>	

Revision	Date	Version	Prepared By	Checked By
Original draft	5/9/13	V0.1	Natalie Welsh	
Initial comments from EMT	17/9/13	V0/2	Natalie Welsh	
Initial comments from Highways	2/10/13	V0.3	Natalie Welsh	
Initial comments from Surrey Police	4/10/13	V0.4	Natalie Welsh	
Partner Feedback	22/10/13	V0.5	Natalie Welsh	
	6/11/13	V0.6	Natalie Welsh	
	25/11/13	V0.7	Natalie Welsh	

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## Glossary

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Term	Definition
Safety Advisory Group (SAG)	
Sportive	
Temporary Event Notice (TEN)	

## Background

Surrey welcomes events held within the county however we aim to balance the demand for events with the needs of residents, businesses and visitors to ensure that these events are run safely and successfully, with benefits to all and cause minimal disruption.

## Introduction

We want to ensure the process for planning an event in Surrey is simple and informative. Therefore the purpose of this document is to provide guidance to anyone considering organising an event in Surrey by providing guidelines, advice, links and contacts with relevant organisations and documents that may help you plan your event.

This document does not replace the need for event organisers to read and follow the applicable Home Office Guidance. The Home Office Guides can be found at [www.hse.gov.uk/event-safety/index.htm](http://www.hse.gov.uk/event-safety/index.htm).

It is strongly advised that event organisers pay particular attention to the following event safety guides:

[Good Practice safety guide- For small events taking place on the highway, roads and public places](#)

[Guide to safety at sports grounds Sports Ground Safety Authority \(SGSA\)](#)

[A guide to health, safety and welfare at music and similar events](#)

## Working with us

By working with Surrey County Council, we can offer advice, guidance and ensure you are in contact with relevant organisations. As a County Council we have responsibility for the highway network and as such will try and ensure any works do not affect your event. Furthermore, we have worked closely with the existing sporting community and National Governing Bodies through our County Sports Partnership (Active Surrey) who can also offer assistance.

## Before you apply

For the purpose of this process, Surrey County Council defines an event as ‘any activity with a footprint either on the public highway or impacting movement on the highway’.

Before you begin planning your event please consider the following points:

### What is your event?

Clearly identify the nature and purpose of your event with as much detail as possible.

### Location/Route

When deciding the location/route of your event, please check the events calendar, available at [www.surreycc.gov.uk/events](http://www.surreycc.gov.uk/events) to establish whether there are conflicts with other events. As Surrey is a rural county you will need to consider who owns or manages land when deciding your location/route as you may need to obtain permission from landowners.

### Timeline

We require time to consider your event application. We will need to receive your event application at least 12 months prior to your proposed event date, please see the table below for further timeline guidance:

Months/Weeks from event	Activity	Action by
12+ months from event	Check availability of proposed event date <sup>16</sup>	Event organiser
	Consult with key stakeholders <sup>17</sup>	Event organiser
12 months from event	Submit detail event application to <a href="mailto:events@surreycc.gov.uk">events@surreycc.gov.uk</a> , including how the will be delivered the Traffic Management Plan and evidence of consultation	Event organiser
11 months for event	In principle support and conditions given, or reasons for refusal	Approver
	Statement of the relevant legislation to be used (road	Approver

<sup>16</sup> The Surrey event calendar is available at [www.surreycc.gov.uk/events](http://www.surreycc.gov.uk/events)

<sup>17</sup> Please refer to Annex 2 for a list of consultees



	closure applications only)	
10 months from event	Further engagement with critical services, local communities' councillors and other stakeholders.	Event organiser
9 months from event	Attendance at Safety Advisory Group (SAG)	Event Organiser (invitation will be sent from SAG Chair or representative)
6 months from event	Attendance at second Safety Advisory Group	Event Organiser (at the discretion of the SAG Chair)
3 months from event	'No objections' letter to be given by relevant Safety Advisory Group	SAG Chair
	Road closure paperwork complete	Approver (paid for by event organiser)
2 month from event	Intention to make road closure advertised	Approver (paid for by event organiser)
	Road signs displayed (if required)	Event Organiser
2 weeks from event	Final road closure orders published	Approver (paid for by event organiser)
<b>Post event</b>		
2-3 weeks	Feedback and debrief from event	Event Organiser

NB The timescales in the table above relate to Surrey County Council, other councils timescales may differ. Furthermore please note these timescales are for guidance and the process times may vary.

