



## Assets, Transportation & Environment

### Guidance Notes Temporary Traffic Restrictions for Events

These guidance notes are for organisers of events that may have an impact on the roads network in Fife. An application form is required to request temporary traffic restrictions for sporting, social or entertainment events (including parades, processions and marches).

*Note: Temporary Traffic Restrictions for roadworks purposes and building/demolition works should be requested on the "Application for Temporary Traffic Restrictions" (TTRO Application Form). Other guidance notes are available for this form.*

#### 1. Parades, Processions & Marches

- If your event is a parade, procession or march, you must apply for a parade licence from the Regulation & Licencing Team in Legal Services in addition to this traffic regulation process. This requires 28 days notice. You can download an application form (which includes a separate risk assessment form) by using this link to FifeDirect.org.uk...  
<http://www.fifedirect.org.uk/publications/index.cfm?fuseaction=publication.pop&pubid=F5744753-DC48-69EC-37AD89115CB7FB44>
- You must discuss your event with Police Scotland.

#### 2. Traffic Regulation Procedure Notice Period & Charges

- A **3 month notice period** is required for all applications for temporary traffic restrictions for events.
- Any event held on the public road with minor impact to the road network will be processed free of charge unless the event is of a commercial nature when a charge of £575 will be payable.
- Traffic restrictions for events held
  - on the public road posing major impact to the road network OR
  - off the public road,

will be published in the local Press and will be charged at a cost of £575 for up to 14 days with an additional charge of £100 per week thereafter (this charge will be waived for registered charities).

#### 3. Discuss your event

You must discuss your event with Police Scotland.

As soon as you decide, in conjunction with Police Scotland, that you require a temporary traffic restriction you should contact the area Roads Network Management Unit to discuss your intentions (See section 5 for contact details).

- You must contact Roads Network Management to discuss your requirements and appropriate dates before you fill in the application form.
- You must make sure that the application form and plan are completed and with Roads Network Management **3 months before** your event. Failure to consult the Roads Network Management Unit regarding dates or completing the application form incorrectly or failure to give the full notice period may jeopardise your event.

#### 4. Filling in the Application Form

The Events Application Form can be downloaded from FifeDirect.org.uk (*link address to be confirmed*) This is a Word document that can be edited – all of the highlighted boxes require information from you. The boxes will expand to allow you to complete all of the information as fully as possible.

##### **Applicant Information**

- Please state the name, contact telephone number and email address of the person who can answer queries regarding the restrictions you are requesting.

- The email address will be used to send out a copy of the notice and the legal plan indicating that the restrictions are in place.
- It is also important to give a contact telephone number that can be printed on the public notice.
- If your organisation has a charity number, please state the number to ensure no charge.

#### Event details

- Please give a full description of the event that you require the restrictions for. This should include a list of all of the roads you intend to use and explain any diversion route you would propose.
- Please ensure that you fill in the start and end times and days/dates of your restriction.
- The type of restriction you require, eg road closure, rolling road closure or any other restriction you think is required must be detailed.
- A plan must be enclosed with your application form, showing the exact lengths of affected roads and any intended route.

**Access for pedestrians.** Please state if any alternative routes for pedestrians will be required. Pedestrian access to any affected properties must be maintained.

**Access to affected properties.** It is essential to discuss the access provision with the Roads Network Management Unit of the area involved. Residents must be able to access their properties where it is physically possible to do so, even if it is only on foot. Please give a full description of how this access is to be maintained for the duration of the event. Or give reasons why and when this will not be possible.

**Access for emergency services.** It is essential to discuss the access provision with the Roads Management Unit of the area involved. Explain whether Emergency service vehicles will be able to access the restricted section of road or whether they will have to use an alternative route.

**Access for public transport services.** It is essential to discuss bus routes with the Roads Network Management Unit. If buses have to be re-directed the Traffic Management team will be required to carry out consultation with bus companies.

#### 5. Network Management Contacts

**Telephone:** North Fife **Maggie Baird** **0345155555 Ext 493692**  
South Fife **Julie Carnell** **0345155555 Ext 480117**

Please return the completed application form (with plan) to the appropriate office:

**By email to:** North Fife **Maggie Baird** Maggie.Baird@fife.gov.uk  
South Fife **Julie Carnell** Julie.Carnell@fife.gov.uk

Or by post to:

Fife Council Roads And Transportation Services	Roads Network Management North Fife	Bankhead Central Bankhead Park	GLENROTHES	KY7 6GH
	Roads Network Management South Fife	Bankhead Central Bankhead Park	GLENROTHES	KY7 6GH

#### 6. Notices

Once the regulations are in place, notices are erected on site on your behalf by Fife Council (this is a copy of the legal order). A copy of the notice also gets sent to the applicant email address and all relevant partners (emergency services, local members, etc.)

**The Event Organiser is required to arrange for all necessary traffic management including No Waiting cones and signs where required.**

On some occasions Fife Council are required to apply to the Scottish Ministers for permission to have your event on certain roads. You would be informed if there were any issues arising.

**The Information gathered on this form will be held by Fife Council for the purpose of determining (consent/refusal) an application under the Road Traffic Regulation Act 1984 Section 16A OR Roads (Scotland) Act 1984 Section 62. It will be shared with Statutory Undertakers and third parties using the Scottish Roadworks Register for roadwork co-ordination, etc.**

**All collection, use and storage of personal information will be in accordance with the Data Protection Act 1998.**

**Further information is available on the website**