

**LONDON BOROUGH OF WALTHAM FOREST**

**EVENTS ON THE PUBLIC HIGHWAY**

**GUIDANCE FOR ORGANISERS**

**MAY 2016**



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## 1. INTRODUCTION

### 1.1 Events on the Public Highway

1.1.1 This guidance is provided for anyone who wishes to organise an event on the public highway in the London Borough of Waltham Forest, which includes any part of the carriageway / road / footway / cycle track / verge where pedestrians, cyclists or other vehicular traffic could be affected in some way by the event activities.

1.1.2 This guidance is not intended for those seeking to carry out planned or emergency works on or adjacent to the highway, which is subject to separate guidance, regulations and legislation.

1.1.3 A wide range of well-supported public events are held every year in Waltham Forest, but they must be organised in such a way so as to minimise effects on the safety and convenience of not only road users but any local residents, businesses and visitors who may not be taking part in the event themselves.

1.1.4 This guidance explains what information is required by the Council to enable it to consider a request for use of the public highway for any event or activity which falls into the following categories :

- Street parties;
- Play streets;
- Parades, processions and carnivals;
- Sporting events (eg cycle rides or marathons);
- Arts or music festivals;
- Religious events or similar celebrations;
- Other events on the highway which attract large numbers of visitors;
- Events off the public highway, which require restrictions on adjoining roads for access purposes;
- Protest marches or static demonstrations.

1.1.5 Please read the guidance and supply the information required in the attached application forms.

## **2. WHY DOES THE COUNCIL REQUIRE AN APPLICATION FOR AN EVENT ?**

### **2.1 The Effect of Activities on the Public Highway**

2.1.1 Waltham Forest Council has a duty to manage and protect the public highway and this includes securing as far as reasonably possible the safe and convenient movement of traffic across the borough for all road users, residents, businesses and visitors.

2.1.2 Therefore any activities on the public highway (other than planned or emergency works) which may increase the risk of delays, congestion or danger to road users must be managed where feasibly possible by the Council including social, sporting, ceremonial or other non-road traffic events.

2.1.3 The Council will consider any application for an event on the highway in association with the Metropolitan Police who also have their own duties and responsibilities for the safety of road users, the general public and private / public property, but it cannot be guaranteed that any application will be approved.

2.1.4 It may be the case that the Council will have to make a supporting Special Events Order which may require a fee charge to be made depending upon the circumstances and the type of event being proposed.

2.1.5 Protest marches, static demonstrations or any event which has a higher risk of public order offences or danger to the public / property will specifically require the permission of the Metropolitan Police, and there is a separate procedure for this type of event.

### **2.2 Responsibilities for the Event Organiser(s)**

2.2.1 Whilst the Council will need to ensure that sufficient controls and safeguards are introduced to maintain the continued safety and convenience for the public, the responsibility for undertaking the organising, planning, publicising and managing of the event will rest wholly with the event organiser, and this will include consultations and publicity, the provision of physical measures (eg signing, coning and marshalling) and adequate insurances. The Council may, depending upon the circumstances, request the payment of fees for the making and advertising of temporary traffic orders if road closures or other restrictions are required to facilitate the event.

2.2.2 Please see read the guidance from Section 3 onwards on page 5 and complete and return the application forms attached in the appendices as directed.

### **2.3 Timescale for Applications**

2.3.1 All applications should be submitted to the Council a minimum of two months before the date of the event, except for protest marches when applications should be submitted to both the Council and the Metropolitan Police a minimum of six days beforehand.

### **3. TYPES OF EVENT**

3.1 The following types of event are covered in more detail in this document – please turn to the appropriate section which best describes your planned event and follow the procedure described.