### Advertising your event

If you are applying for road closures, we strongly advise that you do not advertise your event with road closures until you have received formal written approval from the relevant organisation confirming your closures have been granted.

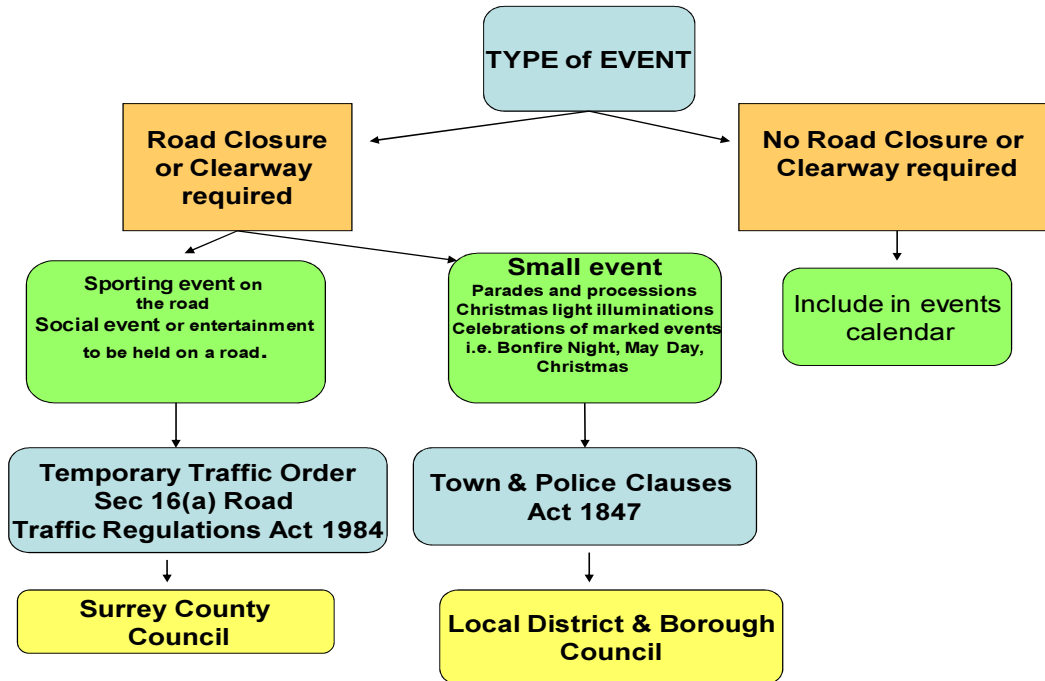
### Road Closures/Permissions

The table below illustrates the different road closures available and the relevant organisation to obtain permission from.

Road Closure Legislation	Approver
--------------------------	----------

Town Police Clause Act 1847	District or Borough Council
Section 16A Road Traffic Regulation Act 1984	Surrey County Council

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If your event is one of the following or any other events which has a footprint on the highway or may affect movement on the highway, please notify the following organisation:

Event	Organisation	Contact details
Road Racing and Time Trial	Surrey Police	<a href="mailto:operationalplanning@surrey.pnn.police.uk">operationalplanning@surrey.pnn.police.uk</a>
Sportives and/or an activity which has a footprint on the highway or may affect movement on the highway	Surrey County Council	<a href="mailto:events@surreycc.gov.uk">events@surreycc.gov.uk</a>

### Cycle Racing on the Highway Regulations 1960

This legislation governs Cycle Road Races which are subject to approval by Surrey Police typically subject to specific conditions including number of competitors and the route taken. Cycling Time Trials are also governed by this legislation although these events do not require authorisation from Surrey Police you must notify Surrey Police within 28 days of the event date.

## Consultation

Before submitting a proposal for a Section 16A road closure, Surrey County Council expects the event organiser to have completed consultation with the following organisations/groups:

- Surrey County Council
- District and Borough Council(s) affected
- Surrey Police
- South East Coast Ambulance
- Surrey Fire and Rescue
- Parish Council(s) affected
- Both County Councillor(s) and Local Councillor(s) affected including local committee chairman
- Landowner(s) affected

A full list of consultees and their contact details can be found in annex 2.

You will need to include the evidence and results of the above consultation in your event application. Please note you must obtain written support for your event from the Parish Councils and County and Local Councillors affected by your event.

## Fees

Event organisers will be charged a flat rate fee and hourly rate for services from the County Council and relevant professional services.

