



Suffolk County Council

King's Coronation Event Guidance



Definition of a Coronation Event

A Coronation event within Suffolk must meet the following criteria:

- The event organised is for residents and neighbours only
- Less than 499 people are expected to attend
- The road to be closed is a **residential local access or minor road** (see descriptions below) with only two possible access points for vehicular traffic
- There is no bus route along the road to be closed
- There are no shops or other businesses or access to shops or business premises on the road to be closed
- There is no public car park on or accessible via the road to be closed (other than a residents only car park)
- The event will be publicised only to residents
- There will be no entry charge for the event
- No commercial activity is to take place within the road closure area

Local access roads

Roads serving a limited number of properties that carry only access traffic.

Minor roads

Little used roads serving a very limited number of properties.

The event must be for the purpose of celebrating the King's Coronation and be held between Saturday, 6th May 2023 and Monday, 8th May 2023, during daylight hours.

Useful Web Links

For UK Government guidance on the organisation of street parties and further detail on the Eden Project's 'Big Jubilee Lunch', please visit the following websites:

<https://www.gov.uk/government/publications/your-guide-to-organising-a-street-party/your-guide-to-organising-a-street-party#what-sort-of-events-does-this-guidance-apply-to>

<https://www.edenprojectcommunities.com/blog/the-big-jubilee-lunch>

Application and Fees

All road closures require a statutory Temporary Traffic Regulation Order (TTRO), which typically involves a lengthy prescribed legal process. On this occasion however, Suffolk County Council proposes to create a single TTRO pursuant to Section 16a of the Road Traffic Regulation Act. The TTRO will have supporting schedule to cover the multiple Coronation events (locations) across Suffolk.

To achieve this, we therefore ask that applications (and supporting documentation) are submitted by no later than **Sunday, 2nd April 2023** via the Online Application Form.

Suffolk County Council will not charge for the processing of your application and will make available the minimum traffic management equipment required (e.g., signs and cones) to be placed on the highway by event organisers to support these events.

Insurance and Liability

Under no circumstances will Suffolk County Council (or its suppliers) be held liable for any injury, loss or damage arising from the organisation of a 'Coronation Event'. Any claims made against Suffolk County Council with regard to injury, loss or damage caused by a 'Coronation Event' will be passed onto the relevant organiser(s). 'Coronation Event' organisers should be aware that there may be circumstances in which they could be held liable for incidents/accidents. Whilst not making it a requirement, Suffolk County Council **strongly recommends** that organisers consider taking out Public Liability Insurance.

Risk Assessment

As part of managing the health and safety of both event organisers and members of the public, you must control the risks involved with your chosen activities. To do this, you need to think what might cause harm to people and decide whether you are taking reasonable preventative action. This is known as a risk assessment, and it is something Suffolk County Council **strongly recommends** that you carry out.

A risk assessment is not about creating huge amounts of paperwork, but rather identifying suitable control measures. Further information can be found on the Health and Safety Executive (HSE) website, via <https://www.hse.gov.uk/risk/>.

Traffic Management

Suffolk County Council will make available for collection the following items to Coronation event organisers prior to Saturday, 6th May 2023 (this will likely be in the weeks leading up to the event). Event organisers will be responsible for collecting and returning these items from/to their local Suffolk Highways depot. Further details surrounding exact locations and key dates will be circulated via email shortly following the closure of our application period on **Sunday, 2nd April 2023**.

- 2 x road closed signs
- 8 x traffic cones

If only one closure point is required for a Coronation event (e.g., on cul-de-sacs or no through roads), then only the following equipment will be required:

- 1 x road closed sign
- 4 x traffic cones

The road closed signs provided are specifically designed to be installed on 2no. traffic cones (see image overleaf). We **strongly recommend** that you place 1no. additional cone either side of your sign, evenly spaced, as to create an obstacle for oncoming vehicles.

Please note that when collecting your equipment, you will need to arrive in a vehicle big enough to transport the number of signs and cones you require. Further details, including specific dimensions etc., will be provided in future correspondence.

Example Images of Road Closure Signs



'King's Coronation Event Order' - Required Conditions for Coronation Events

The following conditions are applied to event organisers under a 'King's Coronation Event Order' which will be introduced:

1. The applicant must pay to Suffolk County Council the full costs of any damage to the highway or street furniture, or other loss or damage suffered by it and of any claims made against it as a result of the making of the Order and which arise from your negligence or (if you represent an organisation) the negligence of your organisation's members or officers.
2. Any Traffic Regulation Order (TRO) or other statutory provision which is currently in force on the road(s) to be closed will remain in force during your road closure.
3. Road closures must only be installed, enforced, and removed during daylight hours.
4. An Order is made entirely for the purpose of a King's Coronation event and may not involve the placement of any structure (over and above the placement of table and chairs) on the highway during its use.
5. Vehicle and pedestrian access for residents/businesses must be maintained during the road closure period and vehicle movements marshalled by event organisers.
6. On-street parking cannot be refused or restricted other than through an existing Traffic Regulation Order (TRO).
7. Events must be under adult supervision at all times. Children and vulnerable adults are at all times the responsibility of parents and carers.

8. Any signs or cones erected during your road closure must be removed immediately if required for access for emergency services or access for other residents.
9. Before reopening, event organisers must ensure the road is safe to open to traffic and that all parties are aware that the Coronation event has finished. Streets must be returned to the same condition as pre-closure and cleaned (including the removal of any rubbish, equipment, debris etc.) if appropriate. Photos must be taken of any damage to property which occurs during the event and followed up with relevant parties.

Suffolk County Council reserves the right to cancel any such Order if events are not implemented in accordance with these conditions and the requirements or the activities are not managed in a safe manner.