

**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 closure of the public highway in addition to this form, 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 or not maintained at public expense and over which the public has a right of way).

**Events that affect busy roads may not be authorised.**

<b>Event Categories</b>	<b>Civic Events</b>	<p>A Civic Event is recognised by Suffolk County Council, as an event which will be attended by one or more of the below:</p> <ul style="list-style-type: none"> <li>• A member of the Royal family</li> <li>• Lord Lieutenant of Suffolk</li> <li>• High Sheriff of Suffolk</li> <li>• Chairman of Suffolk County Council</li> </ul> <p>Suffolk County Council also recognise Acts of Remembrance (Remembrance Parades) which are organised by the District or Borough Councils with the Royal British Legion in attendance, as Civic Events.</p> <p>Suffolk County Council will waive the administrative fees (Event Application Fee and Highway Restriction Fee i.e., Road Closure) for processing Civic Events and will further look to contribute towards costs* of the Traffic Management to support the Civic Event.</p> <p><i>*The Traffic Management contribution is capped and is only available if the event organiser chooses to proceed with Traffic Management being supplied through Suffolk Highways. The contribution will not be available if the event organisers choose another supplier to provide the Traffic Management for the event. Please contact Network Assurance for more information.</i></p>
	<b>Events organised by a Registered Charity</b>	<p>A Charity Event is recognised by Suffolk County Council, as events which are organised by a registered charity (a charity number is required).</p> <p>If you are unsure if you are a registered charity number, please visit <a href="https://www.gov.uk/search-charity-register">Search the charity register - GOV.UK</a>.</p> <p>Suffolk County Council will waive the administrative fees (Event Application Fee and Highway Restriction Fee i.e., Road Closure) for processing Charity Events. However, the applicant will be responsible for any other associated costs/charges for holding the event safely on the highway (e.g. traffic management/traffic control). Suffolk County Council may require confirmation of the relevant public liability insurances and qualifications for the event.</p>

		Unfortunately, Suffolk County Council cannot recommend a Traffic Management supplier, however, there are many local suppliers within Suffolk and the surrounding areas.
	<b>Other</b>	<p>If you your event does not fall within the categories above (Civic or Charity Event) it will be classed as “Other” by Suffolk County Council.</p> <p>Events which are classified as “Other” are assessed through the “Event Impact Matrix”, which looks to assess the impact of the event and provide an “Impact Score”. This score will sit within a range, this range provides the rate of the “Event Application Fee” for the event. Depending on the range in which the score falls, it will also indicate whether the Highway Restriction Fee applies to the event. Please see refer to “paying the fee” for more information.</p> <p><b>Please Note.</b> The applicant will be responsible for paying the relevant Event Application Fee, Highway Restriction Fee for the event. Furthermore, the applicant will be responsible for any other associated costs/charges for holding the event safely on the highway (e.g. traffic management/ traffic control). Suffolk County</p>
<p><b>Fee: Please refer to the information under “Event Fee” section on our webpage.</b></p> <p><b>You will be advised of fee payable if your application is successful.</b></p>	<ul style="list-style-type: none"> <li>• Fees are non-refundable</li> <li>• Fee covers processing of application and order only. Other costs for traffic management and insurance etc. may apply and are separate to this application.</li> </ul> <p>Payment must only be made once we request it – payment methods accepted include payment online (through our webpage), BACS transfer or bank transfer</p>	

## Application Form

<p><b>1) How many people do you anticipate will attend the event? Eg: 0-99, 100-499, 500-4999, 500+</b></p>	<p>This helps Network Assurance assess how large your event could be and whether the event would also be of interest to your local safety advisory group. The fee associated with processing your event is determined by the score achieved on the Event Impact Matrix – please refer to our webpage <a href="#">Apply to close a road for an event   Suffolk County Council</a> for further information</p>
<p><b>2) Event Impact Score</b></p>	<p><b>Event Impact Matrix</b></p> <p>The below table is used to assess the event to determine the Event Impact Score. This is calculated as (Event Size Score) + (Restriction Number Score) + (Duration Score) = The Event Impact Score.</p> <p><u>Worked Example</u></p> <p>Event has 100 people attending with a road closure (1x Restriction) and will be for 4 hours duration, this would have Event Impact Score as follows;</p> <p>Event Size Score is 1  + Restriction Number Score is 1  + Duration Score is 0  = The Event Impact Score equals 2.</p>