3.1.1 Street Parties :

See Section 4 – Page 6

3.1.2 Play Streets :

See Section 5 – Page 8

3.1.3 Parades, Processions, Carnivals and other 'Non-Static' Events :

See Section 6 – Page 10

3.1.4 Sporting Events :

See Section 7 – Page 12

3.1.5 Arts / Music Festivals, Religious Festivals and other Similar 'Static' Events :

See Section 8 – Page 13

3.1.6 Events off the Public Highway, but requiring Restrictions on Adjoining Roads for Access Purposes :

See Section 9 – Page 15

3.1.7 Protest Marches or Static Demonstrations :

See Section 10 – Page 16

#### 4. STREET PARTIES

4.1 This type of event is likely to involve the closure of a road(s) for the duration of the street party if the activities dictate that no moving traffic can be permitted within the event area for safety or other reasons. The Council will need to make a Temporary Traffic Order to enable the road to be closed to motorised vehicles in a similar way to other events described in this document. Please note that an Order temporarily closing the road cannot prevent access to premises, access must therefore be maintained at all times.

#### 4.2 Signage

4.2.1 The Council will provide the organiser(s) with appropriate signs free of charge for the first date and these can be used for repeat street party events in the same street. The supply of further signs would be chargeable to the organiser(s).

#### 4.3 Consultations with affected properties

4.3.1 Road closures are likely to significantly affect the movement and accessibility of all vehicular traffic and occupiers for the duration of the event and as such any application will have to be carefully considered by the Council and emergency services before any approvals can be given. All affected properties must be consulted by the organiser and confirmation must be supplied that a majority of occupiers were in support of the street party proposal. Details of any objections must also be supplied by the organiser to the Council before approval can be given for a play street proposal. If there are objections this does not mean that the event cannot go ahead, but the objections will be fully considered by the Council in making its decision.

4.4 The Council would need to receive your application a minimum of two months before the date of the event.

4.5 The Council will require the organiser(s) to undertake the following :

- Provide a completed application form (SPAF1) or use the internet link below where an application form can be downloaded and other useful information can be found :

<http://www.walthamforest.gov.uk/Pages/Services/street-parties.aspx>

- Provide details of consultations with affected properties including any objections that were received in that process.

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- Provide details of public liability insurance (typically with a minimum cover level of £5 million) to cover any claims for damage to property and injuries to persons during the event if any 'higher risk' activities are to be arranged for the street party (eg barbeques, bouncy castles, games using climbing equipment etc) which are not covered by the Council's insurances.

#### 4.6 Supportive Funding

- 4.6.1 The Council may be able to assist the organisation of your street party by providing funding up to a maximum of £300. Please see the application form for advice on this.

## 5. PLAY STREETS

5.1 This type of event typically involves the closure of minor residential roads to enable children's play, although vehicular access for residents' and businesses' vehicles must be maintained during the times of the closure. The Council will need to make a Temporary Traffic Order to enable the road to be closed in this way.

### 5.2 Signage

5.2.1 The Council will provide the organiser(s) with appropriate signs free of charge for the first date and these can be used for repeat play street events. The supply of further signs would be chargeable to the organiser(s). It is the organiser's responsibility to store the signs and barriers off the public highway for future play street events.

### 5.3 Consultations with affected properties

5.3.1 Each application will be carefully considered by the Council and emergency services before any approvals can be given. All directly affected properties must be consulted and confirmation must be supplied that a majority of occupiers were in support of the play street proposal. The Council also requires that the three ward councillors representing the area should also be written to and consulted on the play street proposals. The names and addresses of the relevant councillors will be supplied to the organiser(s) with the application form following their request.

5.3.2 The Council will supply a list of properties or sections of street(s) that should be consulted before any application is submitted for consideration. Details of any objections must also be supplied to the Council by the organiser before approval can be given for a play street proposal. If there are objections this does not mean that the event cannot go ahead, but the objections will be fully considered by the Council in making its decision.

### 5.4 Temporary and Permanent Traffic Orders

5.4.1 For a single event (one date), the Council would make a temporary traffic order to enforce the road closure, but if a play street is planned to take place on a regular or repeat basis, then a permanent traffic order would be required to formalise the event for repeated future dates. If this is the case please contact the Council's Traffic Team for further discussion.