The fees charged will relate to the following services and you will be notified of the cost following submission of your application:

- **Officer time:** Reviewing event plans and consultation meetings
- **Traffic Regulation Orders:** Drafting and advertising (if applicable)
- **Street Cleansing** (as required by District & Borough): Planning and Delivery
- **Event signage removal** (as required): removal of event related signage and graffiti
- **Crowd Management/Public Safety of event** (as required): advice, planning, deployment and management

Any additional hours/services above the agreed amount with the event organiser will be charged at an hourly rate. You may be given a waiver against these charges in special circumstances, which will be agreed at a senior level within the County Council.

## Event Application

You will be required to submit a full application form at least 12 months prior to your proposed event date. Each of the headings below highlight the key information which must be included in the application. Further guidance on general event planning considerations can be found in the [Home Office Good Practice Safety Guide](#).

## Event Outline

The event outline must include a full description of the nature and purpose of your event, including but not be limited to:

- Estimated number of participants
- Estimated number of spectators
- Event location/route
- Proposed length of road closures

## Consultation & results

Evidence and the results of your consultation with the groups mentioned above must be included.

## Crowd Management

### Stewarding /Marshalling

A steward is someone who is held responsible for the safety and care of spectators; they must be easily identifiable by using tabards or high visibility jackets.

A marshal is someone who is held responsible for the safety and care of participants; this only applies to events on the highway/road. They also must be easily identifiable by using tabards or high visibility jackets.

Please give consideration to how you will manage spectators and participants and whether there is a need for stewards/marshals at your event. If there is a requirement, SAG will advise whether they need to hold a valid SIA licence, chapter 8 accreditation (for traffic management purposes) or Community Safety Accreditation Scheme (CSAS) qualification.

Accreditation	Actions covered by accreditation
Security Industry Authority (SIA)	
Chapter 8	Placing traffic management signs on the highway
Community Safety Accreditation Scheme (CSAS)	With regards to events on the road, powers to stop or direct traffic

The table below highlights some of the typical responsibilities for crowd management operatives.

Stewards	Marshals
<ul style="list-style-type: none"><li>• Understand their responsibilities towards health and safety of all categories of spectators</li><li>• Control or direct spectators who are entering/leaving the event</li><li>• Assist with safe operations of the event</li><li>• Recognise crowd conditions to ensure</li></ul>	<ul style="list-style-type: none"><li>• Be familiar with the event route/location and be aware of all elements of the event</li><li>• Remain in the allocated position for duration of the event unless directed otherwise</li><li>• Assist in the placing of temporary</li></ul>

<p>safe dispersal of spectators in the event of overcrowding</p> <ul style="list-style-type: none"> <li>• Assist emergency services as required</li> <li>• Undertake specific duties in an emergency or as directed by the safety officer</li> </ul>	<p>signs/barriers</p> <ul style="list-style-type: none"> <li>• Explain to the public the reason for delays or diversions</li> <li>• Warn the public and spectators when the event or competitors are approaching</li> <li>• Direct participants</li> <li>• Assist with emergency services to access incidents if necessary</li> </ul>
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If stewards or marshals are deployed the event organiser must ensure they have adequate training or briefing in advance of the event and provide suitable welfare on the day. This will include both verbal and written briefings where appropriate. If required to attend SAG, you may be asked to present training documents.

For large scale events it may be necessary to have an event management team which comprises of key event stakeholders, such as:

- Organiser
- Crowd Management Company
- Traffic Management Company
- First Aid Providers
- Emergency Services

This group would ensure the safe and successful delivery of the event and have the relevant knowledge, authority and responsibility to resolve any issues during the event.

### Traffic Management

Surrey County Council, as a Highway Authority, has a duty to effectively manage the road network. This includes managing the network with a view to securing, as far as reasonably practicable, the expeditious and safe movement of traffic.

### Temporary Traffic Regulation Order

If you require road closures for your event you will need to apply for a Temporary Traffic Regulation Order. For Section 16A road closure requests you will need to apply at least 12 months prior to your event and obtain a letter of “no objections” from the SAG. However due to the timescales required for the legal process of drafting and advertising the orders, this will need to commence prior to receiving a letter of “no objections” and will incur associated costs.

Under Section 16A Surrey County Council can restrict or prohibit the use of a road in connection with events if it’s necessary for the purpose of:

- Facilitating the holding of an event
- Enabling members of the public to watch the relevant event
- Managing the disruption to traffic likely to be caused by the relevant event

Following a review of your application and taking into consideration other events, road works etc if we agree to the closure you will receive written notification.

