

# **TERMS AND CONDITIONS**

## **TEMPORARY TRAFFIC REGULATION ORDER**

**FOR THE PURPOSE OF HOLDING A PUBLIC EVENT ON THE HIGHWAY:**

**(ROAD RACE/CHARITY EVENT/FESTIVAL/FAYRE)**



**The Council of the Borough of Milton Keynes**

**When applying to temporarily close the highway under Section 16A**

**Of the Road Traffic Regulation Act 1984**

[www.milton-keynes.gov.uk](http://www.milton-keynes.gov.uk)

The following terms and conditions will apply to all applications for a Traffic Regulation Order to be made under Section 16A of the Road Traffic Regulation Act 1984 within the Council of the Borough of Milton Keynes.

A Traffic Regulation Order is a legal document that enables the Highway Authority to regulate or prohibit the movement of traffic on the highway. For the purpose of this document a temporary traffic regulation Order made under Section 16A of the Road Traffic Regulation Act 1984 will restrict traffic for the purpose of facilitating a road race, Charity Event, fayre or festival on or near to the highway. Failure to comply with a traffic Order is an offence for which the courts may impose penalties such as fines, license points or even disqualification.

When applying for a road closure under Section 16A of the Road Traffic Regulation Act 1984, the applicant must be aware and agree to the following terms and conditions:-

1. To complete all sections of the application form. Failure to do so may result in your application being rejected. Any delay in supplying the relevant information may also delay the application process which could impact on the start date.
2. To ensure that the road is closed in a safe, orderly and proper manner;
3. To remove all obstructions and litter after the event has been completed;
4. To pay for any costs arising, e.g. damage to street furniture or road surface;
5. To maintain access for emergency service vehicles and pedestrians at all times during the closure;
6. To notify all frontages, both residential and commercial, at least 7 days prior to the event

### **RESPONSIBILITIES:**

#### The Applicant

- To show that the road closure is necessary;
- To provide details of how they intend to close the road;
- To notify the Council of any changes in the details of the road closure;
- To inform all frontages along the affected road of the forthcoming event and closure at least 10 days in advance;
- To erect, maintain and remove the statutory notices (provided by the Council) along the affected lengths of road

#### Milton Keynes Council

- To make the Traffic Regulation Order;
- To send copies of the statutory notices 'notice of intent' and 'notice of making' to the applicant;
- To serve the notice of intent and notice of making to the emergency services, local bus services, Parish Councils and Local Ward Members;
- To upload road closures and diversion routes to [www.roadworks.org](http://www.roadworks.org) for public inspection.

**⚠ NOTICE:**

If the event is an established event that has taken place in Milton Keynes previously within the past 3 years then the Council must receive the application no less than 8-weeks' prior to the event taking place.

If this is a new event to Milton Keynes or has not been held within the past 3 years then the Council must receive the application no less than 12-weeks' prior to the event taking place.

If insufficient notice is received the Authority may require the event in question to be deferred. It is important that the closure period is adequate to cater for any possible contingency.

**⚠ FEES AND CHARGES:**

The following fees will apply and must be made at the application stage:

	Road Race	Charity Event	Festival	Fayre
Public Event	£2,066.50*	Free of charge	£2,066.50*	£2,066.50*
Community Event	Free of charge	Free of charge	Free of charge	Free of charge

This fee is charged to recompense the Council for its costs in preparing and advertising the Order

Payment can be made by card ([01908 252737](tel:01908252737)) or by Cheque (made payable to Milton Keynes Council)

**⚠ DURATION (Maximum period for the closure):**

A Traffic Regulation Order made under Section 16A of the Road Traffic Regulation Act 1984 can be in effect for a maximum period of 3 days.

**⚠ INFORMATION (Advance public information):**

Applicants are required to inform (by letter) all affected frontages, giving full details of the closure and a contact name and telephone number of the forthcoming event.

**⚠ ACCESS (Emergency and Public access during a closure):**

Pedestrian and emergency service access must be maintained at all times during the closure (when safe to do so). Applicants will be required to ensure that access to all properties is possible at all times, or, if this is not possible, to ensure that alternative arrangements are made which are satisfactory to all affected parties. Please state any alternative arrangements on the application form.

**⚠ TRAFFIC MANAGEMENT:**

Applicants are required to employ a registered traffic management company and provide a comprehensive traffic management plan with a signing schedule.

All traffic signs on the highway must be in accordance with the new street-works and road works code of practice and/or Chapter 8 of the Traffic Signs Manual 2006 (examples shown below).



**⚠ REMOVING THE CLOSURE:**

All closures must be re-opened as soon as it is safe to do so. There should be no unnecessary delay on removing the traffic management and all signs must be collected and removed from the highway. Should any signs be left or abandoned on the highway, then the Council will instruct you to collect them. Failure to recover the signs may result in the Council having to dispose of them at a cost to the applicant.

**For further information on Traffic Regulation Orders and road closures**  
Please email [TROteam@milton-keynes.gov.uk](mailto:TROteam@milton-keynes.gov.uk)