5.5 The Council would need to receive your application a minimum of two months before the date of the event.

5.6 The Council will require the organiser(s) to undertake the following :

- Provide a completed application form (PSF1) ;
- Provide details of consultations with affected properties including any objections that were received in that process.
- Provide details of public liability insurance (typically with a minimum cover level of £5 million) to cover any claims for damage to property and injuries to persons if any 'higher risk' activities are to be arranged for the play street (eg bouncy castles, games using climbing equipment etc) which are not covered by the Council's insurances.

5.7 The following conditions must apply to all play street events :

- Any Traffic Management Order (TMO) or other statutory provision which is currently in force on the road(s) to be closed will remain in force during the closure unless specified to the contrary on the TMO.
- If appropriate you must clean the street in order to return it to its condition prior to the closure. This must be done before the road is reopened.
- No closure may be of more than 5 hours duration.
- A TMO is made entirely for the purposes of children's play and may not involve the placement of any structure on the highway during its use.
- No activity requiring any form of license (under the Licensing Act 2003) may be undertaken when this Order is in force.
- Vehicular access and egress for residents / businesses must be maintained during any closure period.
- On-street parking cannot be refused or restricted other than through an existing TMO.
- The road(s) may only be closed on the dates and times specified within the TMO.
- All play street events must be supervised by an adult of at least 18 years of age.
- Any barriers erected during the closure(s) must be removed immediately if required for access for emergency services or other residents.
- Waltham Forest Council reserves the right to cancel any such order if the closures are not implemented in accordance with these requirements or the activities are not managed in a safe manner.

## 6. PARADES, PROCESSIONS, CARNIVALS AND OTHER 'NON-STATIC' EVENTS

6.1 This type of event typically involves the passage along the highway of slow-moving people, vehicles and 'floats' and often attracts large numbers of the watching or participating public across the period of the event.

6.2 These events, depending upon the location and duration may adversely affect the movement and accessibility of vehicular traffic, public transport, pedestrians and cyclists over a period of time which may cause unacceptable delays and congestion. Therefore applications for these events will have to be carefully considered by the Council, Police and public transport operators before any approvals can be given.

6.3 The Council may need to produce temporary traffic orders if road closures are necessary, and will require the organiser(s) to undertake the following :

- Provide a completed application form (EAP1) a minimum of two months before the date of the event;
- Provide a completed Metropolitan Police 'Form 3175 – Notification of Public Procession' see Appendix D, to the Police. All organisers of parades are required by the Police to give a minimum of six days' notice before the event;
- Provide a location plan, timetable and details of the event;
- Provide a risk assessment identifying all risks to persons and property and mitigations to minimise these;
- Provide a Traffic Management (TM) Plan describing how the event is to be managed on the public highway, including the provision of signs / cones / barriers / trained and accredited traffic marshals;
- Provide evidence of consultations (and responses) with frontagers, and affected organisations (eg TfL, Police and emergency services), and stakeholders. The Council will need to be satisfied that the event and its associated restrictions and physical measures will not significantly affect access and convenience for local people and transport operators. Details of any objections must be supplied to the Council by the organiser. If there are objections this does not mean that the event cannot go ahead, but the objections will be fully considered by the Council in making its decision;
- Provide details of how the event is to advertised in advance for the benefit of road users on the route / in the area;

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- Provide details of public liability insurance (typically with a minimum cover level of £5 million) to cover any claims for damage to property and injuries to persons during the event; Provide an undertaking that where required, the organiser will pay for the making and advertising of any enabling temporary traffic orders if they are necessary, (see Section 11 on fees).

## 7. SPORTING EVENTS

7.1 This type of event could either be 'non-static' and passing through an area like a cycle race; marathon or triathlon etc; or it could be a 'static' event at a stadium / park or arena where some form of traffic control is required to control access and vehicular movements.

7.2 These events, depending upon the location and duration may adversely affect the movement and accessibility of vehicular traffic, public transport, pedestrians and cyclists over a period of time which may cause unacceptable delays and congestion. Therefore applications these events will have to be carefully considered by the Council, Police and public transport operators before any approvals can be given.