### Parking Suspensions

As part of your application you will need to indicate to what roads, if any, you wish to apply parking suspensions. This will be considered as part of the application review.

### Event Signage

If your event requires signage to be displayed for directional purposes please indicate this on your application. This will be considered as part of your application, and if approval is granted you will be required to put signage up as close to the event date as possible and ensure that it is removed following conclusion of the event on the day. If this does not occur you may be charged for the removal of the signs.

If your event application involves road closures there will be a legal requirements to display advanced notice signs on the roads affected. It will be the responsibility of the event organiser to organise and pay these .The signs must comply with the requirements set out in the Traffic Signs Regulation & General Directions 2002 (amended 2011) and obtain sign off from Surrey County Council prior to deployment. You will also be responsible for the removal of these signs.

### Insurance

You will be required to provide evidence of your insurance for the event. It is expected that you have £10 million (per claim) in event liability insurance.

### References

Within the application you will be asked to provide 2 references from previous events you have organised. This is to provide evidence of your capability and experience in managing the proposed event.

### Submitting the form

Following completion of the application form (template available in annex 3) please submit the form to [events@surreycc.gov.uk](mailto:events@surreycc.gov.uk) with all the supporting evidence.

## Planning your event

### Safety Advisory Group

#### Event Plan

As part of the preparation and planning for your event you will be required to produce an event plan. The scale of the event will determine how detailed your event plan will need to be, however as a minimum your plan should include:

- **Event Location/Route:** you will need to clearly identify and explain your event location and/or route.

- **Local Impact:** you will need to explain the impact your proposed event would have on local residents and businesses. You will be required to show how you will communicate and engage with those communities throughout your event planning.
- **Consultation/Engagement:** you will need to include how you will communicate and engage with those affected by your event. You will also need to evidence how you have consulted with the groups listed on page 9 and the results from that consultation.
- **Permissions/Notifications:** a list of the licenses or permissions required as part of your event.
- **Event Staff:** a list of names, positions and contact details of the event delivery team.

Further guidance on what should be included in an event plan is available in the [Home Office guides](#).

### Risk Assessments

As the event organiser, you are responsible for completing risk assessments for the event and any contractors you employ will need to carry out their own risk assessments. These must be presented to SAG.

### Command & Control

Command and control is the communication structure between event staff. This structure will visually illustrate the lines of communication and hierarchy of event staff, with the purpose of indicating your ability to respond in an emergency situation. The role of Surrey County Council officers in the event control room is to assist in the safe delivery of the events and ensure the needs of residents are addressed alongside the event delivery.

## Appendices

### Annex 1- Codes of Conduct

#### Participants

##### Be Courteous

- Surrey is home to many residents. Mutual respect and courtesy are essential to enable those with different interests to continue to enjoy the peaceful surroundings.
- Be considerate to the communities you pass through.

##### Behaviour

- Be considerate to other vulnerable road users. Always respect other road users whether cyclists, pedestrians, people in wheelchairs, horse riders or motorists and acknowledge those who give way to you.
- Ensure you look after your own personal safety.
- Always follow the Highway Code.
- Do not act in a dangerous, careless or inconsiderate manner.
- Do not use mobile phones or earphones whilst taking part in the event.
- Please use bins or take your litter with you.
- Look out for and obey safety signs.
- Plan toilet stops rather than using the countryside.
- Follow the instructions given by stewards and marshals.
- Always be prepared to stop if required.

##### Legal/Technical

- Light coloured or fluorescent clothing should be worn to help you be seen.
- In the countryside the roads can be narrow please be aware of the space you are occupying.
- Look around before changing direction or moving out into the highway and signal so other road users know what you intend to do.
- Look well ahead for obstructions in the road and anticipate these accordingly.
- Keep to your side of any dividing lines.
- Do not pass through red lights.
- Do not draw or graffiti the highway.

#### Organisers

- Ensure you follow the appropriate Home Office guidance & the Surrey event organiser's guidance.
- Inform the local authority of your event ([events@surreycc.gov.uk](mailto:events@surreycc.gov.uk)).
- Check the Surrey events calendar to ensure that events do not clash.
- If using private roads or land please contact the landowner and obtain the relevant permissions or permits.



