



Framework For Co-ordinating and Approving Events on Scottish Borders Roads



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Glossary

Term	Meaning
Major Event	Any event that falls under Section 16A of the Road Traffic Regulation Act 1984.
NGB	National Governing Body of Sport, including British Cycling, UK Athletics, British Triathlon
SB	Scottish Borders
SAG	Safety Advisory Group – an officer level group which advises on the safety of local events and agree any licences needed for events.
SBC	Scottish Borders Council
Sportive	An unregulated organised, mass-participation event. A sportive is a ride rather than a race, although participant times will normally be recorded.
TTRO	Temporary Traffic Regulation Order



1. Introduction

This paper sets out the Framework and key set of objectives for the co-ordination and approval of events on the road, or that have a major impact on the road network, as administered by Scottish Borders Council.

This Framework is aimed at key stakeholders and event organisers and specifically refers to the approval of road closures for events on the adopted road network under Section 16A (Special Events) of the Road Traffic Regulation Act 1984 which is used for large sporting events, social events or entertainment which is held on a road.

There are many events and activities which take place on open roads every week in the region. This paper addresses the need for better or improved communication regarding these events between the event organiser and relevant stakeholders and the impact this has on local communities.

The aims of this framework are to outline and agree a process for road closures. It will provide a framework and address the following;

- How the event organisers intend to ensure communication and coordination regarding events, which will help to minimise any impact attributed to events.
- Give examples of Scottish Borders specific event processes.
- Outline the process for the approval of road closures under Section 16A of the Road Traffic Regulation Act 1984 for events on the road, to ensure it is consultative and transparent, whilst balancing the impacts versus the benefits.

The increase in events taking place on closed and open roads, has led to concerns from local communities regarding their impact, especially in rural areas where road closures create more complications through fewer alternative route offerings.

These issues relating to events are detailed below:

- Improved consultation, from event organisers is required with local communities regarding events and road closures.
- Managing the increase of events on open and closed roads so they do not adversely impact communities.
- Cumulative impact of events on certain rural areas of the region.
- Conduct and behaviour of some of the participants and/or spectators.

SBC and partners recognise that to realise the benefits from events, these issues must be addressed and this framework sets out objectives to do this. This Framework has been produced by SBC in consultation with Police Scotland Officers.

1.1 Key Objectives

Below are the key objectives which underpin this Framework and enable SBC and partners to manage both the positive and negative impacts which may arise through the event management process:



- We will support events which bring benefits to the people of the Scottish Borders and result in a net benefit to the region (considering factors such as economic growth and health and transport benefits, due to decreased congestion through sustainable travel).
- We will base our assessment of event applications for road closures under S16A of the Road Traffic Regulation Act 1984 on a set of principles, in which the benefits outweigh the impact.
- Event organisers requesting road closures under Section 16A of the Road Traffic Regulation Act 1984, are required to undertake and provide results of consultation with the/adopted local authority, local community and elected members when applying for road closures.

2. Context

Within the Scottish Borders there are a range of events and activities which require varying degrees of road closures.

In addition to the various licencing requirements, road closures for events of a certain scale are a legal requirement.

2.1 Road Closure Requirements

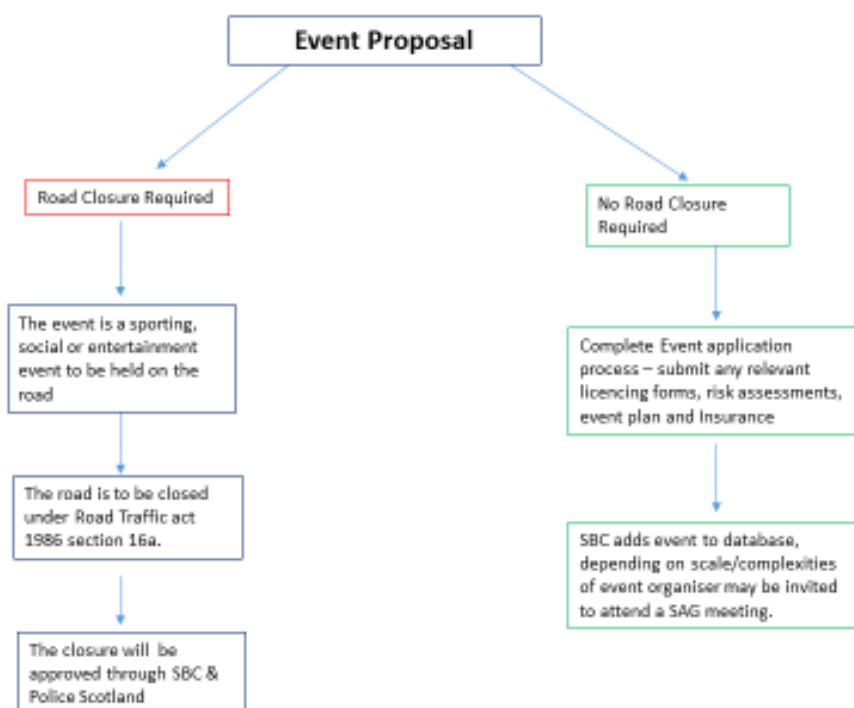
It should be noted that not all events that take place on open/adopted roads will require a road closure. If this is not the case your event will run under 'normal open road conditions', however you should ensure that thorough research has taken place, prior to launching the event.