7.3 The Council may need to produce temporary traffic orders if road closures are necessary, and will require the organiser(s) to undertake the following :

- Provide a completed application form (EAF1) a minimum of two months before the date of the event;
- Provide a location plan, timetable and details of the event;
- Provide a risk assessment identifying all risks to persons and property and mitigations to minimise these;
- Provide a Traffic Management (TM) Plan describing how the event is to be managed on the public highway, including the provision of signs / cones / barriers / trained and accredited traffic marshals;
- Provide evidence of consultations (and responses) with frontagers, and affected organisations (eg TfL, Police and emergency services), and stakeholders. The Council will need to be satisfied that the event and its associated restrictions and physical measures will not significantly affect access and convenience for local people and transport operators. Details of any objections must be supplied to the Council by the organiser. If there are objections this does not mean that the event cannot go ahead, but the objections will be fully considered by the Council in making its decision;
- Provide details of how the event is to advertised in advance for the benefit of road users on the route / in the area;
- Provide details of public liability insurance (typically with a minimum cover level of £5 million) to cover any claims for damage to property and injuries to persons during the event;
- Provide an undertaking that where required, the organiser will pay for the making and advertising of any enabling temporary traffic orders if they are necessary, (see Section 11 on fees).

**8. ARTS / MUSIC FESTIVALS, RELIGIOUS FESTIVALS AND OTHER SIMILAR ‘STATIC’ EVENTS ON THE PUBLIC HIGHWAY**

8.1 This type of event may involve the closure of a road(s) for the duration of the event if the activities dictate that no moving traffic can be permitted within the event area for safety or other reasons. If the road(s) has to be closed and / or vehicles removed from it for the event to function, then the Council will need to make a temporary traffic order to enable these measures, for which a fee charge may be made (see Section 11 on fees).

8.2 Since road closures are likely to significantly affect the movement and accessibility of all vehicular traffic and occupiers for the duration of the event, any application will have to be carefully considered by the Council, emergency services and public transport operators before any approvals can be given.

8.3 The Council will require the organiser(s) to undertake the following :

- Provide a completed application form (EAF1) a minimum of two months before the date of the event;
- Provide a location plan, timetable and details of the event;
- Provide a risk assessment identifying all risks to persons and property and mitigations to minimise these;
- Provide a Traffic Management (TM) Plan describing how the event is to be managed on the public highway, including the provision of signs / cones / barriers / trained and accredited traffic marshals;
- Provide details of how occupiers / frontagers will be provided access to their property during the event including necessary deliveries etc;
- Provide evidence of consultations (and responses) with frontagers, and affected organisations (eg TfL, Police and emergency services), and stakeholders. The Council will need to be satisfied that the event and its associated restrictions and physical measures will not significantly affect access and convenience for local people and transport operators. Details of any objections must be supplied to the Council by the organiser. If there are objections this does not mean that the event cannot go ahead, but the objections will be fully considered by the Council in making its decision;
- Provide details of how the event is to advertised in advance for the benefit of road users on the route / in the area;

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- Provide details of public liability insurance (typically with a minimum cover level of £5 million) to cover any claims for damage to property and injuries to persons during the event;
- Provide an undertaking that where required, the organiser will pay for the making and advertising of any enabling temporary traffic orders if they are necessary.

**9. EVENTS OFF THE PUBLIC HIGHWAY BUT REQUIRING RESTRICTIONS ON ADJACENT ROADS FOR ACCESS PURPOSES**

9.1 This type of event could include fairs, fetes, festivals or other activities which are planned to take place off the public highway in parks recreation grounds, stadia etc, but where access to the event by the performers or public is via the public highway. If road closures or restrictions are required, the Council would need to make a temporary traffic order to enable these measures, for which a fee charge may be made, (see Section 11 on fees).

9.2 Since road closures are likely to significantly affect the movement and accessibility of all vehicular traffic and occupiers for the duration of the event, any application will have to be carefully considered by the Council, emergency services and public transport operators before any approvals can be given.

