

## **APPENDIX 2**

### **POLICY/PROCEDURE IN REGARD TO TEMPORARY ROAD CLOSURES ON THE COUNTY ROAD NETWORK FOR EVENTS ON O'R NEAR THE HIGHWAY.**

(Not in respect of a footpath, bridleway, cycle track or byway)

#### **1.0 INTRODUCTION**

- 1.1 Gwynedd 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.
- 1.2 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.

In accordance with the Road Traffic Regulation (Special Events) Act 1994 it 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.

- 1.3 The Council will ensure prior to making the order that it is not reasonably practicable for the event to be held otherwise than on a road.
- 1.4 An order for a relevant event shall be in place for no more than three days unless a special agreement from the Secretary of State has been received beforehand.
- 1.5 Orders in respect of motor races and motor speed trials on a public highway are specifically excluded by section 16A (4). Orders relating to motoring events which are competitions or trials (other than races or trials of speed) or cycle races or trials are also excluded unless they have been authorised under section 13 or 31, as appropriate of the Road Traffic Act 1988.
- 1.6 The Council may also close street (which includes all roads) by Section 21 of the Town and Police Clauses Act 1847 to prevent obstruction in all cases of public procession, rejoicing or illuminations and in any case when the streets are thronged or liable to be obstructed.
- 1.7 However this measure is usually used to close roads to through traffic when day-to-day use of the road will be or is liable to be obstructed by crowds on foot or in vehicles, either as participants or spectators of the event.

## **2.0 MATTERS TO BE CONSIDERED**

- 2.1 It should be determined if a road closure is really necessary. Gwynedd 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.
- 2.2 If a road closure is deemed necessary then the following documentation should be provided 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 Network Traffic 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.
  - Details showing the Public Transport Services/School Transport Services, which may be disrupted. The party requesting the closure must finance any alternative provisions.

## **3.0 APPLICATION FOR A ROAD CLOSURE**

- 3.1 Applications for a road closure must be made 6 weeks prior to the commencement date of the closure when Section 21 of the Town and Police Clauses Act 1847 is being used.
- 3.2 Road Closures made under Section 16A, Road Traffic Regulation Act 1984 deem it necessary for applications a new event (the first to be staged) to be submitted 6 weeks prior to the minimum 8 weeks public consultation of the proposed road closure.
- 3.3 Contact name – the named person responsible for promoting this closure.
- 3.4 Company/Organisation – the company/organisation responsible for promoting the closure e.g. Organiser/Committee Member.
- 3.5 Name of event.
- 3.6 Purpose and nature of event.
- 3.7 Contact Details – name of person and telephone number who can undertake any action required on site.

- 3.8 Chapter 8 Name and details of the Company used to supply, erect, maintain and remove signs required of the closure and diversion.
- 3.9 Named person must have Chapter 8 accreditation.

#### **4.0 CONSULTATION**

- 4.1 It is the applicant's responsibility to discuss the effects of the road closure with local business, residents, schools, community facilities i.e. hospitals, surgeries etc, bus companies, parish councils.
- 4.2 Copy of the consultation letter must be provided.
- 4.3 Gwynedd Council needs to be made aware of any raised issues.
- 4.4 Issues must be dealt with reasonably by the applicants.
- 4.5 Statutory bodies/Consultees and Local Members will be informed of any proposed road closure by Gwynedd Council

#### **5.0 IMPLEMENTATION AND MAINTENANCE OF ROAD CLOSURE**

- 5.1 When a road closure is granted by order a laminated notice will be supplied and erected by Gwynedd Council at either end of the road or part of the road to be closed. If the length of the road under restriction is long then notices will also be erected at each junction along the restricted route.
- 5.2 It is the responsibility of the applicants to make sure that these notices are maintained in good order and in place for the duration of the event. It is also the applicant's responsibility to remove the notices as soon as the works are completed.
- 5.3 The Applicant must also provide an informative temporary traffic sign (black on yellow) of an advanced warning of a proposed road closure together with the duration period at either end of the restriction no less than 8 weeks before the closure date.
- 5.4 Applicants must notify affected properties of the road closure, by letter, not less than 8 weeks before the closure date.
- 5.5 This letter must include the applicant's contact name and telephone number, name and purpose of the event and proposed closure dates. A copy of this letter must be forwarded to the Network Traffic Manager.

- 5.6 Temporary Road Traffic Signs must be erected at the start and end of the closed road. Road Closed Ahead signs must be erected when appropriate. The diversion route must be clearly signed by the applicants. All Temporary Road Traffic Signs must be fully bilingual with the Welsh language being first. The Schedule of the signs must be provided with the application. Information Board – an information board must be erected on site with relevant 24 hr contact name and number during the restriction. Organisers must ensure that signs comply with the Traffic Signs regulations and General Directions 2002 and that erection of signs are carried out by qualified street works persons. E.g. AA Signs, RAC Signs etc.
- 5.7 It is the applicant's responsibility to ensure that the closure and diversion is correctly signed, guarded and lit in accordance with Chapter 8 of the Traffic Signs Manual and the Safety at Street Works and Road Works Code of Practice.
- 5.8 When closures are intermittent; the signs must be erected only at the times of closure.
- 5.9 Access to Properties – access to properties affected by the temporary closure must be maintained at all times for pedestrians and vehicles. It is the responsibility of the applicants to liaise with property owners in regards how this is achieved.
- 5.10 Where it is practical and safe, access for pedestrians and cyclist should be maintained throughout the duration of the closure.
- 5.11 In cases where refuse collection is affected by the road closure the applicant will ensure that all bins/bags are brought to a point where the collection can be completed. The applicant will then ensure that all emptied bins are returned to the relevant properties.

## **6.0 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.

## **7.0 REMOVING OF CLOSURE**

- 7.1 It is the responsibility of the applicants to ensure that prior to the road closure being removed, all activity in regard to the event has finished including the removal of waste, litter etc from site.
- 7.2 All signs used for the road closure and diversion route will be removed as soon as the road is ok for traffic.

## **8.0 COSTS**

- 8.1 A Closure Special Event Order £1400 plus advertisement costs of public notices.
- 8.2 A Closure by Town Police Clauses Act 1847 for filming £400 and that the following can be provided:
- 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 A Closure by Town Police Clauses Act 1847 for using the Caernarfon Tunnel £10K.
- 8.4 A Closure by Town Police Clauses Act 1847 granted free if:-Event is organised by a non-profit making group (registered Charity)
- 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
- 8.5 A Closure by Town Police Clauses Act 1847 for profit making organisation £700 and that the following can be provided:
- Suitable alternative routes for affected traffic available
  - Residents/traders affected by the event have been consulted and agree to the closure