If no closure is required:

- What impacts will your event have on the local area if you proceed without a closure?
- What other events are taking place at the same time as your event – you can contact SBC to ensure there are no clashes with events in the area?
- Notify the council and submit relevant event notification and supporting documentation.

If a closure is required:

- Follow process of the flow chart below;



2.2 Road Closure Examples

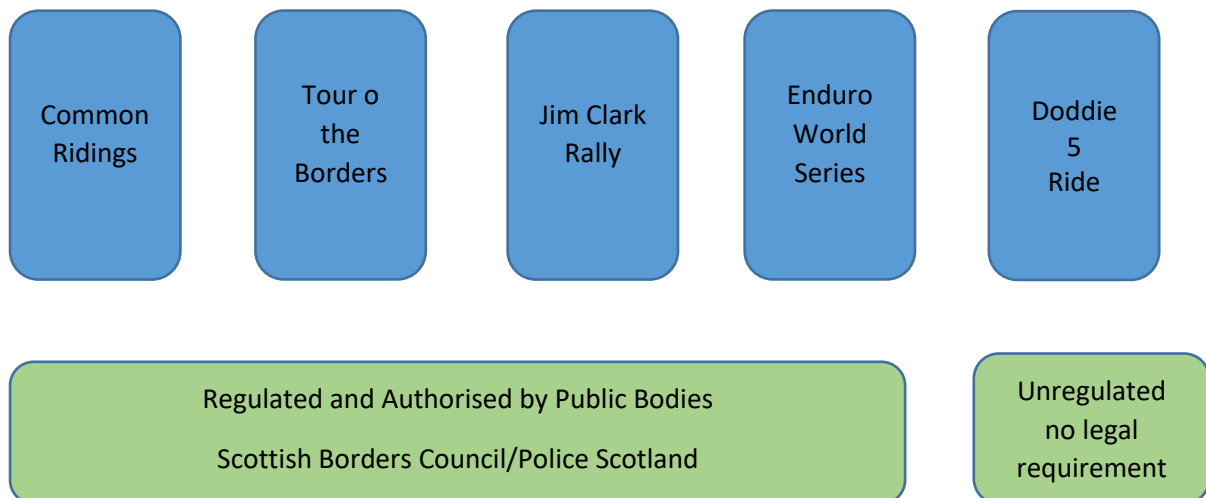
Legal Power	Type Of Event	Approver	Closure
Section 16A Road Traffic Regulation Act 1984	Tour o The Borders	Police Scotland	Full Closures
Road Traffic Act (Cycle Racing on Highways Regulations 1960. amended 1980 & 1995)	Lothian Flyer Road Race (Road racing and TT's)	Police Scotland	On open roads in controlled conditions



Landowner/Public Land	World Enduro Series (Enduro Mountain Biking)	Forestry Land Scotland (FLS), Scottish Borders Council	Section 11, On Open Roads but permit required (Marching and Parades)
The Motor Sport on Public Roads (Scotland) Regulations 2019	Jim Clark Rally	MSUK (Permit) Scottish Borders Council (Motor Sports Order)	Full Closure

2.3 Regulated and Unregulated Events on Highway

Within Scottish Borders there are many events that use the roads on a regular basis; the diagram below demonstrates regulated events and unregulated events in terms of permission and safety checks. An unregulated event is an event with no TTRO whilst a regulated event will have a TTRO.



3. Process for SBC approving events on closed roads using Section 16A of the Road Traffic Regulation Act 1984

Under the Traffic Management Act 2004, Roads Authorities such as SBC are under a duty to effectively manage their road network. These duties include managing their road network with a view to securing, as far as may be reasonably practicable, the expeditious and safe movement of traffic on their own network and to facilitate it on others.

