



## COMMUNITIES DIRECTORATE

### SPECIAL EVENTS ON THE HIGHWAY

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#### BACKGROUND

Contact: Traffic Management      Tel No. 01495 235250

1. Caerphilly County Borough Council as the Traffic Authority under the Road Traffic Regulation Act 1984 Section 16A can consider requests for special events on the highway and make orders to impose temporary restrictions or prohibitions on traffic in connection with the holding of such events.
2. The Council recognise that certain requests from Organisers of Special Events such as Street Party Celebrations, as agreed by the Chief Constable, can be a considerable aid to the well being of the community, providing that any disruption to local traffic that may be affected, is kept to a reasonable minimum.
3. The Special Event Organiser must complete an application form, a 'Form of Indemnity' to indemnify the Council against any claims as a result of the event and must comply with the relevant conditions that are detailed in the attached Information Pack which comprises:
  - a) An Application Form
  - b) Conditions of Consent
  - c) A certification of indemnity of the County Borough Council against any claims that may arise which is to be duly completed and signed and returned to the Head of Engineering Services
4. Applications must be submitted to the Head of Engineering Services at least 8 weeks prior to the date of the proposed event.



## COUNTY BOROUGH PRACTICE AND PROCEDURE ON THE AUTHORISATION OF ROAD CLOSURE REQUESTS FOR SPECIAL EVENTS HELD ON THE HIGHWAY

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### CONDITIONS OF CONSENT AND PROCEDURE

1. Pedestrian access to all properties in the affected road must be maintained at all times.
2. Immediate access for all emergency service vehicles must be maintained at all times. Any barriers placed across the affected road must be constructed to enable their immediate removal.
3. Adequate traffic signs, to the approval of the Head of Engineering Services, must be placed in advance of and at each end of the affected road as well as on any affected side roads and be clearly visible to approaching motorists. The duration of the closure must also be signed, for example: "FFORDD YMLAEN AR GAU ROAD AHEAD CLOSED 11 am - 5 pm". Additional 'Road Closed' signs, diversionary signs and temporary cones may also be stipulated depending upon the scale of the application. **Temporary traffic management measures (including signs and cones) can only be placed on the highway by highways trained operatives.** Such signing schemes and specialist contracting works can be expensive but all costs must be met by the applicant.
4. Authorisation must be sought from the Council for any decoration or bunting to be used and, if so authorised, must be suspended in such a manner that there will be no obstruction to an emergency service vehicle that may require access.
5. No attachments other than bunting, flags etc., are to be suspended from street lighting columns, traffic signs or any other street furniture. They must not reduce the quality of illumination of street lighting units and any decorations must be easily detachable for street lighting services.
6. The use of poles or equipment to support or carry overhead electricity supply cables will not be allowed in the interests of public safety. No stakes or poles are to be driven into the footways or the carriageway.
7. No fires or barbeques are permitted within the highway limits which include all carriageways, footways, verges, central reservations and roundabouts.
8. All tables, trestles, chairs, barriers, etc., are to be removed from the highway immediately after the event and all litter and debris must be cleared from the area.
9. The Organiser will appreciate that due consideration is to be afforded to residents and provisions to be made for the safety and comfort of the elderly, infirm and very young children. Noise levels and disturbance must be kept to a minimum.
10. The Organiser shall indemnify the Council against any accident or injury that may arise as a result of the event.
11. The Organiser should take out third party liability insurance, sufficient to cover all eventualities that may arise from the holding of the event.
12. The Organiser shall provide a drawing of the proposals to be included with their application and if approved erect such public notices on-street as deemed necessary by the Council.



**COMMUNITIES DIRECTORATE**

**AUTHORISATION OF A ROAD CLOSURE  
FOR A STREET PARTY/SPECIAL EVENT ON THE HIGHWAY**

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**FORM OF INDEMNITY**

I agree to the conditions of consent as outlined by Caerphilly County Borough Council for the authorisation of a Special Event on the highway (a copy of which has been supplied to me) and hereby request approval for a road closure as indicated on the attached drawing and I further agree to indemnify the Council against any claims for personal injury or damage arising out of or in connection with the Special Event as outlined below:

Name of Special Event: .....

Location:  
.....  
.....  
.....  
.....  
.....

Date of Event: .....

Times of Event: .....

Organiser's Name: .....

Signed: ..... Date .....

Please return one copy of this form duly completed and signed 8 weeks prior to the date of the event to:

The Head of Engineering Services  
Caerphilly County Borough Council  
Traffic Management Section  
Penallta House  
Tredomen Business Park  
Ystrad Mynach  
Hengoed  
CF82 7PG

Alternatively email to: [engineadteam@caerphilly.gov.uk](mailto:engineadteam@caerphilly.gov.uk)



**COMMUNITIES DIRECTORATE**

**APPLICATION FORM FOR A SPECIAL EVENT  
(STREET PARTY, PROCESSION, ETC.)**

<b>Name of Organiser:</b>	..... .....	
<b>Address:</b>	..... ..... ..... ..... .....	
<b>Telephone Number:</b>		<b>Post Code</b>
<b>Email address:</b>		

<b>Name of Street/s affected:</b>	..... ..... ..... .....	
<b>Details of Proposed Event:</b>	..... ..... ..... .....	
<b>Date required:</b>		
<b>Duration required:</b>	from:	to:
<b>How many people are expected to participate? (approximate estimate)</b>		
<b>Is the street on a bus route?</b>		
<b>Are there any existing traffic restrictions or specialised parking arrangements on the street?</b>	If Yes give details of any traffic or parking restrictions	



<b>What are the proposed alternative arrangements for parking of vehicles?</b>	..... ..... ..... ..... .....
<b>Give details of the consultation arrangements that have been carried out with the emergency services, residents and local businesses and any objections that have been raised:</b>	..... ..... ..... ..... ..... ..... ..... ..... ..... .....
<b>Any other details:</b>	..... ..... ..... ..... ..... ..... ..... ..... .....

The Council will in consultation with the Chief Constable determine if the application to close part or all of the street/s requested to vehicular traffic during the period of the special event should be approved.

Any consent authorised will be advertised by the erection of notices, by the applicant, on site at least 7 days prior to the event and/or in the local press.

Applications are to be submitted to the Head of Engineering Services at least 8 weeks prior to the date of the proposed event.

The duly completed application form is to be forwarded to:

The Head of Engineering Services  
 Caerphilly County Borough Council  
 Penallta House  
 Tredomen Business Park  
 Ystrad Mynach  
 Hengoed  
 CF82 7PG  
 Tel. 01495 (235250) - Email: [engineadteam@caerphilly.gov.uk](mailto:engineadteam@caerphilly.gov.uk)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use Only: Application/File Ref. No. ....

Date: .....