Suffolk County Council

These notes for guidance are to assist you in completing the Special Events Order application form

Suffolk County Council supports local community events. You do not need to inform us if your event has no impact on the public highway, but you may need to contact the Borough or District Council if you want to provide entertainment, serve food or alcohol.

If your event requires a public highway closure (or other restriction) you will also need to arrange your own traffic management which is likely to incur an additional cost to you. Therefore, you may wish to reconsider whether you can hold your event off the public highway. The public highway consists of any verge, pavement, road, bridleway or public footpath whether maintained at public expense or not, and over which the public has a right of way.

Events that affect busy roads may not be authorised.

General Guidance

Event Categories	Civic Events	A Civic Event is recognised by Suffolk County Council, as an event which will be attended by one or more of the following: • A member of the Royal family • Lord Lieutenant of Suffolk • High Sheriff of Suffolk • Chairman of Suffolk County Council Suffolk County Council also recognises Acts of Remembrance (Remembrance Parades) which are organised by the District or Borough Councils with the Royal British Legion in attendance, as Civic Events. For recognised civic events, Suffolk County Council will: • Waive the administrative fees, including the Event Application Fee and Highway Restriction Fee; and • Consider contributing towards traffic management costs to support the event.* *Any contribution towards traffic management is capped and is only available where the event organiser chooses traffic management services provided by Suffolk Highways. The contribution will not apply if an alternative traffic management supplier is used. Please contact **Network Assurance** for further information.*
	Events organised by a registered charity	A Charity Event is recognised by Suffolk County Council as events which are organised by a registered charity (a charity number is required). If you are unsure of your charity number, you can search the charity register on GOV.UK. For recognised charity events, Suffolk County Council will waive the administrative fees, including the **Event Application Fee** and **Highway Restriction Fee**.

		However, the event organiser remains responsible for all other costs associated with holding the event safely on the highway, such as traffic management. Suffolk County Council may require evidence of appropriate Public Liability insurance and relevant qualifications. Suffolk County Council cannot recommend specific traffic management suppliers; however, there are many local suppliers operating within Suffolk and the surrounding areas. **Please note:** Events that raise money for charity but that are not organised directly by a registered charity will be classified as an **Other** event by Suffolk County Council.
	Other events	If your event does not fall within the categories above (Civic or Charity Event) it will be classed as **Other** by Suffolk County Council. Events classified as **Other** are assessed using the **Event Impact Matrix**, which evaluates the potential impact of the event and assigns the **Event Impact Score**. This score falls within a defined range, which determines the applicable **Event Application Fee**. The **Event Impact Score** is based on: • Event size (estimated attendance) • Number of highway restrictions (e.g. road closures) • Duration of highway restrictions **The Event Impact Score is calculated as follows:** Event Size Score **+** Number of Highway Restrictions Score **+** Duration of Highway Restriction Score **=** Event Impact Score The resulting score falls within a defined range, which determines: • the applicable **Event Application Fee**; and • whether a **Highway Restriction Fee** applies. **Event Impact Matrix** The table below is used to assess events and calculate the Event Impact Score:

Event size (Estimated Attendance)	Score	Number of Highway Restrictions	Score	Duration of Highway Restriction*	Score
Small (0-99)	**0**	0	**0**	Between 0 and 5 hours	**0**
Medium (100-499)	**1**	1-3	**1**	Between 5 and 12 hours	**1**
Large (500-4,999)	**2**	4-10	**2**	Between 12 and 24 hours	**2**
Major (5,000 or more)	**3**	11 or more	**3**	Longer than 24 hours	**3**

* The duration of a highway restriction is calculated from the time the first road closes to the time the final road reopens. For example, if Road A closes at 9am and reopens at 12pm, and Road B closes at 10am and reopens at 1pm, the total duration would be 9am to 1pm (4 hours).