Under SBC powers as a Roads Authority, it can close roads under Section 16A of the Road Traffic Regulation Act 1984. There is currently no legal requirement for consultation with residents or



businesses before making an order. SBC recognises that an event organiser when requesting closures must demonstrate the benefits of the event outweigh the impacts. It also recognises there should be a transparent and consultative approach to approving the decision.

3.1 Principles for approving events on roads closed under Section 16A of the Road Traffic Regulation Act 1984

SBC recognises for events impacting upon communities there must be an assessment so the disbenefits are outweighed by the economic, social and health benefits. The following principles must be evident in an event application from an event organiser for it to be considered for road closures:

- Credibility of the event organiser (references may be sought)
- Support from the Governing Body (if a sporting event)
- Community benefits (charity, health, wellbeing and social)
- Economic benefits (local area or Scottish Borders as a whole)
- Cumulative impact of events on an area (one closed road event per calendar year)
- Enhance the reputation of Scottish Borders (tourism and place)
- Feedback from local Councillors
- Consultation with community undertaken by the event organiser and evidenced

There is no weighting to be placed on specific principles; however, all will need to be addressed as part of the review before a decision is taken.

Large high-profile events that are promoted or delivered in partnership by the Council will take precedence over other smaller events, due to the increased potential benefit that larger events bring. These events will be agreed on a case-by-case basis, they could include State Visits, International and National events of significant importance, sporting, cultural or otherwise.

Other events should follow the timeline set out below. Regardless of size events on closed roads would require overwhelming local support from residents/businesses and local elected representatives to take place on the same route on a regular basis.

4.0 Timeline for sporting events on closed roads

It is important for event organisers to submit event information as far in advance as possible, particularly during peak event season – i.e. Through Common Riding times and mid-summer.

Below is a suggested timeline of activity when for requesting a road closure.



4.1 Planning for an Event (Safety Advisory Group)

As part of the road closure process, it may be necessary for the event to be taken to a Safety Advisory Group for scrutiny of any plans and safety documentation. A SAG provides a one stop shop, convened to advise organisers of event safety and to input on their knowledge and experience to advise organisers of how they can ensure the safety of everybody involved before, during and after the event.

SAG membership typically includes the following representation:

- SBC Council Roads
- SBC Emergency Planning
- SBC Passenger Transport
- SBC Environmental Health
- Police Scotland
- Scottish Fire and Rescue Service
- NHS Borders
- Scottish Ambulance Service
- BEAR Scotland

All your event documentation will be reviewed and assessed against any guides that are applicable to your event, therefore please ensure you are familiar with and have produced documentation in line with the guidance. The SAG will expect the following documentation to be submitted at least one week before the SAG takes place:

- Event Plan
- Risk Assessment(s)
- Traffic Management Plan
- marshal Plans (if not incorporated in the event plan)
- Site maps/ route maps
- Any other relevant safety documentation
- Proof of insurance (£10million Public Liability)

The SAG will consider plans presented by the organisers on the content and structure of the safety elements of the event. It is not the role of the Group to assist in the planning of the event or the writing of the plan. The members of the Group will not accept or adopt any of the responsibilities of the organiser. IT IS VITAL TO REMEMBER THAT THE SAG PROCESS IS TO SUPPORT EVENT ORGANISERS AND THAT THE OVERALL RESPONSIBILITY FOR THE HEALTH, SAFETY AND WELFARE FOR PARTICIPANTS AND OTHERS LIES WITH THE EVENT ORGANISER.

4.2 First Year Event Timeline

Time Till Event Date	Activity	Action Carried By
12+ Months	<p>Submit event details including an outline event plan, risk assessment and any relevant licence applications to SBC. (eps@scotborders.gov.uk)</p> <p>Initial internal consultation takes place. Any objections raised will be discussed with the event organiser before moving onto the next stage.</p> <p>Internal consultation includes the following: SBC Emergency Planning Police Scotland SBC Roads Team</p> <p>All factors will be considered from the respective SBC services and the Council will indicate if it is in principal supportive of the event and road closure or give reasons for refusal.</p> <p>Statement of relevant legislation to be used.</p>	<p>Event Organiser</p> <p>SBC</p>
10 months prior to event	<p>SBC will provide a list of Local Councillors. A consultation process must be carried out with local Councillors, critical services, communities' and other key stakeholders.</p> <p>Evidence of communications and responses to be submitted to SBC.</p> <p>Communication with local communities is to be carried out to ensure there is an awareness of the event and its potential impacts. Information</p>	Event Organiser/SBC

