



## **Traffic Diversion Orders in North Dorset**

For events other than carnivals and processions, event organisers should consider whether or not there are more suitable locations other than the public highway.

Section 21 of the Town Police Clauses Act 1847 empowers local authorities to create Orders to divert traffic to prevent obstruction “in all times of public procession, rejoicing or illuminations”. The reasons for a traffic diversion order must be limited to “public processions, rejoicings and illuminations” or events of a similar nature and cannot be extended for any other type of event. We cannot process a street closure order for a **commercial event**, for these types of closures you will need to contact Dorset County Council (see useful contacts).

If an event is considered to be a large scale “major” event it may be appropriate for the traffic diversion to be dealt with by the Highways Authority - Dorset County Council.

It should be noted that should a traffic diversion Order be made it does not give permission for the event itself to take place, it merely allows provisions to be made to divert the traffic from the streets named in the Order.

The Licensing Team are responsible for following the process of making an Order as necessary. All other responsibilities lie with the organiser of the event.

### **Information the Council Requires**

Event organisers should allow themselves sufficient time to fully plan the proposed event and requests for a traffic diversion Order should be made at least 2 months before the proposed event is to take place. For particularly large and complex events it is recommended that more time should be allowed. Organisers should be aware that if a request is submitted late they run a risk of having to postpone the event or cancel it all together. It is important to realise that there can be no guarantee that a request will be successful and it is recommended that it is unwise for organisers to plan the event based on the assumption that a diversion Order will be made.

A form should be completed giving the following information:

- Name of the organiser
- Contact details for the organiser
- Details of the nature of the proposed event (including specific activities taking place)
- The name of the roads to be closed
- Date and time of the proposed event
- A map showing the proposed event route and streets to be closed

A form can be obtained from the North Dorset District Council website at [http://www.north-dorset.gov.uk/index/caring/environmental\\_health/licensing\\_orders/street\\_closures.htm](http://www.north-dorset.gov.uk/index/caring/environmental_health/licensing_orders/street_closures.htm) or by contacting a member of the Licensing Team on 01258 484380.

The completed form and plan should be sent to the Licensing Team, Environmental Health & Licensing, North Dorset District Council, Nordon, Salisbury Road, Blandford Forum, DT11 7LL.

Copies of the application form received may be passed to relevant bodies within the Council as well as external organisations contained on our consultation list. Applicants may be contacted by these parties concerning certain aspects of the proposed closure.

### **Things to Consider**

When considering closing a street or streets you should consider the following:

- Is it absolutely necessary to close the street for the event?
- Alternative routes must be suitable for the traffic likely to use it
- Where to put signs notifying traffic of the diverted route
- Will local businesses be affected?
- Are residents likely to be affected?
- If so would a leaflet drop to affected residents/businesses be appropriate?
- Does the closure affect a bus route?
- Are the times of the closure appropriate?
- Does the closure affect a taxi rank? If so is there a suitable area for taxis to drop off and pick up fares?

Due to the nature of the disruption caused to local residents and businesses during street closures please consider whether the plans for the closure affects the minimum amount of the street possible and lasts for as short a time as possible.

### **Objections to the Closure**

If comments/objections are received from those being consulted they will be forwarded to the Organiser. It is expected that the organiser should deal directly with the consulted party to try to come to an agreement if possible. If an agreement is reached we will require it in writing from both parties that any issues raised have been dealt with satisfactorily and that any objection is withdrawn. If objections are received that cannot be mediated the traffic diversion Order cannot be made.

Should any issues arise the consultation process can become lengthy, it is therefore recommended to get any application to us as soon as is possible. If there are any issues that you feel will likely cause a problem it may be prudent to contact organisations such as the Police to discuss the matter before any application is submitted.