Highway restrictions may include (but are not limited to):

- Temporary road closures
- Temporary implementation or suspension of one-way restrictions
- Banned turns or prohibitions of entry
- Temporary speed limits
- Temporary weight, width, or waiting restrictions

Event Application and Highway Restriction Fees

The table below outlines the fees associated with processing highway event applications, based on the **Event Impact Score**:

Event Impact Score	Event Application Fee	Highways Restriction fee (if applicable)
0-2	£0	£0
3-5	£150	£0
6-7	£300	£750
8	£450	£750
9	£600	£750

Examples

An event with:

- 4000 attendees
- 4 road closures and 1 suspension of a one-way system (5 restrictions)
- A duration of 14 hours

would be assessed as follows:

- Event Size Score: **2**
- Number of Highway Restrictions Score: **2**
- Duration of Highway Restriction Score: **2**
-
Event Impact Score: **6**

Fee Payable

- Event application: **£300**
- Highway restriction: **£750**

Total fee: **£1,050**

		An event with:
		• 300 attendees • 3 road closures (3 restrictions) • A duration of 8 hours would be assessed as follows: • Event Size Score: **1** • Number of Highway Restrictions Score:**1** • Duration of Highway Restriction Score: **1** Event Impact Score: **3** **Fee Payable** • Event application: £150 • Highway restriction: £0 Total fee: **£150** **Important** • The applicant is responsible for paying the applicable Event Application Fee and, where relevant, the Highway Restriction Fee. • The applicant is also responsible for any additional costs associated with holding the event safely on the highway (e.g. traffic management or traffic control). • Suffolk County Council may require confirmation of appropriate public liability insurance and relevant qualifications. • Suffolk County Council cannot recommend specific traffic management suppliers; however, there are many local suppliers operating within Suffolk and the surrounding areas.
Payment		If your application is successful, you will receive a payment request email detailing the total payable and instructions on how to make payment. Please do not attempt to make payment before you receive the payment request email. **Payment can be made by the following methods:** • Payment Card • BACS • Bank Transfer **Please note:** • Cheques are no longer accepted • Fees are non-refundable • The fee covers processing of application and order only. Other costs for traffic management and insurance etc. may apply and are separate to this application.

The application form	
1) How many people do you anticipate will attend the event? Eg: under 50, 100 or less, 500+	This helps us assess how large your event could be and whether the event would also be of interest to your local Safety Advisory Group (SAG).
2) Proposed "Event Impact Score"	Enter the **Event Impact Score** using the **Event Impact Matrix**, this will determine the fee you will need to pay
3) Have all residents, businesses, parish and town councils affected been notified of this event and its associated impact?	You must have consulted with all parties potentially affected by your plans. This could be (but is not limited to): Residents, businesses, transport services, waste collection services, councillors, emergency services etc. We may ask you for details of your consultation before we process your application.
4) Have you received any objections?	If someone has objected to your proposals, you must work with them to rectify their concerns before applying.
5) Is a public transport service/route affected?	If your event will affect a public transport service, we will need to see details of your consultation with the service operator. If you are unsure whether your event will affect a public transport service, please visit the Traveline website: Plan Your Journey | Traveline
6) Why do you need to hold this event on the public highway?	Please explain why it is necessary for your event to be held on a public highway. If there are suitable alternative locations off the public highway, these should be used. Restricting use of the public highway should only be considered once all off-highway alternatives have been fully explored and fail to meet the requirements of the event.
7) Who is carrying out your traffic management for the event?	Confirm who will be responsible for traffic management at your event. This includes engaging a qualified traffic management company or enlisting appropriately accredited personnel to install signage for the event and any potential diversion routes.
8) Expiry date of Public Liability Insurance for the event	Please provide the date the Public Liability Insurance expires. A copy of the insurance certificate should be included with the application upon submission.
Name of event	Please give a name and description the event is being advertised under
Parish or Town	Name of the village or town the event is being held in
Start and End dates and times	These may not be the same as the start and end dates of your event. Your start dates are for the restriction(s), therefore they need to be inclusive of the dates you intend to place your traffic management or parking restriction signing out.
Road name	Name of the road(s) you wish the restriction to apply to.
Type of restriction	Tell us what sort of restriction you want to place on the road. For example, closure, parking restriction, rolling closure (for parades and mobile events)

From where to where?	If you are not restricting the entire road, please provide a clear location of your restriction either by from/to house number, landmarks or by measurements from junctions.
List roads for diverted traffic	Whenever a road is closed or through traffic is restricted, you must provide an alternative route to allow vehicles to pass safely to the other side of the closure. Access must always be maintained for properties within the closure, local residents, and emergency services. You are responsible for all aspects of traffic management, including cones, signage, and marshalling. This may be carried out by an accredited traffic management company for an appropriate fee or deposit. **Please note:** it is not acceptable to simply write "see attached plan" in this box. A clear explanation must be provided here.

Please send your completed form to na.applications@suffolk.gov.uk