

Events in Cambridgeshire

When holding a public event it is important to consider how it will impact on the road system and traffic around your venue. Thinking about this in advance will help your event run smoothly and ensure that everyone has a good time. This will include considering how people will get to and from your venue or, if the event is being held on a road, whether you will need to close it.



Contacts

The Traffic Manager's Team will be able to provide advice and guidance on all of these matters for your event. For further information please visit

<http://www.cambridgeshire.gov.uk/transport/trafficmanagement/events/>

Or contact the team directly at;

Traffic Manager's Team

RES 1005

The Octagon

Shire Hall

Castle Hill

Cambridge

CB3 0AP

Tel. 01223 715913

Front cover image courtesy Cambridge Folk Festival
Photographer: Claire Borley

If you would like a copy of the text in this leaflet in large print, Braille, audio tape, or in another language **please call the Traffic Manager's Team on 01223 715913**



Cambridgeshire
County Council



Holding an event in Cambridgeshire

Advice on traffic
management for events

www.cambridgeshire.gov.uk

Event Safety Advisory Groups

You will need to consider the health and safety of those attending your event and might want to contact your local Safety Advisory Group (SAG). The SAG is a multi agency advisory group consisting of representatives from the local authorities and emergency services. It is a good opportunity to meet all the health and safety professionals in one go – a one stop shop. The primary function of the SAG is to provide specialist advice to event organisers on all aspects of event safety.

Please contact your local District Council for more information.

Managing traffic to and from your event

If you are holding an event, whether it will be on a road or not, you will need to consider the impact it will have on local traffic, and how people will be travelling to and from your venue.

Inform the Traffic Manager's Team that the event will be happening even if you think that the impact will be minimal. The team could help to ensure that no road works are near your event or advise on signage and traffic management.

Events on the road

If you are thinking of holding your event on a road, consider whether you could find somewhere else more suitable. The highway could be a dangerous place to hold an event due to the potential conflict with traffic. You will also be asked to provide reasons why you could not hold it somewhere else, such as a school field or car park.

For any road closures, temporary speed reductions, signage or removal of parking, you will need approval from the Local Highway Authority, and possibly, the Secretary of State. Events for charity and/ or the benefit of the local community will not be charged for this service, however, other events will be charged for advertising costs.

You will need to contact the team at least 4 months before the event so that the necessary planning and advertising can be done. You may also be asked to provide the information earlier than this to help us reduce advertising costs.

Ensure that you have adequate public liability insurance for your event (a road closure will require up to £5 million cover).

Temporary traffic management and signage

Unqualified members of the public are not permitted to close roads or put up signs on the road network. Only traffic management companies, the Police or those accredited under "The New Roads and Street Works Act 1991 – Signing, Lighting and Guarding" are qualified to do so. If you want to put up signs, you should submit a mapped plan of the signage to the Traffic Manager's Team for approval.

If you are planning to put out signs advertising your event on the road side, they should not exceed 0.5 sq. metres in area, should not be erected for more than seven days before the event, or remain in place for more than 48 hours afterwards. The signs should be erected within the parish village or town/ city neighbourhood where the event is taking place and normally no more than three signs should be erected per event.



Images - courtesy Cambridge Rock Festival
Photographer: John Routledge