- Obtain permission for signs and that you remove these immediately after the event.
- Consult/ Inform the local communities that your event is passing through.
- Inform your participants of the Surrey Code of Conduct.
- Make adequate provision for toilets and other welfare.
- Please ensure you have adequate insurance and permits in place, and have informed the National Governing Body where appropriate.

## Annex 2- Consultation Contact List

### Surrey County Council

Department	Contact Details
Highways & Transport	<a href="mailto:events@surreycc.gov.uk">events@surreycc.gov.uk</a>
Emergency Management	
Safety Advisory Group Chair	

### District and Borough Councils

Organisation	Contact Details
<a href="#">Elmbridge Borough Council</a>	<a href="mailto:leisure@elmbridge.gov.uk">leisure@elmbridge.gov.uk</a>
<a href="#">Epsom and Ewell Borough Council</a>	<a href="mailto:contactus@epsom-ewell.gov.uk">contactus@epsom-ewell.gov.uk</a>
<a href="#">Guildford Borough Council</a>	<a href="mailto:customerservices@guildford.gov.uk">customerservices@guildford.gov.uk</a>
<a href="#">Mole Valley District Council</a>	<a href="mailto:partnerships@molevalley.gov.uk">partnerships@molevalley.gov.uk</a>
<a href="#">Reigate and Banstead Borough Council</a>	<a href="mailto:licensing@reigate-banstead.gov.uk">licensing@reigate-banstead.gov.uk</a>
<a href="#">Runnymede Borough Council</a>	<a href="mailto:general.enquiries@runnymede.gov.uk">general.enquiries@runnymede.gov.uk</a>
<a href="#">Surrey Heath Borough Council</a>	<a href="mailto:enquiries@surreyheath.gov.uk">enquiries@surreyheath.gov.uk</a>
<a href="#">Spelthorne Borough Council</a>	<a href="mailto:customer.services@spelthorne.gov.uk">customer.services@spelthorne.gov.uk</a>
<a href="#">Tandridge District Council</a>	<a href="mailto:customerservices@tandridge.gov.uk">customerservices@tandridge.gov.uk</a>
<a href="#">Waverley Borough Council</a>	<a href="mailto:enquiries@waverley.gov.uk">enquiries@waverley.gov.uk</a>
<a href="#">Woking Borough Council</a>	<a href="mailto:customers@woking.gov.uk">customers@woking.gov.uk</a>

### Emergency Services

Organisation	Contact Details
Surrey Police	<a href="mailto:operationalplanning@surrey.pnn.police.uk">operationalplanning@surrey.pnn.police.uk</a>
South East Coast Ambulance Service	<a href="mailto:enquiries@secamb.nhs.uk">enquiries@secamb.nhs.uk</a>
Surrey Fire and Rescue	<a href="#">Online form</a>

### County and Local Councillors

A full list of County Councillors can be found on the Surrey County Council [website](#)

A list of Local Councillors can be found at the relevant District and Borough Council website.

### **Parish Councils**

A full list of Parish Councils can be found on the relevant District and Borough Council website.

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## Annex 3 Event Application Template



### EVENT PRO-FORMA

**Proposed Event Name:**

**Proposed Event Date:**

**Proposed Location:**

**Affected Districts & Boroughs (tick all that apply):**

- |  |   |                                   |
|--|---|-----------------------------------|
| <input type="checkbox"/> Elmbridge     | <input type="checkbox"/> Reigate and Banstead | <input type="checkbox"/> Waverley |
| <input type="checkbox"/> Epsom & Ewell | <input type="checkbox"/> Runnymede            | <input type="checkbox"/> Woking   |
| <input type="checkbox"/> Guildford     | <input type="checkbox"/> Surrey Heath         |                                   |
| <input type="checkbox"/> Mole Valley   | <input type="checkbox"/> Tandridge            |                                   |

**Road Closures type**

- Section 16 A                       Town Police                       N/A

**Event Organiser Contact Details**

**Name:**

**Telephone Number**

**E-mail Address:**

**Impact Assessment**

Criteria	Response
Number of Road Closures	
Length of Closures (Time)	
Parking suspensions required	
Number of Households affected	

Number of Businesses affected	
Number of participants	
Number of spectators	
Key access issues identified (e.g. hospitals)	
Health Benefits	
Community Involvement	
Economic Impact	
Environmental Impact	
Equality Impact	
Charity/Voluntary group involvement	
Signage/decorations to be erected	

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**Existing events in same location&/or on the same date**

