**Traffic Management Plan**

**1.1 Traffic Management**

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| **1.1a Is the event taking place on or off the Highway?** | | | |
| On the Highway  Off the Highway | | | |
| **1.1b The best route for traffic to take in order to get to the event.**  *(Please state how will this be communicated)* | | | |
|  | | | |
| **1.1c What is the best and safest route for traffic to exit the event?**  *(Please state how this will be communicated)* | | | |
|  | | | |
| **1.1d In the interest of pedestrian safety, how will pedestrians interact with vehicle movement** (*Please include information about how they will cross open roads safely)* | | | |
|  | | | |
| **1.1e Liaison with local residents and businesses about the impact to local roads.** | | | |
| **Action taken** | **When** | | **Where** |
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|  |  | |  |
| **1.1f Method and management of entry and exit to the event without causing an obstruction.** | | | |
|  | | | |
| **1.1g Impact the event will have on public transport.**  (*Have you informed your local bus/rail/taxi company)* | | | |
|  | | | |
| **1.1h Are you requesting any parking suspensions as part of the event?**  **If yes, please complete the information below. (Please note: there may be a charge for this)**  *(If you do not include ALL of this information your request cannot be considered)* | | | |
| Location (street name/car park) | |  | |
| Number of spaces | |  | |
| Intended use for the parking spaces | |  | |
| Start time of suspension | |  | |
| End time of suspension | |  | |
| **If the answer to this is none, please explain below why you think there will be no impact on parking, access or traffic flow. As the organiser you are responsible for ensuring there is none/minimal impact to traffic.** | | | |
|  | | | |
| **1.1i If you are providing off-road parking, please complete the information below:**  *(Please note: any parking areas must be staffed at all times. You may be asked to provide a parking plan)* | | | |
| Location | |  | |
| Number of spaces | |  | |
| How will the area be managed? | |  | |
| **If the answer to this is none, please explain why you think there will be no impact on parking, access or traffic flow. As the organiser you are responsible for ensuring there is none/minimal impact to traffic.** | | | |
|  | | | |

**1.2 Road Closures**

If your road closure request is granted under the Town Police Clause Act, your **District Council** will produce the road closure order. This may involve a charge. Speak to your local authority for more information.

If made under the provisions of the Road Traffic Regulation Act 1984 the road closure notices will be produced by **KCC Highways**. This may involve a charge.

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| **IMPORTANT NOTE:**  **Before a road closure can be considered the following documents MUST be submitted to your Local Authority along with this plan and approved by KCC Highways Authority:**   * **A copy of valid Public Liability Insurance (£5 million minimum)** * **Health and Safety Risk Assessments** * **Signage Schedule Map and indication of where signs will go** * **Map of proposed route / venue** * **Map of road closures and marshal points** * **Plan of diversion route (if applicable)** * **Method of how the roads will be closed**   **Please note KCC Highways require a minimum of 12 weeks’ notice of any road closures for coordination purposes.**  **If this information is not provided to a satisfactory standard your event may not be issued with the road closure and permission may not be granted for the event to take place** |
| **1.2a Are you applying for a road closure as part of your event?** |
| Yes  No *- If no, please continue to the Appendices section* |
| **1.2b List ALL roads that you wish to close for your event below, *please include a map*.** |
|  |
| **1.2c Duration of the closure? Please be realistic with timings.** |
|  |
| **1.2d Details of diversion route. Please provide details of the route here.**  *A diversion plan will need to be submitted to your local authority and KCC Highways in order to be able to process your road closure* |
|  |
| **1.2e Which local authority and what legislation is your road closure being considered or granted?** |
| District Council - Town Police clauses act 1847 –  Kent County Council – Temporary obstruction or Road Traffic Act 1988 –  **If you are unsure about which legislation should be used for your road closure please contact KCC Highways to discuss. Please note that KCC Highways require a minimum of 12 weeks’ notice to implement road closures.** |
| **1.2f Who is providing your signage for the road closure?**  **If you are using a signage contractor, please provide their details here.**  *Please ensure you check their public liability insurance. A copy of the signage schedule produced by the contractor must be provided to the local authority.*  **If you are providing signage yourself, please use the signage schedule below and a Health and Safety risk assessment for working on the highway.** |
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| **1.2g Details of the method of how the road will be closed.** |
|  |
| **1.2h Details of the timings of the road closure.** |
|  |
| **1.2i Roles and Responsibilities / Control Structure for the road closure** |
|  |
| **1.2j Communication between Marshals** |
|  |
| **1.2k Contingencies** |
|  |

**1.2l Signing Schedule**

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| --- | --- | --- | --- | --- | --- |
| **Location** | **Example Signs** | **Example**  **Signs** | **Example**  **Sign** | **Example Signs** | **Information** |
| **Instructions: Add locations & copy and paste the types of signs to be used in the relevant box below. Some are added already for your use.** | Road closed 3 | Road closed 2 | divert 7diversion 4  divertdiversion 3  diversion 5diverted traffic 2 | Advance Notice  *Event Name*  Road Closed |  |
| **Location** | **Sign** | **Sign** | **Sign** | **Signs** | **Information** |
|  |  |  |  | Advance Notice  Add event title  Road Closed | Sign placed on *add date* |
|  | Road closed 3 |  |  |  | Road closed sign placed from \_\_\_\_hrs to \_\_\_\_hrs. |
|  | Road closed 3 |  |  |  | Road closed sign placed from \_\_\_\_hrs to \_\_\_\_hrs. |
|  | Road closed 3 |  |  |  | Road closed sign placed from \_\_\_\_hrs to \_\_\_\_hrs. |
|  | Road closed 3 |  |  |  | Road closed sign placed from \_\_\_\_hrs to \_\_\_\_hrs. |
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|  |  |  |  |  |  |
|  |  |  |  |  | *To add more rows click in this box and press the tab key on your keyboard* |

**Appendices –** *please make sure you have included these appendices*

**i. Road Closure Documents**

* A copy of valid Public Liability Insurance (£5 million minimum)
* Health and Safety Risk Assessments
* Signage Schedule Map and indication of where signs will go
* Map of proposed route / venue
* Map of road closures and marshal points
* Plan of diversion route (if applicable)
* Method of how the roads will be closed

**Please make sure you also submitted your Event Management Plan for your event**