	on Community Councils can be found online.	
5 months Prior to event	A more detailed event plan with specific timings, and traffic management plans to be submitted.	Event Organiser
4 months prior	SAG meeting including all relevant attendees	All parties – meeting invite sent from SBC
2 Months prior	Attendance at second SAG (if required)	Event Organiser (at the discretion of the SAG Chair)
1 Month Prior	Road closure Paperwork Complete	SBC
3 Weeks Prior	Road Closure notifications issued	Event Organiser
2 Weeks Prior	Course/site inspection with event organiser and SBC if necessary. Final road closures published.	Event Organiser/SBC
1 month post event	Feedback and debrief from event. All relevant stakeholders should be invited to take part – those who were on initial SAG meeting	Event Organiser/SBC

4.1 Second Year Event Timeline

After year one of introducing 16A road closures for your event, it is deemed necessary that the application process is shortened for any subsequent road closure applications for your event. This is because a debrief will be held to review your event where the road closures will be discussed amongst partners. Any alterations necessary for the following years will be recommended. SBC will then expect you to implement and reflect such changes in your new road closure application and consultation process.

Again, please note, the timescales suggested are fixed and you should do your utmost to ensure an application is received within these timescales. The table below outlines the time scales which we would expect each stage of the second and subsequent year's application to be completed.

Time Frame/Scale	Activity	Responsibility
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10+ Months	<p>Submit event details including an outline event plan, risk assessment and any relevant licence applications to SBC. (eps@scotborders.gov.uk)</p> <p>Initial internal consultation takes place. Any objections raised will be discussed with the event organiser before moving onto the next stage.</p> <p>Internal consultation includes the following: SBC Emergency Planning Police Scotland SBC Roads Team</p> <p>All factors will be considered from the respective SBC services and the Council will indicate if it is in principle supportive of the event and road closure or give reasons for refusal.</p> <p>Statement of relevant legislation to be used.</p>	<p>Event Organiser</p> <p>SBC</p>
8 months prior to event	<p>SBC will provide a list of Local Councillors. A consultation process must be carried out with local Councillors, critical services, communities' and other key stakeholders.</p> <p>Evidence of communications and responses to be submitted to SBC.</p> <p>Communication with local communities is to be carried out to ensure there is an awareness of the event and its potential impacts. Information</p>	Event Organiser/SBC

	on Community Councils can be found online.	
5 months Prior to event	A more detailed event plan with specific timings, and traffic management plans to be submitted to Emergency Planning.	Event Organiser
4 months prior	SAG meeting including all relevant attendees	All parties – meeting invite sent from SBC
2 Months prior	Attendance at second Safety Advisory Group (if required)	Event Organiser (at the discretion of the SAG Chair)
1 Month Prior	Road closure Paperwork Complete	SBC
3 Weeks Prior	Road Closure notifications issued	Event Organiser
2 Weeks Prior	Course/site inspection with event organiser and SBC if necessary. Final road closures published.	Event Organiser/SBC
1 month post event	Feedback and debrief from event. All relevant stakeholders should be invited to take part – those who attended the initial SAG meeting	Event Organiser/SBC

5.0 Fees for Event Organisers

Fees - Event organisers will be charged the fee for each temporary traffic regulation order application required to close roads for the event (not for each individual road closed as part of one application). Due to the nature of applications, there is no fixed cost as there are various elements to consider when going through the process of applying for a road closure. An estimate of this cost can be given prior to any application.

5.1 Breakdown of Fees

Fees charged will relate to the following services and event organisers will be notified when they submit their application the following will incur costs;

- Temporary Traffic Regulation Orders
- Street Cleansing, planning and delivery (as required from SBC)
- Crowd Management/ Public Safety advice (if required)
- Ground works/ reinstatement (if required)



- Any additional SBC support may incur charges (to be agreed)

6.0 Concluding Points

When applying for an event road closure, whether the event in its first or tenth year, appropriate planning and lead times are always essential.

It should be stated that despite going through the appropriate processes, not all events will be granted a road closure. Due to some of the key elements outlined within the framework, if an event's impacts are deemed to have an overly negative effect on the area, events will not be successful in their applications.

Appendix I Key Contacts

Emergency Planning – eps@scotborders.gov.uk
Liquor & Licencing - liquorandlicensing@scotborders.gov.uk
Economic Development – events@scotborders.gov.uk
Roads – placeroadworks@scotborders.gov.uk
Access - outdooraccess@scotborders.gov.uk
Police Scotland – lothianscotbordersopsplanning@scotland.police.uk