9.3 The Council will require the organiser(s) to undertake the following :

- Provide a completed application form (EAF1) a minimum of two months before the date of the event;
- Provide a location plan, timetable and details of the event;
- Provide a risk assessment identifying all risks to persons and property and mitigations to minimise these;
- Provide a Traffic Management (TM) Plan describing how the event is to be managed on the public highway, including the provision of signs / cones / barriers / trained and accredited traffic marshals;
- Provide details of how occupiers / frontagers will be provided access to their property during the event including necessary deliveries etc;
- Provide evidence of consultations (and responses) with frontagers, and affected organisations (eg TfL, Police and emergency services), and stakeholders. The Council will need to be satisfied that the event and its associated restrictions and physical measures will not significantly affect access and convenience for local people and transport operators. Details of any objections must be supplied to the Council by the organiser. If there are objections this does not mean that the event cannot go ahead, but the objections will be fully considered by the Council in making its decision;
- Provide details of how the event is to advertised in advance for the benefit of road users on the route / in the area;

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- Provide details of public liability insurance (typically with a minimum cover level of £5 million) to cover any claims for damage to property and injuries to persons during the event;
- Provide an undertaking that where required, the organiser will pay for the making and advertising of any enabling temporary traffic orders if they are necessary.

## 10. PROTEST MARCHES OR STATIC DEMONSTRATIONS

### 10.1 Protest Marches

10.1.1 Organisers of protest marches are required by law to notify the Metropolitan Police at least six days before the event occurs and must provide full details of the event by completing 'Form 3175 – Notification of Public Procession'. When making any application to the Police the organiser should also complete the Council's own application form (EAF1). When returning form 3175 to the Police, the Council should also be copied into the same information as part of the notification process using the address below :

Events Management,  
Traffic Team,  
Waltham Forest Council,  
Low Hall,  
Argall Avenue,  
London  
E10 7AS.

See internet link :

<http://content.met.police.uk/Article/Organising-a-protest-march-or-static-demonstration/1400002380711/1400002380711>

### 10.2 Static Protests

10.2.1 There is no legal requirement for an organiser to notify the Police or the Council of a static protest but both the Police and the Council require that the organiser(s) provide the following details :

- Name and contact details / telephone number of organiser(s);
- Anticipated numbers of participants;
- Event location;
- Reason for the event;
- Start and finish times;
- Details of any advance publicity being used or known of;
- Details of any stewards or traffic marshals to be used.

Provide this information on application form (EAF1).

## 11. PAYMENT OF FEES FOR COUNCIL SERVICES

- 11.1 It shall be the responsibility of the event organiser to undertake the organising, planning, publicising and managing of the event at its own cost including the provision of :
- Advertising and publicity for the event;
  - Advance notice road signing;
  - Consultations with affected frontagers, residents and businesses;
  - Consultations with any potentially affected transport operators, such as TfL buses, London Overground or Network Rail;
  - Operational road signing / cones / barriers etc;
  - Traffic marshals, who should be trained and accredited to CSAS standards (Community Safety Accreditation Scheme as required by the Metropolitan Police);
  - Risk assessment;
  - Traffic Management (TM) Plan - (you may need to employ a professional events management company to undertake this).
- 11.2 If the event requires the making of a temporary traffic order, which may or may not require advertising with street notices and / or publication in the local newspaper, the Council may make a charge for this which is likely to be between £200 and £1,500 depending upon the level of publicity required. The higher level of charge @ £1,500 would be levied if a public notice is required in the local newspaper to advertise the event to the wider public;
- 11.3 If the organiser is unable to provide its own road signage / cones / barriers, the Council may be able to make these available through its own contractors, but a charge would be made to the organiser. The level of charge would depend upon the equipment required.
- 11.4 The Council in any circumstances is unable to supply trained and accredited traffic marshals, which the organiser may have to obtain from a professional events management company.
- 11.5 Charges will not be made for any traffic orders or equipment associated with street parties or play streets.