Event estimated attendance		Highway restrictions(s)		Duration of highway restriction*	
Event Size	Score	Restriction Number	Score	Duration	Score
Small (0-99)	0	None	0	0-5 hours	0
Medium (100-499)	1	One-three	1	5-12 hours	1
Large (500-4999)	2	Three-ten	2	12-14 hours	2

\*Duration of highway restriction for example is calculated by taking the time the first road closes to the time the final road reopens i.e. If road A shuts at 9am and opens at 12pm but road B shuts at 10am and reopens at 1pm the duration would be 9am until 1pm thus 4 hours of closure.

**Note:** Highway Restrictions can include (but are not limited to): temporary road closures, implementation of a temporary or suspension of an existing one-way restriction, banned turn or prohibition of entry, implementation of a temporary speed limit or to implement or suspend a temporary weight, width or waiting restriction.

#### Event Application and Highway Restriction Fee

The below table outlines the fees associated with processing event applications on the highway and this is dependent on the impact score achieved on the "Event Impact Matrix".

Impact Score	Event Application Fee	If a Highway Restriction is required (i.e., Road Closure, One-Way, etc.), an additional charge of below will apply
0-2	N/A	N/A
3-5	£50	N/A
6-7	£100	£1,560
8-9	£250	£1,560

**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 not limited to): Residents, business, transport services, waste collection, 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.

<b>5) Is a public transport service/route affected?</b>	<ul style="list-style-type: none"> <li>• If your event will affect a public transport service we need to see details of your consultation with the service operator.</li> <li>• If you are unsure whether your event will affect a public transport service, visit <a href="#">Plan Your Journey   Traveline</a></li> </ul>
<b>6) Why do you need to hold this event on the public highway?</b>	Please explain why it is necessary for you to hold your event on a public highway. If there are alternative places off the public highway where you can hold your event then these should be used. Restricting the public highway should only be an option when all others have failed to suit the purpose.
<b>7) Who is carrying out your Traffic Management?</b>	Confirm who is carrying out any traffic management for your event. This entails contacting a Traffic Management Company or enlisting accredited persons to be able to place signs out for your event and potential diversion route.

<b>Name of event?</b>	Please give a name and description the event is being advertised under
<b>Parish/Town</b>	Name of village/town
<b>Start/End dates and times</b>	These may not be the same as the start and end dates of your event. Your start dates are for the restriction, therefore they need to be inclusive of the dates you intend to place your traffic management or parking restriction signing.
<b>Road name</b>	Name of the road you wish the restriction to apply to.
<b>Type of restriction</b>	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)
<b>From where to where?</b>	If you are not restricting the entire street please give us a clear location of your restriction either by from/to house numbers or landmarks or by measurements from junctions.
<b>List roads for diverted traffic</b>	<p>Any time a road is closed or through traffic is restricted you must provide an alternative route for vehicles to navigate to the other side of the closure. Access must always be given to properties within the closure to local residents and emergency services. You are responsible for any traffic management (i.e.: cones, signs, marshalling etc). This can be handled by any accredited Traffic Management Company for an appropriate deposit or fee.</p> <p><b>It is not acceptable to write 'see attached plan' in this box.</b></p>

<b>Please send your completed form to:</b>	<b>Payment Methods Accepted:</b>
Email: <a href="mailto:na.applications@suffolk.gov.uk">na.applications@suffolk.gov.uk</a>	BACS transfer, bank transfer or by credit card payment online via our webpage.
Please do not make any payments until requested to do so.	