### **Traffic Signs**

If the traffic diversion Order is made the Council will produce some A4 laminated notices that will need to be erected by the organiser along the route of the closure at least a week before the event takes place. These signs are a legal requirement and will carry information confirming that the traffic diversion is to take place but they are not suitable for signifying any diversion instructions to traffic. **The organiser will need to make sure that there is adequate signage to divert traffic.** This is especially important when a street closure affects a through route or busy main road. It is recommended that on such occasions signage is put up in advance (preferably 10 to 14 days) to give warning to road users of the planned closure. Any such signs will have to meet certain standards, for more information on these requirements please contact the Dorset County Council Highways Authority on 01305 221020 to discuss any extra signage that may be required. It is recommended that this is

arranged as early as possible. Traffic signs can only be placed on the highway by a person who has undergone the appropriate training in accordance with Chapter 8 of the Traffic Signs Manual or is authorised under s66 of the Road Traffic Regulation Act 1984.

### **Hiring Barriers and Other Equipment**

If barriers and other equipment are required for crowd control and safety then they are available for hire from specialist firms, contact details for which can be found in the phone book.

Any such equipment is the responsibility of the organiser.

### **Guidance Notes**

Event organisers may wish to consult the Home Office Guidance document “The Good Practice Safety Guide for small and sporting events taking place on the highway, roads and public places”. A copy can be found online at <http://police.homeoffice.gov.uk/news-and-publications/publication/operational-policing/event-safety-guide.pdf?view=Binary> or by contacting a member of the Licensing Team.

### **List of Consultees**

- Wilts & Dorset Bus Company Limited
- The Chief Constable – Dorset Police
- Dorset County Council – Eastern & Western Area Highways Departments
- Dorset County Council – Highways Asset Management
- First Somerset & Avon (Bus Company)
- Dorset Ambulance NHS Trust HQ
- National Express
- Damory Coaches
- Shaftesbury & District Motor Services
- First Southern National
- Sherborne Police Station
- Blandford Police Station
- Gillingham Police Station
- Shaftesbury Police Station
- Operations Manager – NDDC
- Dorset Police – Traffic Management
- Dorset Fire & Rescue
- Local Parish/Town Council
- Local Taxi Operators

## **Useful Contacts**

### **Licensing Team**

Environmental Health & Licensing  
North Dorset District Council  
Nordon  
Salisbury Road  
Blandford Forum  
DT11 7LL  
[licensing@north-dorset.gov.uk](mailto:licensing@north-dorset.gov.uk)  
Tel: 01258 484141/484380

### **Dorset County Highways**

Eastern Highways Office  
Stour Park  
Blandford St Mary  
Blandford Forum  
DT11 9LQ  
[areaeast@dorsetcc.gov.uk](mailto:areaeast@dorsetcc.gov.uk)  
Tel: 01305 221020

### **Dorset County Council**

County Hall  
Colliton Park  
Dorchester  
DT1 1XJ  
Tel: 01305 251000

### **Dorset Police – Traffic Management**

Force Headquarters  
Winfrith  
Dorchester  
DT2 8DZ  
[Scott.oliphant@dorset.pnn.police.uk](mailto:Scott.oliphant@dorset.pnn.police.uk)  
Tel: 01202 227653

### **Blandford Police Station**

Salisbury Road  
Blandford Forum  
DT11 7HR  
[blandford@dorset.pnn.police.uk](mailto:blandford@dorset.pnn.police.uk)  
01258 452101

### **Gillingham Police Station**

School Road  
Gillingham  
SP8 4QR  
[gillingham@dorset.pnn.police.uk](mailto:gillingham@dorset.pnn.police.uk)  
01747 822615

### **Shaftesbury Police Station**

Granville Gardens  
Shaftesbury SP7 8DF  
[shaftesbury@dorset.pnn.police.uk](mailto:shaftesbury@dorset.pnn.police.uk)  
01747 852231

These notes are intended as guidance only. If you are in doubt about your legal position it is recommended that you seek independent legal advice.

If you have any queries about applying for a traffic diversion Order please contact a member of the Licensing Team on 01258 484380 or [licensing@north-dorset.gov.uk](mailto:licensing@north-dorset.gov.uk)