**Pre Event Consultation & Evidence**

**Further information**

Copy of event insurance  Yes  No

**Event organiser references**

<b>Referee 1</b>	<b>Referee 2</b>
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<b>Name:</b>	<b>Name:</b>
<b>Position:</b>	<b>Position:</b>
<b>Organisation:</b>	<b>Organisation:</b>
<b>Address:</b>	<b>Address:</b>
<b>Contact Number(s):</b>	<b>Contact Number(s):</b>

## Annex 4- SAG

Safety Advisory Groups are organised by the District and Borough Councils, but the County Council may organise the SAG if the event runs through a number of Boroughs and Districts. You will be notified of the Safety Advisory Group and the Group Chair for your event. The role of the safety Advisory Group is to advise on the safety of events and agree any licences needed in relation to those events.

The membership of a Safety Advisory Group typically includes:

- Surrey County Council Highways
- Emergency Planning/Management
- Surrey Police
- Surrey Fire and Rescue
- South East Coast Ambulance Service
- Local Authority
- Health (NHS)
- Other relevant parties such as private landowners

All your event documentation will be reviewed and assessed against the official Home Office guides that are applicable to your event, therefore please ensure you are familiar with and have produced documentation in line with the Home Office guidance.

The Group will consider plans presented by the organisers on the content and structure of the safety elements of the event. It is not the role of the Group to assist in the planning of the event or the writing of the plan. The members of the Group will not accept or adopt any of the responsibilities of the organiser.

## Annex 5- A-Z of other event activities

The event activities listed below are an indication of key considerations when planning your event however this list is not exhaustive.

### Advertising and Publicity

If you are applying for road closures, we strongly advise that you do not advertise your events with road closures until you have received formal written approval from the relevant organisation confirming your closures have been granted

- Banners: any advertising banners on site or other material on the public highway areas must be approved prior to the event. Please ensure information on your intentions for this is in your event application.
- Using street furniture to fix advertising: use of street furniture and other fixings must be included in your event application and approval given by Surrey County Council highways department.

### Alcohol

If you intend to serve alcohol at your event you will need to obtain a licence from the relevant District and Borough Council and comply with their conditions.

### Cleansing

Your event plan you will need to explain how you will manage cleansing and waste management at your event. This is the event organiser's responsibility.

### Disabled & Vulnerable Persons

Surrey operates an inclusive for all policy; therefore you must comply with Disability Discrimination legislation by ensuring your event is inclusive. This will include participants and the event footprint in terms of ensuring there are no barriers to prevent a disabled persons participating or viewing at your event.

### Food

If you intend to serve food at your event you may need to obtain a licence from the relevant District and Borough Council and comply with their conditions.

### Incident Planning & response

Emergency Services will respond to a 999 call regardless of your event. You will be required to allow access as and when required and your plan should reflect the flexibility to facilitate this. Depending on the size of your event you may need to agree a plan at SAG with the emergency services and Council.



## **Managed Access**

If your event application requests road closures, consideration must be given to facilitating access. It's advised that the emergency services and critical services are engaged early in the planning phase to ensure access arrangements; these must be documented in the event management plan.

## **Noise**

Consideration should be given to the location of potentially noisy equipment such as PA systems, generators etc.

## **Temporary Event Notice (TEN)**

A temporary event notice may be issued rather than licence for activities at events involving 499 or less people. Further guidance on temporary event notice can be found at [www.gov.uk/temporary-events-notice](http://www.gov.uk/temporary-events-notice).

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## Annex 6- Useful guidance and further reading

Managing Crowds Safely HSG 154.HSE Books 2000, ISBN 071761834X

Protecting the public: Your next move HSG 151, HSE Books, 1997, ISBN 0717611483

Code of Practice for outdoor events, National Outdoor Events Association 1993 plus amendments 1997

Rules for competition, British Athletic Association, ISBN 0851341373

A Guide to Risk Assessment Requirements, INDG 218

5 Steps to Risk Assessment, INDG 163 (Rev 1), HSE Books 1998

Need help on Health and Safety? INDG322. HSE Books 2000.

Managing health and safety: Five steps to success, INDG 275, HSE Books 1998

Successful health and safety management, HSG 65, HSE Books 1997, ISBN 0717612767

An index of health and safety guidance for the catering industry, CAI 57, HSE Books 1996

Code of Practice for mobile and outside caterers, Second Edition, The Mobile Outdoor Caterer Association 1999