



# Suffolk County Council

## Platinum Jubilee Event Guidance



### **Definition of a Platinum Jubilee Event**

A Platinum Jubilee event 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 road with **no through traffic** (i.e., a cul-de-sac or traffic not able to access another road from the event road, etc.) and only resident traffic will be affected.
- 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 accessed 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.

The event must be for the purpose of celebrating the Queen's Platinum Jubilee and be held on 5 June 2022, during daylight hours. This is in-line with national celebrations, referred to as the 'Big Jubilee Lunch'.

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### **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>

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### **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, the County Council proposes to create a single order which a schedule to cover multiple Platinum Jubilee events across Suffolk. To achieve this, we ask that applications and supporting documentation are submitted by no later than **27/03/2022**.

Suffolk County Council will not charge for the processing of your application and will provide event organisers with the necessary traffic management equipment (e.g., signs, cones, and barriers) to be placed on the highway.

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### **Insurance and Liability**

Under no circumstances will Suffolk County Council be held liable for any injury, loss or damage arising from the organisation of a Platinum Jubilee event. Any claims made against Suffolk County Council with regard to injury, loss or damage caused by a Platinum Jubilee event will be passed onto the relevant organiser(s). Platinum Jubilee event organisers should be aware that there may be circumstances in which they could be held liable for

accidents. Whilst not making it a requirement, Suffolk County Council **strongly recommends** that organisers consider taking out Public Liability Insurance.

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### **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/>.

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### **Traffic Management**

Suffolk County Council will supply and deliver the following items to Platinum Jubilee event organisers prior to June 5 2022. Event organisers will be responsible for receiving and storing this equipment, before readying it for collection on a later date.

- 1 x Advance Warning sign
- 1 x Road Closed sign
- 2 x Barriers
- 5 x Cones

The Advance Warning sign should be placed out upon delivery to inform local residents of the upcoming Platinum Jubilee event, before being used to support the road closure setup.

Event organisers must install the above equipment onsite as per the below plan:



**‘Platinum Jubilee Event Orders’ Required Conditions for Platinum Jubilee Events**

The following conditions are required under a ‘Platinum Jubilee Event Order’:

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 Platinum Jubilee 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, barriers 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 Platinum Jubilee 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.**